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CITY CLERK

# City of Los Angeles CALIFORNIA

OFFICE OF THE  
CITY CLERK

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MAYOR

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April 23, 2024

Honorable Members of the  
Los Angeles City Council  
c/o Room 395, City Hall  
200 North Spring Street  
Los Angeles, CA 90012

Attention: Budget, Finance and Innovation Committee

**SUBJECT: OFFICE OF THE CITY CLERK - RESPONSE TO THE MAYOR'S PROPOSED  
BUDGET FOR FISCAL YEAR 2024-25**

Honorable Members:

## **Summary**

The Office of the City Clerk (City Clerk) thanks you for the opportunity to provide input into the Mayor's Proposed Budget for Fiscal Year (FY) 2024-25. The City Clerk is committed to providing equitable access to City government for all City of Los Angeles stakeholders. The City Clerk continues to strive to identify and achieve ways to reach a broader constituency, to provide outstanding municipal and Neighborhood Council election support, and maintain a staffing plan that addresses organizational stability, equity, and sustainability.

The City Clerk is appreciative of the careful consideration that was given to our Proposed Budget for FY 2024-25 and as requested has identified five objectives that this office will be able to accomplish with the funds provided:

1. Continue providing legislative management support for all City Council and Council Committee meetings.
2. Provide municipal election services for City departments, all elected offices in the City of Los Angeles, and Los Angeles Unified School District (LAUSD) Districts.
3. Conduct Vote by Mail (VBM) elections for up to 99 Neighborhood Councils.
4. Provide technical support for the Legislative Management System as well as the capacity to continue maintaining public facing department portals and developing paperless solutions to support the accounting functions of the Office of the Mayor and all 15 Council Offices.
5. Oversee Business Improvement Districts (BIDs) support for property and merchant-based BIDs.

The City Clerk is aware of the financial situation of the City and is committed to the shared sacrifice required to maintain the City's most critical services, yet remain financially stable. Council reconsideration of funding and authority for four positions are requested as discussed below. Finally, insufficient accounting and fiscal resources continue to cause extended time frames for contract execution and accounts payable services, which may worsen with additional

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responsibilities. This City Clerk will continue to prioritize services for the projects serving the City's most vulnerable population such as Inside Safe. As such, the services this office will be able to provide to other small departments will be limited.

### **Recommendation**

In review of the Proposed Budget, the City Clerk has identified areas of concern and respectfully requests reconsideration for the following items that were not funded.

#### **A. Senior Management Analyst II Position - Request Position Authority and Salary Direct costs of \$157,153 - No offset is available**

The deletion of the Senior Management Analyst II in the Election Division eliminates a **filled** position and removes the City Clerk's ability to execute its succession plan and provide adequate oversight of Election staff. There is only one Sr. Management Analyst II in the Election Division who serves as the Assistant Division Manager. This position works directly under the Chief Management Analyst and serves as a liaison between all elected officials and potential candidates during municipal elections. Additionally, the Senior Management Analyst II serves as the lead for all initiative, recall, and referendum petitions; and oversees Election funding and the recruitment of as-needed staff. The budget anticipated the impending retirement of the employee currently filling this position; however, the staff member is expected to stay in this position through mid-FY 2024-25. The City Clerk requests the reinstatement of regular position authority and funding for this position.

#### **B. Records Management Officer - Request Position Authority and Salary Direct costs of \$139,830 - No offset is available**

Under the Proposed Budget, the reduction of the Records Management Officer effectively eliminates the Records Management Program and could force many Departments to manage offsite records storage on their own. Currently more than \$500,000 combined is spent annually by Departments utilizing offsite contracted storage. The elimination of the Records Manager will increase individual departmental expenditures in contractual services. The Proposed Budget deletes the Records Management Officer, one Archivist I position, and one Warehouse Toolroom Worker. This eradicates the succession and operational plan previously effectuated upon the passing of the City's sole Records Management Officer. The Records Management Officer position was held vacant for a return of a Senior Management Analyst II on protected leave and is currently **filled** via sub-authority. The lone Archivist has been diligently working on obtaining Records Manager training and experience to fulfill the responsibilities. However, with the deletion of the Records Management positions, only the operation of the Archives is sustainable long-term. With this reduction, only four positions remain in Records Management: one Archivist II, one Sr. Administrative Clerk, one Warehouse Toolroom worker, and one Targeted Local Hire. In addition, to avoid a layoff situation, authority and funding should be authorized for the Senior Management Analyst II. With the elimination of these three positions, there is no identifiable way that full Records Management services can be provided. The City Clerk requests that the City Council reinstate authority and funding for this position.

