



ANTONIO R. VILLARAIGOSA
MAYOR

MEMORANDUM

To: The Honorable Members of the City Council
c/o City Clerk

From: Antonio R. Villaraigosa, Mayor

Subject: Revenue Manager Exemption for The City Administrative Officer

Date: October 27, 2011

The City Administrative Officer (CAO) has requested approval of the exemption of one (1) Revenue Manager, pursuant to Charter Section 1001 (b), for the employment of persons "to provide management services or render professional, scientific or expert services of an exceptional character."

The Revenue Manager position was recently approved as a FY 2011-12 resolution authority following the release of the Ad Hoc Commission on Revenue Efficiency's *Blueprint for Reform of City Collections*.

The Revenue Manager will serve as the Inspector General for Citywide Collections (IG) and will independently monitor, report on, and assist departments with compliance with existing collection directives and new reforms. The IG will be guided by prior Controller audit recommendations, Ad Hoc Commission on Revenue Efficiency (CORE) recommendations, and other collections reforms as initiated by policymakers. Additionally, the IG will review best practices of billing and collections, identify and address challenges facing departmental revenue collections, and develop a management reporting system to report on collections.

As the key policy advisor on the City's collection activities, the IG will regularly report to the Audits and Governmental Efficiency Committee and the Budget and Finance Committee with recommendations and progress reports on departments' revenue and collection performance.

Position requirements include knowledge of principles, practices and methods of billing and collection systems; laws, rules and regulations governing the collection of delinquent accounts; and City policies, procedures and practices on the collection of

overdue accounts. Exempting the position will allow the CAO to reach a broader pool of candidates who possess the knowledge and expertise necessary to facilitate critical reforms to citywide collections.

Based on my review of the Department's request, as well as the review of the City's Personnel Department, I hereby approve the request for the exemption of one (1) Revenue Manager position and transmit my action to the City Council, pursuant to City Charter Section 1001 (b) (1).

ARV:zb

cc: Miguel Santana, City Administrative Officer
Gaye Williams, Chief of Staff, Office of the Mayor
Pamela Finley, Legislative Coordinator, Office of the Mayor
Maggie Whelan, General Manager, Personnel Department