

CITY OF LOS ANGELES

CALIFORNIA



FRANK T. MARTINEZ
City Clerk

KAREN E. KALFAYAN
Executive Officer

When making inquiries relative to this
matter, please refer to the Council File No.

ANTONIO R. VILLARAIGOSA
MAYOR

Office of the
CITY CLERK

Council and Public Services
Room 395, City Hall
Los Angeles, CA 90012
Council File Information - (213) 978-1043
General Information - (213) 978-1133
Fax: (213) 978-1040

CLAUDIA M. DUNN
Chief, Council and Public Services Division

www.cityclerk.lacity.org

April 25, 2006

Honorable Members of the City Council
Room 395, City Hall
Los Angeles, CA 90012

SUBJECT: DRAFT ORDINANCE PRESCRIBING THE METHOD FOR APPOINTING A
COMMISSION TO EVALUATE THE SYSTEM OF NEIGHBORHOOD COUNCILS
COUNCIL FILE NO. 05-0894

Dear Honorable Councilmembers:

In response to the City Attorney's transmittal of the above-mentioned draft ordinance dated April 24, 2006, please consider the following comments with respect to the responsibilities of the City Clerk.

Sections 2 A, B, and D reference the role of the City Clerk in both the Mayoral and Councilmember appointments to the City Charter 912 Commission. The City Clerk staff currently receives, manages and facilitates Council approval of all Commissioner appointments throughout the city. In this capacity, our staff is also responsible for capturing Commissioner demographic composition and statistics, collecting and maintaining Commissioner attendance records for all Commissions and updating all related updates.

There are currently 352 Commissioner positions, 345 filled Commissioner positions and seven vacancies. The addition of 29 Commissioners to this process would cause an 8% increase in the current staff workload related to the appointment process and recordkeeping. While initially cumbersome, it is anticipated that existing staff can manage this workload increase, with some minor adjustments in existing duties.

Sections 4 and 5 (Meeting Requirements and Submission of Report) within the draft ordinance are of particular concern to my Office. Other than filming/broadcasting on Channel 35/36, there is no specific reference within the draft ordinance related to the responsibility of staffing this very large Commission. In the past, administrative staffing for limited duration Commissions have been typically handled, all or in part, by the Clerk's Legislative Assistants. In the event that this is also being considered for this new Commission, we look forward to participating in additional dialog regarding anticipated resource and workload impacts, as necessary.

As always, I am available for any additional questions that you may have.

Sincerely,


Frank T. Martinez
City Clerk