#### **C. Senior Management Analyst I - Request Senior Management Analyst position authority and funding as a Management Analyst (In-Lieu) \$98,579 - No offset is available**

The deletion of the Senior Management Analyst I and a Management Analyst in Fiscal Operations is detrimental to succession planning and supporting the Mayor and Council responsibilities

relative to contract execution for General City Purposes, AB1290, and Special fund management. Annually, the City Clerk reviews and executes upwards of 70 contracts, exceeding \$26,000,000 to fund community services approved by the Office of the Mayor and City Council. The City Clerk will also be responsible for administering an additional \$14,000,000 in contracted funds next FY (associated with the Inside Safe Program in FY 2024-25 for a total \$80,000,000). Additional funds will exclusively pay for short-term housing, but not fund the additional resources needed by the City Clerk to assume increased administrative support for the program. The department proposes maintaining funding for an in-lieu Management Analyst in the Sr. Management Analyst I position. This will provide the necessary resources to support the additional work related to Inside Safe and also maintain existing service levels associated with all other programs and contracts. Only limited services will be provided to small departments for which the City Clerk provides support.

**D. Closed Captioning in Spanish - Request \$30,000 in funding - No offset is available**

Currently, the City Clerk provides closed captioning in English and Spanish for City Council and Committee meetings. The deletion of funding for closed captioning in Spanish eliminates the City Clerk's ability to provide this service and disenfranchises a large constituency of mono-lingual Spanish speaking stakeholders. The funding is necessary to continue to provide equitable services to all Angelenos. City Council acted to approve annual funding for this purpose on March 3, 2023 (CF 22-0436).

**E. Interpretation and Translation for All City Council and Committee Meetings - Request \$80,000 in funding - No offset is available**

The proposed \$80,000 in funding for translation services is insufficient to meet actual costs for this service and the City Clerk will be unable to provide Spanish interpretation for all City Council and Council Committee meetings. In the current FY (2023-24), the City Clerk has already expended approximately \$116,000. When the original funding amount was established, it was based on one interpreter per meeting with an average of two hours per meeting. Actually, all contractors require two interpreters per meeting anytime over one hour. Ad-hoc Committee meetings, Budget hearings, and many Council meetings often run significantly longer than one hour. The anticipated cost for Spanish Interpretation for all City Council and Committee meetings is approximately \$160,000 annually. Not providing full funding for this service falls outside City Council's directive (CF 23-0755).

**F. Business Improvement Districts (BIDS) Request position authority and direct salary funding for a Principal Clerk \$77,569 - Cost recovery through the BID Trust Fund can cover 100% of the direct salary cost.**

The Mayor's Proposed Budget eliminates a vacant Principal Clerk position in the BID program that is (72%) fee supported. The Principal Clerk supervises two staff members and provides additional supervisory functions for the Division when primary supervisors are unavailable. Having this position ensures dedicated attention to the performance of the division and staff, in addition to the added presence when staff is absent or otherwise unavailable. Eliminating this position will have a detrimental effect on the Special Assessments Section and their ability to perform a critical function of the BID Program. A recent vacancy in late 2020 through 2022 for this position put enormous strain on staff and had a significant impact on the performance of services during this period. Once filled, the Section experienced significant improvement and enabled the Division as a whole to better administer the BID Program, which has generated proven positive outcomes throughout the City. This position became vacant at the beginning of April 2024.

## **Conclusion**

The City Clerk carefully considered the ability of repurposing existing positions or restructuring the organization to accommodate the anticipated staffing reductions. The proposed budget includes 11 eliminated positions (8% workforce reduction) and an additional \$213,000 one-time salary reduction. At this time, with the positions eliminated, there is no flexibility or savings to repurpose existing staff and maintain existing service levels. Should the two filled positions be authorized without funding, the salary savings rate becomes closer to 7%.

