

LOS ANGELES POLICE COMMISSION

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POLICE COMMISSIONERS

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EXECUTIVE OFFICE
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February 28, 2007

BPC #07-0084

The Honorable City Council
City of Los Angeles
c/o City Clerk's Office
City Hall, Room 395
STOP 160

Dear Honorable Members:

RE: COUNCIL FILE NO. 06-0600-S59 REGARDING ADDITIONAL POLICE ACADEMY
CLASSES FEASIBILITY AND DEPARTMENT WIDE SWORN OVERTIME RESULTS

At the regular meeting of the Board of Police Commissioners held Tuesday, February 27, 2007,
the Board APPROVED the Department's report relative to the above matter.

This matter is being forwarded to you for your approval.

Respectfully,

BOARD OF POLICE COMMISSIONERS

JULIE WALTERS
Commission Executive Assistant

Enclosure

c: Chief of Police

INTRADPARTMENTAL CORRESPONDENCE

DPC #07-00848H

January 26, 2007
3.3.1
OCOP No. 2006-11-04

RECEIVED

FEB 15 2007

REVIEWED POLICE COMMISSION

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police


RICHARD M. TEFANK
EXECUTIVE DIRECTOR

2/16/07
DATE

SUBJECT: CITY COUNCIL MOTION – ADDITIONAL POLICE ACADEMY CLASSES
FEASIBILITY AND DEPARTMENT WIDE SWORN OVERTIME RESULTS

RECOMMENDED ACTIONS

1. That the Board of Police Commissioners (Board) review and approve this report regarding the feasibility of additional police academy classes, and Department wide sworn overtime results.
2. That the Board transmits this report to the City Council for their review regarding the feasibility of additional academy classes, and Department wide sworn overtime results.

BACKGROUND

This is in response to a request by Councilmember Bernard C. Parks instructing the Department to examine and provide results of the possibility of conducting more than 13 recruit classes this fiscal year, which would include 50 recruit officers per class. The Motion further directed that the City Administrative Officer, along with the assistance of the Los Angeles Police Department, provide results regarding Department wide police sworn overtime usage by obligatory and discretionary categories.

Although the Motion directed the Department to identify the possibility of conducting more than 13 academy classes this fiscal year, this report also provides information on the total number of police applicants applying for the police officer position during the past fiscal year and the number of candidates appointed for academy classes.

DISCUSSION

Training Division (TD) conducted a preliminary assessment of this Motion and concluded that it is possible to train more than 13 recruit classes, containing 50 recruit officers in each class, within this fiscal year if appropriate personnel, equipment, and logistics are provided to TD. A more detailed account of these issues is noted in the attached Fact Sheet.

The Department has ensured its efforts in recruiting the most qualified candidates for sworn police officer positions. During Fiscal Year 2005/2006, 5,223 applicants applied for the written police examination, in which 3,827 candidates passed this portion of the process. There were

545 appointments for police academy classes after the completion of all of the required hiring process examinations, including the background investigations, polygraph reviews, and psychological interviews.


The total number of police academy graduates during Fiscal Year 2005/2006 resulted in 420 newly-appointed police officers.

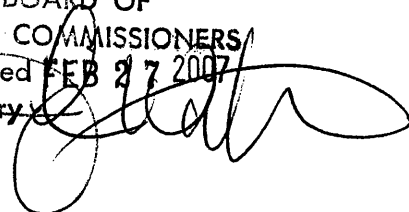
Department Wide Overtime Usage by Discretionary, Obligatory and Reimbursable Categories

The Department is allocated 1.2 million hours in overtime. For the pay period ending January 6, 2007, Department wide sworn overtime used totaled 829,328.2 hours. Obligatory overtime (e.g. attend court on a day off, tactical alert, extended end of watch due to an arrest or investigation, etc.) accounted for 786,378.7 hours used or 95% of the Department's overtime. Discretionary overtime accounted for 42,949.5 hours used or 5% of the Department's overtime. Grants and reimbursable overtime, which is not included in the total number of overtime hours allocated, accounted for 190,757.2 hours.

If you have any questions regarding this matter, please contact Captain James H. Cansler, Commanding Officer, Planning and Research Division, at (213) 485-4111.

