

CF 12-1148

August 23, 2012

MEMORANDUM TO FILE

The purpose of this memorandum is to note for the record that pursuant to Council action on August 1, 2012 adopting Ordinance Nos. 182211 and 182202 relative to health plan contributions for non-represented employees and non-represented employee salaries, respectively, the City Administrative Officer has submitted corrections to typographical and clerical errors that were contained in each. Attached are the CAO's August 23, 2012 letters detailing the necessary corrections.

A handwritten signature in black ink, appearing to read "B. Walters", with a stylized flourish at the end.

BRIAN WALTERS
Council Clerk

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: August 23, 2012

To: Wendy Greuel, Controller
Attn: Claire Bartels, Chief Deputy Controller

From: Miguel A. Santana, City Administrative Officer



Subject: **ORDINANCE NO. 182211 (LAAC SEC. 4.307) – CLERICAL CORRECTION (C.F. 12-1148)**

Please be advised of a clerical correction to Section 1 of Ordinance No. 182211 involving Subsection (c) of Los Angeles Administrative Code (LAAC) Section 4.307 as shown below. Ordinance 182211, pertaining to health plan contributions involving non-represented employees, was adopted by the Council on August 1, 2012 and approved by the Mayor on August 3, 2012 (C.F. 12-1148).

The second paragraph under Subsection (c) "Non-Represented Half-Time Employees" of LAAC Section 4.307 in Ordinance No. 182211 inadvertently used the wrong terminology in referencing employees' monthly medical plan premiums due to a clerical error. Therefore, the following correction is necessary. All other provisions of Ordinance No. 182211 remain unchanged.

Second Paragraph of LAAC Sec. 4.307(c):

DELETE:

Effective January 1, 2013, half-time employees who are members of LACERS and are enrolled in a City-sponsored medical plan shall pay five percent (5%) of the monthly Kaiser employee-only rate on a biweekly basis, when the cost of their medical plan is at or below the amount of the Kaiser employee-only rate. When the cost of their medical plan is greater than the Kaiser employee-only rate, then such employees shall pay on a biweekly basis the total of the difference between the cost of their monthly medical plan premium and the Kaiser employee-only rate, plus five percent (5%) of the Kaiser employee-only rate.

ADD:

Effective January 1, 2013, half-time employees who are members of LACERS and are enrolled in a City-sponsored medical plan shall pay five percent (5%) of their monthly medical plan premium on a biweekly basis, when the cost of their medical plan is at or below the amount of the Kaiser employee-only rate. When the cost of their medical plan is greater than the Kaiser employee-only rate, then such employees shall pay on a biweekly basis the total of the difference between the cost of their monthly medical plan premium and the Kaiser employee-only rate, plus five percent (5%) of the Kaiser employee-only rate.

Thank you for your assistance in this matter. Should you have any questions, please contact Carolyn Cooper at (213) 978-7636 or via e-mail at Carolyn.Cooper@lacity.org.

MHA:CEC:0713025

c: Alejandrina Basquez, Personnel Department
June Lagmay, City Clerk's Office
Brian Walters, City Clerk's Office
Zna Houston, City Attorney's Office

CITY OF LOS ANGELES
 INTER-DEPARTMENTAL CORRESPONDENCE

Date: August 23, 2012

To: Wendy Greuel, Controller
 Attn: Claire Bartels, Chief Deputy Controller

From: Miguel A. Santana, City Administrative Officer 

Subject: **ORDINANCE NO. 182202 (LAAC SEC. 4.61, SCH. A) – CLERICAL CORRECTION (C.F. 12-1148)**

Please be advised of a clerical correction to Section 1 of Ordinance No. 182202, as shown below. Ordinance 182202, which provided for non-represented employee salaries, was adopted by the Council on August 1, 2012 and approved by the Mayor on August 3, 2012 (C.F. 12-1148).

A typographical error was made in listing the July 1, 2012 salary range number for the class of Administrative Assistant, Commission for Children, Youth and Their Families, Code 1355. Two digits were inadvertently transposed resulting in the salary range number incorrectly being listed as 2347 when it should have been listed as 2374. The January 1, 2013 and July 1, 2013 salary range numbers listed for this class in Ordinance No. 182202 are correct and therefore do not require modification.

Section 1 of Ordinance No. 182202:

<u>Class Code</u>	<u>Class Title</u>	<u>Salary Range or Amount</u>
DELETE:		
1355	Administrative Assistant, Commission for Children, Youth and Their Families	2347
ADD:		
1355	Administrative Assistant, Commission for Children, Youth and Their Families	2374

Thank you for your assistance in this matter. Should you have any questions, please contact Carolyn Cooper at (213) 978-7636 or via e-mail at Carolyn.Cooper@lacity.org.

MHA:CEC:0713024

c: Robert McNeal, Controller's Office
 June Lagmay, City Clerk's Office
 Brian Walters, City Clerk's Office
 Zna Houston, City Attorney's Office