During this budget process, the City Clerk assessed how efficiently the office provided City mandated responsibilities in an equitable manner and is proud to share the successful launch of the Passport Services Office. The Office provides passport application services to an underserved demographic in the inner City. To date, 822 passport applications have been processed just since February. Further, the City Clerk has provided assistance and guidance for an unprecedented number of initiative petitions filed during this current FY. Moreover, the City Clerk continues to provide human resources, payroll and accounting support for over 900 City Council and Mayoral staff. In addition, the City Clerk has created an Equity and Engagement team and has initiated an Employee Newsletter, and an Engagement Survey project as of this writing. For the upcoming FY, this team is working on developing a mentorship program. All of these activities are undertaken with an equity lens and have been incorporated into the City Clerk's Five-Year Strategic Plan.

I thank the Mayor, the City Administrative Officer, and their respective staff for the diligent and thoughtful preparation of the Proposed Budget. My staff and I look forward to working with your Committee and the City Council to implement a budget that reflects a shared commitment to improving core functions of our City and addressing the most critical issues facing Los Angeles.

Sincerely,

Signed with ClerkSign



Apr 23, 2024 12:12PM

Holly L. Wolcott  
City Clerk

## **Attachments**

HLW/PFS/EM/BS/SA:ih:tj  
EXE-019-24

**Budget Summary Attachment**

<b>Auth.</b>	<b>Program</b>	<b>Pos</b>	<b>Salaries Direct</b>	<b>Classification</b>	<b>Proposed Budget</b>	<b>Impact</b>	<b>Filled</b>
Regular	Administration of City Elections	1	\$ 157,152.60	Senior Management Analyst II	Eliminate one Senior Management Analyst II position in the Elections Division. The Senior Management Analyst II is the second in command in the absence of the Chief Of Elections. This is the only Sr. Management Analyst II in the Division	The Election Division is responsible for candidate and petition filing for municipal elections, as well as managing all City in-house elections. Not filling this position will cause a lack of critical oversight in the Election Division as the Senior Management Analyst II (SMA II) is the assistant Division Manager and assists in overseeing the timely and accurate work of four sections: Fiscal/Administrative responsible for accounting, personnel, payroll, in-house elections, budget, and voter information pamphlets (even-numbered years); Public Services responsible for candidate filing and petition verification, general office support, and all public-facing duties (e.g. website, in-person services); Outreach responsible for civic/voter awareness and engagement year-round; and all aspects of conducting Neighborhood Council (NC) Elections (odd-numbered years). The SMA II is directly responsible to work with proponents regarding measures (e.g. Argument filings) and other types of petitions (e.g. Initiative), and the steps and requirements necessary to successfully draft, circulate, and file petitions. The SMA II also works directly with the Council President's and City Attorney's Offices to ensure that Charter and Election Code requirements, deadlines, and provisions are met. In general, not filling this position will cause a significant gap in the Election Division due to the pending retirement of the Division Manager within the next two years. This lack of leadership and knowledge transfer, and operational sustainability has plagued the Office of the City Clerk. Having the ability to hire and train a SMA II level manager two years before the current Division Manager retires can effectuate a smooth transition and minimize operational delays and missteps, as critical functions cover a two-year cycle (municipal and NC elections).	Yes
Regular	Records Management Division	1	\$ 139,830.40	Records Management Officer	Eliminate one Records Management Officer. If filled this position would run the City's Records Management Center.	This sole position in the City runs the City's Records Management Program including Records Management training for all departments, assisting with approvals for retention and destruction schedules, and liaison between the City Attorney and City Council for Records Related issues.	Yes - held for Sr. MA II Sub Authority
Regular	General Administration and Support	1	\$ 118,078.10	Senior Management Analyst I	Eliminate one Senior Management Analyst I. If filled the position would provide support for the General Administration and Support Program.	Not filling this position will cause a significant gap in the Fiscal/Admin Section of the Election Division due to a pending vacancy at the Sr. MA II level in June. Without the ability to internally transfer this position to Elections, there will be no supervisory support in the payroll, accounting, and budget units, and no one with experience to serve as the deputy division manager. This lack of leadership and knowledge transfer, and operational sustainability has plagued the Office of the City Clerk. Having the ability to hire and train a senior level manager before the current Sr. MA II retires can effectuate a smooth transition and minimize operational delays and missteps while the Division manages Neighborhood Council elections, and petition signature verifications for measures to be placed on the November ballot. Once this position can be returned to the Administrative Services Division, it will be responsible for Citywide RFPs and contracts managed by the City Clerk, as well as Emergency Management and Safety, Facilities Management, Telecommunication Equipment Tracking for over 900 employees, and Workplace Equity and Engagement.	No
Regular	Council and Passport Services	1	\$ 85,065.12	Principal Clerk	Eliminate one Principal Clerk. If filled this position would support Council and Public Services and provide supervisory oversight within the new Passport Services Unit.	Without the Principal Clerk in CPS there will be a lack of critical oversight over six (6) Sr. Admin Clerks. This will lead to deficiencies in preparing, editing, and releasing City Council agendas, journals, and action letters. Delays in transmitting approximately 120 items per month the Mayor's Office for approval and delays in processing approximately 700 Council actions per month can be expected. Gaps in Vote Clerk duties, including tracking and reporting all votes, processing approximately 400 reports monthly, and providing assistance to the public and other City department staff are anticipated.	No

