

**TO THE COUNCIL OF THE  
CITY OF LOS ANGELES**

**Your**

**PERSONNEL**

**Committee**

**reports as follows:**

PERSONNEL COMMITTEE REPORT relative to the authorization for one Accounting Clerk II position in the Office of the City Clerk for administration of the Special Events Fee Subsidy line item and subaccounts.

Recommendation for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

AUTHORIZE one Accounting Clerk II position in the Office of the City Clerk for administration of the Special Events Fee Subsidy line item and subaccounts in General City Purposes Fund No. 100-56, subject to paygrade determination by the City Administrative Officer.

Fiscal Impact Statement: The Chief Legislative Analyst (CLA) reports that approval of the Accounting Clerk II position would result in salary and fringe benefit costs which would be an on-going General Fund obligation.

Community Impact Statement: None Submitted.

Summary:

On August 7, 2009, the CLA transmitted a report relative to a Revised Special Events Fee Subsidy Policy Ordinance. Included in this report was a recommendation to authorize one Accounting Clerk II position in the Office of the City Clerk for administration of Special Events. At its August 10, 2009 meeting, the Budget and Finance (B&F) Committee approved the CLA report but referred authorization of the Accounting Clerk II position to the Personnel Committee. On September 8, 2009, the City Council adopted this recommendation by the B&F Committee. The Accounting Clerk II would administer the special events subsidy accounts and subaccounts, including processing payment and accounting documents, logging in and filing such documents, and keeping track of workload statistics. The City Clerk reports that the substantial additional workload required to perform these administrative tasks cannot be accomplished in a timely manner without the authorization of this position.

At a special meeting held on September 23, 2009, the Personnel Committee recommended approval of the Accounting Clerk II resolution authority. However, Councilmember Parks stated that the additional workload created by the new Special Events ordinance is currently unknown. Therefore, it was recommended that the position not be approved for filling by the Managed Hiring Committee until at least two months after implementation of the Special Events Permit Procedure and Fee Subsidy Program, and only if the documented additional workload justifies filling the position.

This matter is now submitted to Council for its consideration.

Respectfully submitted,  
PERSONNEL COMMITTEE

| <u>MEMBER</u> | <u>VOTE</u> |
|---------------|-------------|
| ZINE          | YES         |
| KORETZ        | ABSENT      |
| PARKS         | YES         |

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**- Not Official Until Council Acts -**