

City of Los Angeles

CALIFORNIA

OFFICE OF THE
CITY CLERK
ELECTION DIVISION

SPACE 300
555 RAMIREZ STREET
LOS ANGELES, CA 90012
(213) 978-0444
FAX: (213) 978-0376

JINNY PAK
ACTING CHIEF OF ELECTIONS

JUNE LAGMAY
CITY CLERK

HOLLY L. WOLCOTT
EXECUTIVE OFFICER



ANTONIO VILLARAIGOSA
MAYOR

November 29, 2011

Honorable Members of the Arts, Parks, and Neighborhoods Committee
c/o City Clerk
200 North Spring Street, Room 395
Los Angeles, CA 90012

RE: DRAFT ORDINANCE AMENDING THE LOS ANGELES ADMINISTRATIVE CODE REGARDING NEIGHBORHOOD COUNCIL ELECTIONS

The City Clerk was mandated to conduct Neighborhood Council (NC) board elections every even-numbered year under the provision of the Los Angeles Administrative Code Section 20.36. The City Clerk budgeted and requested funds in the Fiscal Year (FY) 2011-12 Budget to conduct ninety-eight NC board elections in 2012. Due to the City's fiscal crisis, the FY 2011-12 Budget did not provide funds for the NC Elections to be conducted in 2012.

In addition, pursuant to the FY 2011-12 Adopted Budget approved by the Council on May 25, 2011 and concurred in by the Mayor on June 2, 2011, the City Attorney was requested to draft an ordinance to postpone NC Elections for two years, to wit:

Budget for 2011-12, Exhibit H, Required Ordinance Changes and Other Budgetary Actions:
Request the City Attorney to prepare and present an ordinance to amend Administrative Code Section 30.26 to postpone the NC Elections for two years from 2011-12 to 2013-14 and to authorize the City Clerk to direct that the terms of NC Board Members which are scheduled for election during March, April, May and June of 2012 to be extended to calendar year 2014 (see Attachment 1).

The City Attorney has prepared the requested ordinance which is now before you for adoption. After careful analysis, the City Clerk offers some comments concerning the ordinance that your Committee may want to consider before making your recommendations to the Council.

NC Elections in 2012

If the Council decides that NC Elections (not Board Member selection which does not require an ordinance) should proceed in 2012, a new ordinance or an amendment to this ordinance would be required, including removal of the Clerk as the NC election administrator and designation of a different election administrator, as the City Clerk will not be able to take on this responsibility so late in this fiscal year. The Election Division is currently conducting the special runoff election for Council District 15 in January 2012, with just a few months available

thereafter for closing up that election before beginning critical preparations in Summer 2012 for the 2013 City Municipal Elections.

NC Elections in 2014 and Thereafter

In the proposed ordinance, the NC elections that were to have been conducted by the City Clerk in calendar year 2012 will be postponed until calendar year 2014, but thereafter the ordinance retains authority for the conduct of NC elections in even-numbered years to the City Clerk. **If the Council decides to appoint a different election administrator for NC Elections in 2014 and thereafter, a new ordinance or an amendment to this ordinance would be required.**

City Clerk Authority to Extend NC Board Terms

In addition to postponing the 2012 NC Elections until 2014, the ordinance **authorizes the City Clerk to direct that the terms of any NC board members that are scheduled to expire during the 2012 calendar year, shall be extended an additional two years** or until such time as the next City Clerk conducted election ... shall be scheduled. Clarification is required inasmuch as it is unclear whether this means the Clerk's authority to extend board terms in this manner is discretionary or obligatory. The City Clerk would appreciate clarification in this area.

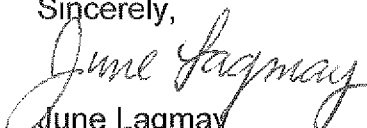
NC Election Alternatives Study Update

In compliance with the Council's instruction to the City Clerk to review and make recommendations on alternatives to conducting NC Elections (CF 11-0600-S23), the City Clerk is currently fully engaged in an "NC Election Alternatives Study" as to how elections should be administered in all future NC elections and by which entity. On October 28, 2011, the City Clerk distributed an NC Election Alternatives Survey to all NCs (*Attachment 2*) which is also available on the City Clerk's website. The Clerk is hopeful that this survey will represent an accurate accounting of the opinions of all the NC Boards on the future of NC Elections. A companion survey was also developed for use by individual NC stakeholders (*Attachment 3*) and is also available on the City Clerk's website.