Budget Summary Attachment							
Auth.	Program	Pos	Salaries Direct	Classification	Proposed Budget	Impact	Filled
Regular	Neighborhoods and Business Improvement	2	\$ 183,644.28	Management Analyst Principal Clerk	<p>Eliminate two positions consisting of one Management Analyst and one Principal Clerk. If filled these positions would support Neighborhood Councils and Business Improvement Districts. Both positions are funded by the Business Improvement District Trust Fund (72%) and the General Fund (27%).</p>	<p>Management Analyst:</p> <p>This was intended for Fiscal - not NBIDS.</p> <p>Currently, only three Management Analysts (MAs) exist to support the Office of the Mayor, all fifteen elected offices, and five smaller departments served by the Office of the City Clerk. If this position is eliminated there will continue to be a decrease in the quality of work and an increase in errors, as well as extended delays to execute contracts and pay vendors. Staff will continue to be overwhelmed with the inability to allow for adequate time off, as no backup exists to support the completion of assigned duties without overtime, and the Department will be left with the inability to project succession planning. Institutional knowledge retention will continue to be diminished. The risk of being able to adhere to multiple funding regulations and mandates will also be increased. Finally, without an adequate number of fiscal MAs, there will be decreased stakeholder satisfaction due to an increase in execution timelines for invoice payments and contract executions and closeouts.</p> <p>Key Stats: In FY 2022-23, fiscal processed 74 contracts, managed 60 funds including the General Fund, Reserved Fund, and other Trust Funds, and processed 943 allocation requests.</p> <p>Principal Clerk:</p> <p>This is the supervisory position for the Division's Special Assessment Section, which consists of two staff member. The Special Assessments Section performs a variety of billing, mailing, and database maintenance duties and serves as the BID Division's public counter, addressing inquiries from the public and BID administrators. The Principal Clerk's duties include overseeing the billing and maintenance of related databases for merchant and property-based BIDs, government-owned parcels, and miscellaneous property and business owners; coordinating the preparation, mailing, and tabulation of Prop 218 Ballot packets for Property-Based BIDs with the BID Analyst Section, and supervising the "Public Counter" for the BID Division and meeting with representatives from BIDs, elected offices, or other departments on a variety of BID-related subjects.</p> <p>This position became vacant on March 10, 2024 when a sitting staff member received a promotion to Controller's office. If this position were to be eliminated, the section would be without a supervisor, which may result in a decreased quality of work, an increase in work errors, and an increased and possibly overwhelming workload for section staff.</p>	No
Reso	Records Management Division	2	\$ 135,436.00	Archivist I Warehouse Toolroom Worker	<p>Eliminate two positions consisting of one Archivist I and one Warehouse and Toolroom Worker I. If filled these positions would support the City's Records Management Center.</p>	<p>These vacancies causes reduced access to City records due to lack of office coverage when staff is on personal leave (VC, Sick, PTO, etc.). Currently there is only one Warehouse Toolroom Worker who retrieves files from the Warehouse for the public and City department staff. Currently, there is one Archivist II who is doing all of the historical research, asset preservation and Division administrative duties.</p>	No