Respectfully,


WILLIAM J. BRATTON
Chief of Police

BOARD OF
POLICE COMMISSIONERS
Approved FEB 27 2007
Secretary 

Attachments

FACT SHEET

CITY COUNCIL MOTION – ADDITIONAL POLICE ACADEMY CLASSES FEASIBILITY AND DEPARTMENT WIDE SWORN OVERTIME RESULTS

BACKGROUND

This Fact Sheet is in response to a request by Councilmember Bernard C. Parks instructing the Department to examine and provide results of the possibility of conducting more than 13 recruit classes this fiscal year, which would include 50 recruit officers per class. The Motion further directed that the City Administrative Officer, along with the assistance of the Los Angeles Police Department, provide results regarding Department wide police sworn overtime usage by obligatory and discretionary categories.

Although the Motion directed the Department to identify the possibility of conducting more than 13 academy classes this fiscal year, this report also provides information on the total number of police applicants applying for the police officer position during the past fiscal year and the number of candidates appointed for academy classes.

FINDINGS

The Department has ensured its efforts in recruiting the most qualified candidates for sworn police officer positions. During Fiscal Year 2005/2006, 5,223 applicants applied for the written police examination, in which 3,827 candidates passed this portion of the process.¹ There were 545 appointments for police academy classes after the completion of all of the required hiring process examinations, including the background investigations, polygraph reviews, and psychological interviews.

The total number of police academy graduates during Fiscal Year 2005/2006 resulted in 420 newly-appointed police officers.²

Training Division (TD) conducted a preliminary assessment of this Motion and concluded that it is possible to train more than 13 recruit classes, containing 50 recruit officers in each class, within this fiscal year. However, before considering this option, the following issues need to be addressed before any action is taken on this matter:

- Each new recruit class added to the existing eight-month training schedule will require a significant increase in personnel, equipment, and/or overtime expenditures to ensure the recruit classes' success. This would result in two recruit classes receiving the exact same training at the same time. The addition of each new recruit class would require all of the

¹ This data was obtained from the Personnel Department, Public Safety Bureau, Police Officer Exam Monthly Statistical Report, dated October 2006, from Lieutenant II John Hone, Recruitment Section, Personnel Group. This Report is attached for review.

² This data was obtained on October 11, 2006, from Management Analyst II Grace Quan, Training Division.

same considerations, such as staffing and logistical resources required to train a single independent recruit class;

- An expansion of the existing recruit classes will require an immediate need for additional instructors. Once selected, depending on the training expertise required, and California Peace Officer Standards and Training (POST) certification requirements, TD will require between two to eight months in selecting and training the new instructors;
- The addition of a ninth recruit class will immediately impact TD's ability to successfully manage in-service training. Issues such as limited classroom space and the need to potentially transfer many in-service instructors for recruit training purposes needs to be reviewed in-depth. It is quite possible that all of the existing in-service firearms instructors will have to be transferred to recruit training, impacting the Department's ability to conduct monthly firearms qualifications;
- Additional recruit classes will most likely require establishing unconventional in-service training hours, including, but not limited to, nighttime and/or off-site training locations to accomplish this goal. This may cause the reduction and/or cancellation, at least temporarily, of these classes. If this were to occur, it may affect the Department's ability to comply with critical Consent Decree mandates;
- The addition of any other recruit classes will result in the marked reduction of instructors, and/or the availability of training sites, such as the firearms range, Situation/Simulation (Sit-Sim) Village and the Emergency Vehicle Operations Course (EVOC). To address these concerns, immediate financial support must be located to establish track lighting for nighttime EVOC operations and additional lighting to simulate nighttime conditions at the firearms ranges; and,
- An interim and/or supplemental budget request must be submitted and immediately approved to purchase basic Academy equipment that was not in the existing Department budget. Some examples of this equipment are the following: weapons; ammunition; leather gear; POST workbooks; computers; Local Area Network and Mobile Digital Terminal testing and training requirements; uniforms; the repair of target and bonus ranges at the Elysian Park Academy; and the increased funding for the lead abatement program (this is contracted with a vendor to recover expended ammunition rounds at Department firearms ranges, per Occupational Safety and Health Administration standards) due to additional range usage.³

³ This data was collected on December 18, 2006, from Captain III William Murphy, Commanding Officer, Training Division.

