

City of Los Angeles

CALIFORNIA

PATRICE Y. LATTIMORE
CITY CLERK

RUBEN VIRAMONTES
EXECUTIVE OFFICER



KAREN BASS
MAYOR

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April 21, 2026

Honorable Members of the
Los Angeles City Council
c/o Honorable Councilmember Katy Yaroslavsky, Chair
Budget and Finance Committee
Room 395, City Hall
200 North Spring Street
Los Angeles, CA 90012

**SUBJECT: OFFICE OF THE CITY CLERK – RESPONSE TO THE MAYOR’S
PROPOSED BUDGET FOR FISCAL YEAR 2026-27**

Honorable Councilmember Yaroslavsky:

The Office of the City Clerk (City Clerk) appreciates the opportunity to respond to the Mayor’s 2026-27 Proposed Budget and recognizes the difficult fiscal choices facing the City today. As the vital backbone of local democracy, administering elections, managing official records, and delivering essential support to City leadership and the public, the City Clerk is pleased to provide the responses to the Budget and Finance Committee’s request.

Significant Department-Level Changes

To improve service delivery, the City Clerk has recently reorganized its accounting and fiscal services departments. This realignment involved designating fiscal analysts to oversee particular funding streams and appointing a Management Analyst to provide focused supervision of contractual spending and accounting operations. This position offers essential support to the Office of the Mayor, every City Council Office, and various smaller City agencies.

Furthermore, to modernize workflows and enhance transparency, we are also implementing a new digital intake portal for administrative and payment requests. This centralized system will streamline high-volume processing, allow stakeholders to track requests in real-time, and facilitate more accurate operational reporting. Together, these initiatives will significantly improve the speed, accuracy, and overall efficiency of our fiscal and accounting support across City operations.

Requested Structural Changes and Position Authorities

The City Clerk proposes the establishment of a Leadership Coaching and Risk Mitigation Training Program, in collaboration with the Personnel Department, to foster effective

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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leadership and minimize institutional liability. Aimed at Councilmembers, Deputy Mayors, Chiefs of Staff, and senior management, the curriculum will emphasize executive coaching, strategic leadership, and legal compliance, with a particular focus on accountability and workplace culture. Furthermore, the initiative will offer professional development to Council staff, prioritizing administrative and legislative support skills. The anticipated launch date for this new program is January 2027.

Currently, our Human Resources Services Section (HRSS) has a core team of three employees operating at full capacity, providing payroll, personnel, and risk management support for approximately 1,000 employees across 20 departments, including for the Office of the Mayor and all 15 Council Offices.

To successfully execute this new training program, the City Clerk requests the following resources:

RECOMMENDATIONS

1. Request \$271,101 in nine-months General Fund direct costs to support the following positions:

- One (1) Senior Personnel Analyst I (\$101,531): To oversee curriculum research development, implementation and maintenance of the Leadership Coaching and Risk Mitigation Training Program. Ensure legal compliance and best management practice and liaise with contacted vendors to provide timely coaching and training services for Council and Office of the Mayor.
- One (1) Personnel Analyst (\$82,999): To assist the Senior Personnel Analyst I in the execution, scheduling, and providing training as a part of the Leadership Coaching and Risk Mitigation Training Program. Will also provide support on case intake, conduct thorough investigations, and manage complex personnel actions, including progressive discipline, to identify equity issues and implement risk mitigation.
- One (1) Management Analyst (\$86,571): To serve as the core of a new Talent Acquisition and Staff Development branch which includes the development and implementation of the Leadership Coaching and Risk Mitigation Training Program and will proactively design high-impact instructional courses and workplace equity training.

2. Request \$200,000 for Contractual Services:

- \$110,000 for an expert consultant on elected office functions, recruitment, and development while providing strategic recommendations to mitigate risk and avoid costly litigation.
- \$90,000 for a specialized, elected official training contractor to provide risk mitigation, best practices, leadership and executive coaching, and legal compliance training.