Budget Summary Attachment							
Auth.	Program	Pos	Salaries Direct	Classification	Proposed Budget	Impact	Filled
Reso	Administrative Services Division - Personnel	1	\$ 97,278.00	Personnel Analyst	Eliminate one Personnel Analyst. If filled this position would handle the personnel-related tasks needed to be addressed within the smaller departments.	Not funding this position will lead to a significant gap in investigation intake. This Department serves a client base of over 1000 employees that is currently being handled by three employees and any gaps or missteps could result in costly litigation and financial loss for the City. The current investigation intake load is approximately 35-40 investigation interviews per month, and average of 15-20 cases per month. A reduction in service will also lead to significant delays and non-compliance with legal mandates such as Workers Compensation filing and posting. The office currently handles intake for approximately 7-10 cases a month. The loss of this PA will also significantly reduce the ability for implementation and necessary training related to the HRP/WorkDay project. This can lead to errors in employee timekeeping and payroll for the offices of the Mayor, City Council Districts, Chief Legislative Analyst, Public Accountability, City Clerk, Youth Development Department, Office of Public Accountability, and DONE. With a retirement and two family medical leaves impacting the team by the Workday go live date, eliminating this Personnel Analyst would critically impair the sections ability to delineate the work and successfully assist Clerk and the Departments in our purview to make a sooth transition to HRP Workday. The elimination of the position would leave the section severely short staffed and vulnerable to errors in pay to employees from Clerk, Council Mayor and other offices we serve.	No
Reso	Administrative Services Division - Fiscal	1	\$ 98,579.00	Management Analyst	Eliminate one Management Analyst. If filled this position would provide support to Mayor and Council specifically as it relates to Special Services Funding.	Currently, only three Management Analysts (MAs) exist to support the Office of the Mayor, all fifteen elected offices, and five smaller departments served by the Office of the City Clerk. If this position is eliminated there will continue to be a decrease in the quality of work and an increase in errors, as well as extended delays to execute contracts and pay vendors. Staff will continue to be overwhelmed with the inability to allow for adequate time off, as no backup exists to support the completion of assigned duties without overtime, and the Department will be left with the inability to project succession planning. Institutional knowledge retention will continue to be diminished. The risk of being able to adhere to multiple funding regulations and mandates will also be increased. Finally, without an adequate number of fiscal MAs, there will be decreased stakeholder satisfaction due to an increase in execution timelines for invoice payments and contract executions and close outs.  Key Stats: In FY 2022-23, fiscal processed 74 contracts, managed 60 funds including the General Fund, Reserved Fund, and other Trust Funds, and processed 943 allocation requests.	No
Reso	Administrative Services Division - Fiscal	1	\$ 63,110.00	Accountant	Eliminate one Accountant that was authorized to provide accounting support to Civil Human Rights and Equity (CHRED). If filled this position would be able to provide accounting support to CHRED. Filling this position is necessary if the City Clerk is to provide accounting support to CHRED. CHRED does not have the capacity to perform this function.	Without this position, the Office of the City Clerk cannot support CHRED, and services to the other smaller departments will be limited, if not eliminated. Delays in performing general accounting transactions can also be expected, as well as errors and fund reconciliation difficulties. There is an insufficiency in Accounting proficiency to manage.  Key Stats: In FY 2022-23, fiscal processed 74 contracts, managed 60 funds including the General Fund, Reserved Fund, and other Trust Funds, and processed 943 allocation requests.	No
Position Deleted Reductions			\$ 1,078,173.50				
Additional Budget Reductions:							
	One Time Salary Funding		\$ 212,715.00				
	Overtime		\$ 49,436.00				
	Eliminating In Person Voting for NC Funding		\$ 176,518.00				
	Office and Administration		\$ 72,149.00				
	Elections		\$ 79,539.00				
	Contractual Services		\$ 81,180.00				
	-BID Technical Research \$65,000						
	-Photocopier Rental \$13,980						
	-Microfilm maintenance and subscription \$2,200						
	Printing and Binding		\$ 6,500.00				
	Total of Additional Budget Reductions		\$ 678,037.00				

Budget Summary Attachment							
Auth.	Program	Pos	Salaries Direct	Classification	Proposed Budget	Impact	Filled
Total Reductions			\$ 1,756,210.50				