Department Wide Overtime Usage by Discretionary, Obligatory and Reimbursable Categories

The Department is allocated 1.2 million hours in overtime. For the pay period ending January 6, 2007, Department wide sworn overtime used totaled 829,328.2 hours. Obligatory overtime (e.g. attend court on a day off, tactical alert, extended end of watch due to an arrest or investigation, etc.) accounted for 786,378.7 hours used or 95% of the Department's overtime. Discretionary overtime accounted for 42,949.5 hours used or 5% of the Department's overtime. Extended end of watch overtime accounted for 372,704 hours, or 45% of the overtime hours used. Grants and reimbursable overtime, which is not included in the total number of overtime hours allocated, accounted for 190,757.2 hours.

The following is a summary chart of sworn overtime usage ending January 6, 2007, coded by activity, and broken down by obligatory, discretionary and reimbursable categories.

Police Sworn Overtime Usage As of Pay Period 14, 2006/2007 (Ending January 6, 2007)

OBLIGATORY OVERTIME

Activity Code	Activity	Usage Hours
0	Lt to Capt Payoff	328.7
10	Preliminary Investigation	47,483.8
12	Care/Groom of Animals	6,076.1
13	Community Relations	6,729.2
14	Court/Admin Hear Direct Report	85,249.3
15	Court/Admin Hear On Call	127,961.9
16	Court/Admin Hear On Call Appear	1,399.2
20	Firearms/Explosive Investigation	5,628.0
23	Gang Activities	17,972.3
24	Gather Intelligence Information	8,943.8
25	Homicide Investigation	58,437.6
28	Medical Examination/Treatment	7,889.9
29	Narcotics Activities	47,970.5
32	Use of Force Investigation	24,198.3
33	Permit Investigation	343.9
34	Personnel Complaint Investigation	14,690.7
35	Personnel Recruitment/Selection	1,335.8
36	Public Figure Security	4,462.9
39	Routine Patrol	153,561.7
40	Consent Decree	591.3
41	Special Events	4,454.3
43	Tactical Situation	25,519.3
44	Technical Support	5,804.8

OBLIGATORY OVERTIME (CONTINUED)

45	Traffic Enforcement	20,905.4
48	Tactical Alert - City Wide	331.9
50	Vice Activities	12,025.0
51	Pacific Beach Details	6,555.4
54	Staples/Convention Center	4,131.6
58	FASTRAC - Crime Analysis	824.7
61	Special Events Details – OSB	5,278.3
72	Detective Operations	61,776.0
78	Lab Services	100.6
81	DRE – Drug Recognition Expert	9.2
96	HACLA (Housing Authority City of LA)	17,407.3
Total Obligatory Overtime		786,378.7

Note: Code 58, titled FASTRAC – Crime Analysis, is still used in this system, although the actual language is now COMPSTAT.

DISCRETIONARY OVERTIME

18	Department Administration	42,149.1
21	Firearms Qualification	497.8
90	Task Force Support	302.6
Total Discretionary Overtime		42,949.5

GRANTS & REIMBURSABLE OVERTIME

Activity Code	Activity	Usage Hours
30	Homeland Security Grant	611.6
31	Homeland Security Backfill	22,363.9
37	State Homeland Security (SHSG)	3.6
38	LETPP Grant	4.0
42	VLF Crime Suppression Task Force	116.6
46	Backfill - POST Training	243.1
52	LAX Cash Overtime Details	124,578.4
56	CLEAR Grant	3,391.9
57	Bandit Taxicab Cash	328.7
59	Terrorism Alert Activities	1,721.5
64	LAX Response	9,159.1
65	Harbor/Port Security	8.0
71	Regional Auto-Theft (TRAP)	685.5
73	NEST Grant	8.0
74	STC Grant	1.0
82	Proposition Q	2.0
84	Traffic Safety Grants	5,636.1
85	Miscellaneous Grants	5,198.7

GRANTS & REIMBURSABLE OVERTIME (CONTINUED)

91	Schiff-Cardenas Grant	4,136.9
92	FBI Grant-Fugitive Task Force	4,140.7
93	LA IMPACT – Narco Task Force	5,983.5
94	Metro-Rail Project	6.0
97	HIDTA Grant	1,709.0
98	Community Project Restoration (BJA Grant)	719.4
Total Grants & Reimbursable Overtime		190,757.2

CONCLUSION

It is possible to implement additional recruit classes to the existing Academy schedule if appropriate personnel, equipment and logistics are provided to TD. However, it is recommended that the Department conduct an in-depth study to account for the many variables not considered in this preliminary assessment. For example, it is unknown at this time if there is sufficient Field Training Officers deployed to train the increased number of recruit officers. These issues must be considered before an informed decision can be made to increase additional recruit classes.

