

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: June 24, 2021

To: The City Council

From: Richard H. Llewellyn, Jr., City Administrative Officer

*Richard H. Llewellyn, Jr.*

Subject: **SALARY RECOMMENDATION FOR THE POSITION OF CITY ADMINISTRATIVE OFFICER (C.F. #21-0504)**

**RECOMMENDATION**

On June 29, 2021, the Executive Employee Relations Committee will consider a recommendation to approve the Mayor's recommended salary for the permanent City Administrative Officer, Mr. Matthew Szabo. Transmittal of the committee's final action is expected immediately thereafter.

**SUMMARY**

On May 6, 2021, the Mayor appointed Mr. Szabo under City Charter Section 508(b) as permanent City Administrative Officer, effective July 4, 2021, subject to City Council confirmation. On June 16, 2021, Mr. Szabo's appointment was confirmed. The Mayor's annual salary recommendation is pending final action.

**FISCAL IMPACT**

The position is included in the Department's annual budget and there is no additional fiscal impact.

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