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Requested Restoration of Services or Programs

To maintain consistency with the Fiscal Year 2025-26 Adopted Budget, the City Clerk requests that the City restore the full rollover capacity for Neighborhood Council funds. The Mayor's Fiscal Year 2026-27 proposal currently includes a \$10,000 cap on unspent funds that can be carried over, and we respectfully ask that Neighborhood Councils be permitted to roll over all funds that remain unspent at the end of the fiscal year.

Additionally, Item 13 in the City Clerk's section of the Blue Book allocates funding for Vote-by-Mail (VBM) in Neighborhood Council elections. The City Clerk recommends leveraging this allocation to implement a hybrid voting system, incorporating both in-person and VBM options, by streamlining the polling period from twelve days to six.

We hereby request that the Budget and Finance Committee and City Council adopt the recommendations below to enhance accessibility and increase democratic participation across all Neighborhood Councils.

RECOMMENDATIONS

3. **Authorize Neighborhood Councils to roll over all unspent funds remaining at the end of the fiscal year to the following year.**
4. **Amend Item 13 in the City Clerk's section of the Blue Book to authorize a hybrid voting model for Neighborhood Council elections, integrating both in-person polling and Vote-by-Mail options.**

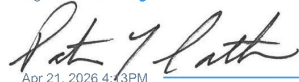
Conclusion

We express our gratitude to the Office of the Mayor, the City Council, the Budget and Finance Committee, the City Administrative Officer, and the Chief Legislative Analyst for their review of the Fiscal Year 2026-27 budget.

The recommendations outlined in this letter, specifically the critical investments in HRSS leadership coaching and risk mitigation and the restoration of Neighborhood Council rollover funds and hybrid voting, will help safeguard the City against liability, ensure compliance, and empower grassroots democracy. The City Clerk looks forward to working with the Budget and Finance Committee and the City Council at large to implement a budget that reflects our commitment to improving City operations and service delivery for Los Angeles.