The Department's usage of overtime year to date (January 6, 2007), 95% of it consists of obligatory overtime, activity that the Department is mandated to assign personnel to accomplish the task. Discretionary overtime accounts for 5% of the overtime usage. There is actually a small percentage of overtime usage that is within the Department's control.

Prepared by:
Planning and Research Division

Attachment

RECRUITMENT STATISTICS

Police Officer Applicants												
Fiscal Year	Number Taking	Number Passing	Black		Hispanic		Asian/Filipino		Caucasian		Female	
			#	%	#	%	#	%	#	%	#	%
2005/06	5,223		595	11.4%	2,427	46.5%	512	9.8%	1,689	32.3%	959	18.4%
		3,827	380	9.9%	1,576	41.2%	379	9.9%	1,492	39.0%	636	16.6%
YTD 2006/07	1,982		275	13.9%	840	42.4%	215	10.8%	652	32.9%	370	18.7%
		1,488	183	12.3%	561	37.7%	170	11.4%	574	38.6%	249	16.7%
October	502		71	14.1%	231	46.0%	54	10.8%	146	29.1%	99	19.7%
		368	43	11.7%	150	40.8%	46	12.5%	129	35.1%	61	16.6%

Appointments to the Academy											
Fiscal Year	Total Appointments	Black		Hispanic		Asian/Filipino		Caucasian		Female	
		#	%	#	%	#	%	#	%	#	%
2005/06	545	40	7.3%	234	42.9%	76	13.9%	195	35.8%	81	14.9%
YTD 2006/07	250	17	6.8%	125	50.0%	31	12.4%	77	30.8%	36	14.4%
October	47	4	8.5%	18	38.3%	9	19.1%	16	34.0%	4	8.5%

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 PUBLIC SAFETY BUREAU
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Physical Abilities Test

	Pass	Fail	Pass %	Fail %				
BLACK	46	14%	37	80%	166	13%	137	83%
HISPANIC	132	41%	117	89%	562	44%	452	80%
ASIAN	41	13%	38	93%	156	12%	136	87%
CAUCASIAN	104	32%	99	95%	402	31%	376	94%
TOTAL	323	100%	291	90%	1286	100%	1101	86%
FEMALE	60	19%	33	55%	285	22%	133	47%

Background Investigation

	Pass	Fail	Pass %	Fail %			
BLACK	26	12%	29	17	135	12%	85
HISPANIC	85	40%	106	69	468	43%	358
ASIAN	22	10%	23	23	130	12%	79
CAUCASIAN	77	37%	86	51	367	33%	243
TOTAL	210	100%	244	160	1100	100%	765
FEMALE	33	16%	42	28	174	16%	129

Background Package Review

	Pass	Fail	Pass %	Fail %						
BLACK	8	15%	20	37%	26	48%	0	0%	26	15%
HISPANIC	42	24%	60	35%	70	41%	0	0%	157	22%
ASIAN	13	30%	12	27%	19	43%	0	0%	38	25%
CAUCASIAN	30	27%	37	33%	46	41%	0	0%	109	21%
TOTAL	93	24%	129	34%	161	42%	0	0%	330	21%
FEMALE	17	27%	20	32%	26	41%	0	0%	58	23%

* Lacks Minimum Requirements

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 POLICE OFFICER EXAM
 MONTHLY STATISTICAL REPORT
 OCTOBER 2006

Polygraph

	28	15%	4	14%	2	7%	9	32%	5	18%	8	29%
BLACK	77	42%	5	6%	4	5%	21	27%	25	32%	22	29%
HISPANIC	18	10%	1	6%	2	11%	8	44%	2	11%	5	28%
ASIAN	62	34%	8	13%	1	2%	17	27%	24	39%	12	19%
CAUCASIAN	185	100%	18	10%	9	5%	55	30%	56	30%	47	25%
TOTAL	26	14%	3	12%	0	0%	10	38%	6	23%	7	27%
FEMALE												

Polygraph (Fiscal Year to Date)

	99	12%	11	11%	11	11%	19	19%	25	25%	33	33%
BLACK	348	41%	22	6%	22	6%	81	23%	102	29%	121	35%
HISPANIC	105	12%	8	8%	10	10%	18	17%	21	20%	48	46%
ASIAN	292	35%	31	11%	28	10%	59	20%	84	29%	90	31%
CAUCASIAN	844	100%	72	9%	71	8%	177	21%	232	27%	292	35%
TOTAL	131	16%	17	13%	5	4%	31	24%	15	11%	63	48%
FEMALE												

