



KAREN BASS
MAYOR

September 11, 2025

Honorable Members of the City Council
c/o City Clerk
Room 395, City Hall

Re: Appointment of City Clerk: Ms. Patrice Lattimore

Honorable Members:

Pursuant to Charter §508(b), I hereby appoint Ms. Patrice Lattimore as the City Clerk, subject to your confirmation, beginning September 24, 2025.

I certify that in my opinion Ms. Lattimore is especially qualified by reason of training and experience for the work which shall devolve upon her, and that I make the appointment solely in the interest of the City. Attached please find a copy of Ms. Lattimore's resume, which provides greater detail about her experience.

Sincerely,

KAREN BASS
Mayor

KB:ta

Attachment

cc: The Honorable Imelda Padilla, Chair, Government Operations Committee
Matt Szabo, City Administrative Officer Petty Santos, Interim City Clerk
Sharon Tso, Chief Legislative Analyst Malaika Billups, Personnel Department
Heather Holt, Ethics Commission Nicole Enriquez, Ethics Commission
General Managers' Association

PATRICE Y. LATTIMORE

EDUCATION

Ph.D., Industrial & Organizational Psychology
Walden University
(in progress)

- Dissertation: women's ratings of leadership effectiveness of agentic Black women leaders

M.A., Industrial & Organizational Psychology
Los Angeles Pacific University
2018

- Capstone project: impacts of mindfulness training on employee stress and job performance
- Research projects: improving employee engagement; influence of personality traits on leader-employee relationship

B.A., Psychology
University of Southern California
1997

PROFESSIONAL OVERVIEW

Results-driven leader with 20 years of experience and 6 years as a Division Manager in a City Clerk's office with extensive knowledge in City Council support and legislative processing, and a strong focus on communication, collaboration, and problem-solving. Proven ability in developing innovative program solutions, employee development, and customer service delivery.

WORK EXPERIENCE

City of Los Angeles, Office of the City Clerk

Chief Management Analyst (Division Manager) | May 2018 – present

- Oversee the Council & Public Services Division, including managing administrative, budget and personnel functions, ensuring efficient operation of all legislative and public services, and developing and implementing short and long-range goals and objectives.
- Strategically plan, manage and evaluate the work of 30 employees consisting of managers, professional and clerical staff engaged in providing services to the public, Mayor, City Council, and City departments, including:
 - Facilitating the meetings of the City Council, 15 standing Council Committees, and 2 Ad Hoc Committees, totaling over 400 meetings per year.
 - Processing approximately 15,000 documents transmitted for Council consideration and creating over 3,000 Council files annually.
 - Attesting over 2,100 contracts each year.
 - Posting and publishing over 1,500 legally required notices annually.
- Manage division budget, including preparing annual requests and justifications based on division goals and an analysis of performance metrics.
- Work closely with and advise the Council President, Councilmembers and their staff, Mayor's Office staff, and City department executive leadership regarding appropriate legislative policies and procedures.
- Collaborate effectively with the City Attorney's Office, Chief Legislative Analyst's Office, Information Technology Agency, and other City partners on matters concerning City Council and Committee meetings to ensure transparency, accessibility and positive civic engagement.

PATRICE Y. LATTIMORE

PROFESSIONAL CERTIFICATIONS & AFFILIATIONS

Senior Certified
Professional (SCP),
Public Sector HR
Association (PSHRA)

American Psychological
Association (APA)

Society for Industrial &
Organizational Psychology
(SIOP)

Psi Chi, International
Honor Society of
Psychology

WORK EXPERIENCE (Cont'd)

City of Los Angeles, Office of the City Clerk

Sr Legislative Asst./ Legislative Asst. Sept 2005 – Feb 2016, Sept 2016 - May 2018

- Served as the Assistant Division Manager, Council and Public Services Division and oversaw professional and clerical staff in the performance of legislative and administrative duties.
- Facilitated City Council and Council Committee meetings, including preparing and releasing agendas, preparing reports for City Council consideration, and recording the official actions of the City Council and Committees; and,

SCRIPPS COLLEGE – OFFICE OF THE PRESEIDENT

Assistant to the Vice President/Board Secretary

Feb 2016 – Sept 2016

- Supervised subordinates in the performance of administrative duties and special projects.
- Researched, analyzed, and prepared complex narrative reports involving confidential, statistical, and technical information.
- Made recommendations and advised the Vice President regarding operating practices, new administrative policies and procedures, and strategic initiatives.
- Monitored Board of Trustees expenditures to ensure compliance with established budget guidelines.
- Oversaw staff in the preparation and maintenance of detailed budgetary and accounting records related to Board of Trustees expenditures.
- Negotiated and administered contracts, monitored contract compliance, and approved vendor payments.
- Coordinated with executive level staff in the preparation of department reports and supplemental materials for Board of Trustees consideration; and,
- Served as liaison with other College departments in the planning of Board of Trustees activities and major campus events.