Sincerely,

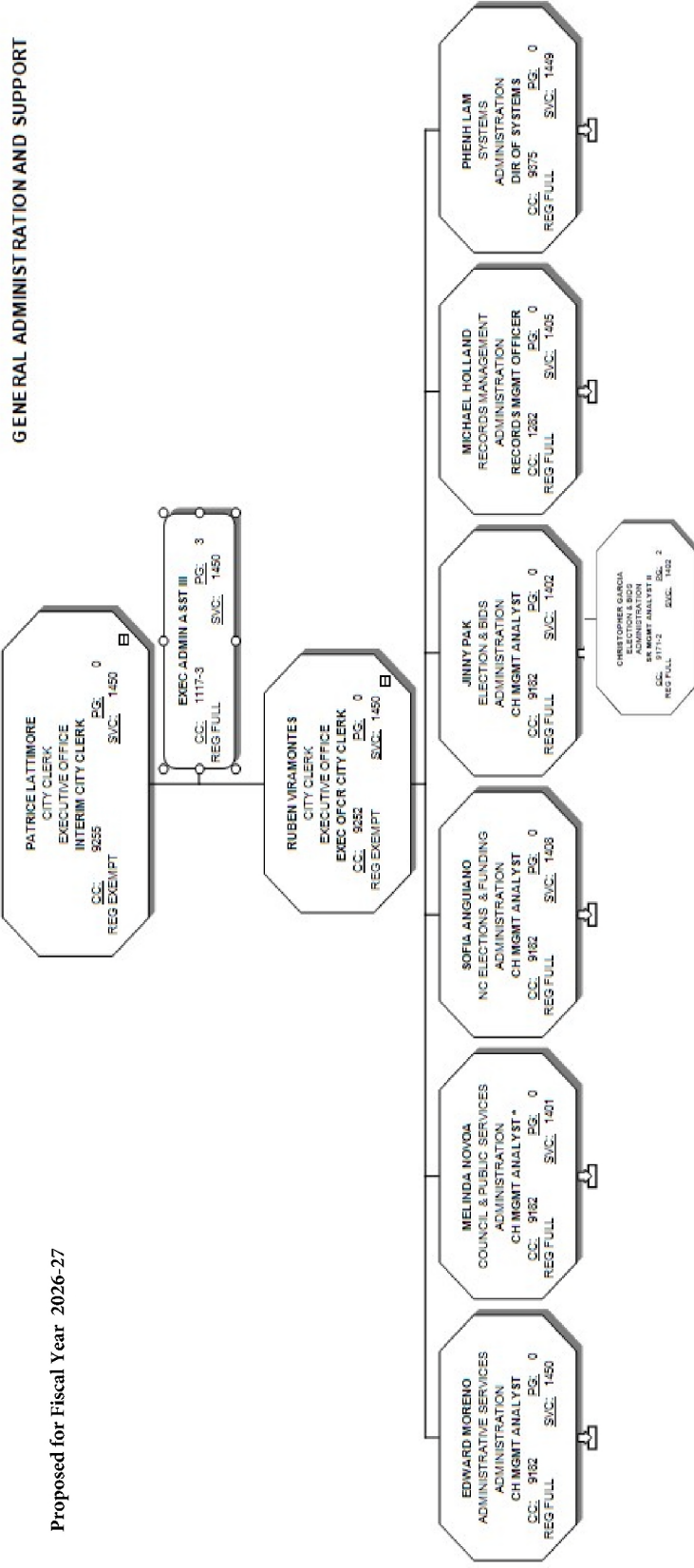
Signed with ClerkSign



Apr 21, 2026 4:43PM
Patrice Y. Lattimore
City Clerk

Attachment

PYL/RV/EM:ih
EXE-022-26



ASD

Provide Accounting/Fiscal/Contractual, personnel and payroll support to City Council Office, Mayors Offices (900+ staff) ; Manages general city purposes General City Purposes and ABI290 Fundings, and administrative and payroll support of smaller City Departments

Personnel: 35 position authorities
Contracts: Proposed for Fiscal Year 2026-27 \$3,265

CPS

Provides legislative support services to the Mayor, City Council and it's committees. Additional functions include receipt of damaged claims and refunds, miscellaneous filings and attesting of city contracts

Personnel: 25 position authorities
Contracts: Proposed for Fiscal Year 2026-27 \$177,546

NCF&E

Provides administrative, accounting, fiscal, contractual and capacity building support to 99 neighborhood councils, also support the administrative and accounting functions for Neighborhood Council elections, the Elections Division, and provides payroll/personnel support for 50 as needed employees per election

Personnel: 14 position authorities
Contracts: Proposed for Fiscal Year 2026-27 \$177,546

Elections

Manages municipal and NC Elections, which includes candidate filings, NC Vote by Mail, Petitions and related verifications, initiative, recall, referendum petition coordination, prop 218 and other agency/board election tally's. Produces and mails 2.4 million voter information pamphlets (VIP) per election. Also perform voter outreach

Personnel: 14 position authorities
BIDS
 Facilitates the establishment and renewal of BIDS, in accordance with State and locally mandated policies and procedures. Administers the related BID trust fund which collects \$80 million dollars annually through assessments on behalf of BIDS audits .

Personnel: 12 position authorities

Records

Administers the City Clerk's Charter, Assigned Duty as the custodian of City records. The City operated the City Records Center(CRC) for the off-site storage of inactive departmental records and the city archives for permanent retention of the Cities historical records. The division administers the Cities records management program in conjunction with departmental records coordinators., the City Attorney's Office and the City Council. The division provides reference services to City officials and employees as well as the general public. The division is the custodian of 350,000 of records on an off site.

Personnel: 5 position authorities
Contracts: Proposed for Fiscal Year 2026-27 \$7,641

Systems

Provides technology and innovation support to City Clerk's 6 divisions and Office of Public Accountability. This includes application design and development, system integration, infrastructure and data storage, elections systems and software maintenance and development, GIS mapping, live streaming of Council and Committee meetings, and help desk support for 116 employees.

Personnel: 8 position authorities
Contracts: Proposed for Fiscal Year \$276,080