Polygraph Review

	9	15%	6	67%	31	10%	20	65%
BLACK	23	38%	13	57%	122	41%	58	48%
HISPANIC	10	17%	8	80%	40	13%	24	60%
ASIAN	18	30%	9	50%	105	35%	63	60%
CAUCASIAN	60	100%	36	60%	298	100%	165	55%
TOTAL	10	17%	4	40%	45	15%	24	8%
FEMALE								

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PUBLIC SAFETY BUREAU
POLICE OFFICER EXAM
MONTHLY STATISTICAL REPORT
OCTOBER 2006

Department Interview

BLACK	24	16%	20	83%	4	17%	66	12%	59	88%	8	12%
HISPANIC	58	39%	52	90%	6	10%	236	41%	199	84%	37	16%
ASIAN	12	8%	9	75%	3	25%	66	12%	49	74%	17	26%
CAUCASIAN	53	36%	46	87%	7	13%	203	36%	174	86%	29	14%
TOTAL	147	100%	127	86%	20	14%	571	100%	480	84%	91	16%
FEMALE	28	19%	23	82%	5	18%	94	64%	81	86%	13	14%

Medical Evaluation

BLACK	9	11%	0	0%	9	100%
HISPANIC	39	46%	1	3%	38	97%
ASIAN	12	14%	2	17%	10	83%
CAUCASIAN	25	29%	0	0%	25	100%
TOTAL	85	100%	3	4%	82	96%
FEMALE	11	13%	0	0%	11	100%

Medical Evaluation (Results Breakdown)

BLACK	0	0%	6	67%	0	0%	0	0%	3	33%	0	0%	0	0%
HISPANIC	3	8%	21	55%	0	0%	2	5%	5	13%	6	16%	0	0%
ASIAN	1	10%	5	50%	0	0%	2	20%	1	10%	1	10%	0	0%
CAUCASIAN	2	8%	17	68%	0	0%	1	4%	2	8%	3	12%	0	0%
TOTAL	6	7%	49	60%	0	0%	5	6%	11	13%	10	12%	0	0%
FEMALE	1	9%	5	45%	0	0%	1	9%	3	27%	2	18%	0	0%

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 MONTHLY STATISTICAL REPORT
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Medical Evaluation (Fiscal Year to Date)

BLACK	38	11%	2	5%	36	95%
HISPANIC	159	47%	2	1%	157	99%
ASIAN	40	12%	4	10%	36	90%
CAUCASIAN	104	30%	4	4%	100	96%
TOTAL	341	100%	12	4%	329	96%
FEMALE	61	18%	3	5%	58	95%

Medical Evaluation (Fiscal Year to Date) (Results Breakdown)

BLACK	1	3%	23	64%	0	0%	2	6%	8	22%	1	3%	1	3%
HISPANIC	11	7%	106	68%	1	1%	6	4%	10	6%	19	12%	3	2%
ASIAN	2	6%	27	75%	0	0%	3	8%	2	6%	1	3%	0	0%
CAUCASIAN	10	10%	77	77%	0	0%	2	2%	3	3%	4	4%	4	4%
TOTAL	24	7%	233	71%	1	0%	13	4%	23	7%	25	8%	8	2%
FEMALE	1	2%	36	62%	0	0%	2	3%	9	16%	10	17%	0	0%

PERSONNEL DEPARTMENT
PUBLIC SAFETY BUREAU
POLICE OFFICER EXAM
MONTHLY STATISTICAL REPORT
OCTOBER 2006

Psychological Interview

	3	4%	0	0%	3	100%	1	33%	1	33%	1	33%	0	0%	0	0%
BLACK	32	38%	0	0%	32	100%	4	13%	0	0%	10	31%	18	56%	0	0%
HISPANIC	13	15%	0	0%	13	100%	0	0%	0	0%	5	38%	8	62%	0	0%
ASIAN	36	43%	1	3%	35	97%	1	3%	0	0%	8	23%	26	74%	0	0%
CAUCASIAN	84	100%	1	1%	83	99%	6	7%	1	1%	24	29%	52	63%	0	0%
TOTAL	15	18%	0	0%	15	100%	1	7%	1	7%	5	33%	8	53%	0	0%
FEMALE																

Psychological Interview (Fiscal Year to Date)

	14	5%	0	0%	14	100%	1	7%	1	7%	1	7%	2	14%	10	71%	0	0%
BLACK	145	47%	2	1%	143	99%	4	3%	2	1%	39	27%	98	69%	0	0%	0	0%
HISPANIC	36	12%	1	3%	35	97%	0	0%	0	0%	7	20%	28	80%	0	0%	0	0%
ASIAN	114	37%	3	3%	111	97%	4	4%	1	1%	22	20%	82	74%	2	2%	2	2%
CAUCASIAN	309	100%	6	2%	303	98%	9	3%	4	1%	70	23%	218	72%	2	1%	2	1%
TOTAL	54	17%	1	2%	53	98%	1	2%	3	6%	15	28%	34	64%	0	0%	0	0%
FEMALE																		

1-6-8

To: OSS Cross Staff with 00
and CAO
Date: 12-30-06

ITEM NO. 34 C

OCOP-2006-11-04
MOTION

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Information Only
Approval, retention of the
Reply to correspondent by year
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MOVE that the Communication from the Chair and Vice Chair of the Budget and Finance Committee relative to the First Financial Status Report for FY 2006-07, Item No. 34 on today's Council Agenda (06-0600-S59), be amended to add the following language:

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NOV 23 2006

Chief of Police

1. Instruct City General Managers to:

- Limit the filling of vacancies to only critical and essential public service positions to address legal or public health and safety emergencies and to include a brief statement with their monthly Employment Level Reports that identifies the positions filled during the previous month and the reasons why;
- Defer any new initiatives that require additional General Fund support until they have been evaluated and approved for 2007-08;
- Reduce expenditures to generate internal savings to cover any anticipated deficits for the remainder of the fiscal year and to ensure that no new General Fund appropriations will be needed;
- Ensure that all revenue targets will be met or exceeded;
- Ensure that Reserve Fund loans are paid back on a timely basis;
- Continue efforts to attain full cost-recovery of special services by adjusting fees and including annual inflationary increases; and
- Conduct a thorough review of all prior-year encumbrances and identify those that can be reverted to the Reserve Fund.

2. Instruct the CAO to:

- Review with departments all unspent, prior-year MICLA monies that are over three years old and provide recommendations on sweeping those unspent, prior-year monies to Budget and Finance Committee; and,
- ~~Include in its Mid-Year Financial Status Report recommendations for budget adjustments and other fiscal actions that will increase the City's Reserve Fund.~~

3. Instruct LAPD to examine and report back on the possibility of having more than 13 classes of 50 police recruits this fiscal year.

4. Instruct the CAO, with the assistance of LAPD, to report back on Police sworn overtime usage by obligatory and discretionary categories. Discretionary spending is to be defined as

Office of Support Services

DEC 06 2006

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overtime being used to augment the everyday (straight-time) workforce as opposed to employees that are obligated to work overtime (e.g. attend court on their day-off, tactical alert, etc.).

5. Instruct the CAO to report to the Budget and Finance Committee regarding the supplemental questions relative to LAPD sworn overtime provided by the Chair of Budget and Finance Committee on November 13, 2006 to the CAO.

6. That the Council, subject to the approval of the Mayor:
 - Authorize the Controller to transfer \$127,800 from the Unappropriated Balance, Fund No. 100, Department 58, Account No. 0197, City Attorney Outside Counsel to Fund No. 100, Department No. 12, Account No. 9301, City Attorney Outside Counsel, for the law firm of Mayer Brown Rowe & Maw LLP to assist with the Donner v. City of Los Angeles, BS 104862 and B193531 (Donner) and the Pasley v. Martinez, BS 104788 and B193565 (Pasley) cases;
 - Authorize the City Attorney, or designee, to amend the contract with Mayer Brown Rowe & Maw LLP to include the defense for the Pasley case;
 - Request the City Attorney to provide the Budget and Finance Committee an expenditure plan for outside counsel expenses for the balance of the 2006-07 fiscal year; and,

7. Authorize the City Administrative Officer, to prepare Controller instructions for any necessary technical adjustments to the above, and instruct the Controller to implement the instructions.

PRESENTED BY _____

BERNARD C. PARKS
Councilmember, 8th District

SECONDED BY _____