All surveys are to be completed and returned by January 6, 2012. Once all the results are in and analyzed, the City Clerk will be presenting a report to you in February 2012. The City Clerk staff is hopeful that the results of the study will be useful to your Committee and the Council in making your decision.

If you have any questions regarding this report, please contact me at (213) 978-1020.

Sincerely,


June Lagmay
City Clerk

- Attachment 1: Mayor's Proposed Budget for 2011-12, Exhibit H
- Attachment 2: City Clerk's NC Election Survey for NC Boards
- Attachment 3: City Clerk's NC Election Survey for Stakeholders

Fiscal Year 2011-12

BUDGET

COMMUNITY DEVELOPMENT
WATER AND WASTEWATER REVENUE



MOVING
TOWARDS A
SUSTAINABLE
FUTURE

EXHIBIT H REQUIRED ORDINANCE CHANGES AND OTHER BUDGETARY ACTIONS

The list below outlines actions necessary to be taken by the Mayor and Council in order to effectuate the 2011-12 Adopted Budget. These actions include ordinance changes and other actions.

I. ORDINANCE CHANGES

- ◆ Authorize the issuance of an amount not-to-exceed \$1.4 billion in Tax and Revenue Anticipation Notes (TRAN) to address short-term cash flow needs and to make the full annual contribution payments to the Los Angeles City Employee's Retirement System Fund and to the Los Angeles Fire and Police Pension Fund.

City Clerk

- ◆ Request the City Attorney, to prepare and present an ordinance to amend Administrative Code Section 20.36 to postpone the Neighborhood Council Elections for two years from 2011-12 to 2013-14. Authorize the City Clerk to direct that the terms of Neighborhood Council Board Members which are scheduled for election during March, April, May and June of 2012 to be extended to calendar year 2014.

Library

- ◆ Request the City Attorney, with assistance from the City Administrative Officer and Chief Legislative Analyst, to prepare and present an ordinance to establish a minimum level of funding for Library programs and services of at least 45 percent from the incremental increases in appropriations per amended Charter Section 531 (d) and that the remainder of those annual increases be used to pay indirect costs.

Police

- ◆ Request the City Attorney, with the assistance of the Police Commission and the City Administrative Officer, to prepare and present an ordinance to amend the fees for police permits and other special services and to establish a new special service fee administered by the Police Commission, consistent with the fees adopted by the Police Commission on April 5, 2011.

Public Works Bureau of Street Lighting

- ◆ Request the City Attorney, with the assistance of the Bureau of Street Lighting and the City Administrative Officer, to prepare and present an ordinance to: expand the street banner program to allow for the promotion of commercially-sponsored events involving a subject matter of interest to a significant portion of the residents of the City of Los Angeles in designated commercial street banner districts; and, require that all banner permit fees and fines must be set, at a minimum, to recover the costs of administration and enforcement of the street banner program.

Public Works Bureau of Street Services

- ◆ Request the City Attorney, with assistance of the Bureaus of Sanitation and Street Services, to prepare and present any necessary ordinances that would effectuate the transfer of the weed abatement, brush, and debris removal functions to the Bureau of Sanitation.



***Neighborhood Council Boards* NEIGHBORHOOD COUNCIL ELECTION ALTERNATIVES SURVEY**

The City Clerk was not provided funds in the City's 2011-2012 Budget to conduct the 2012 Neighborhood Council (NC) Elections, and NC Elections as administered by the City Clerk were postponed until 2014.

The City Clerk was instructed by the City Council to perform a study on alternative methods for conducting NC Elections. The purpose of this study will be to ascertain what each NC's preferences are for conducting NC elections, and to lay out all options for the City Council and Mayor to review.

To accurately reflect each NC's preference, the City Clerk has distributed the attached NC Election Alternatives Survey to each of the 95 NC Boards for completion. So that the opinions of each and every NC can be accurately documented, it is critical that each NC Board complete this survey by **January 6, 2012**. Please do not miss this opportunity to contribute your NC's position on this important issue. If your Board has any questions or concerns regarding the survey, please call the City Clerk-Election Division at (213) 978-0444 or email us at clerk.electionsc@lacity.org.

In addition, the City Clerk has extended an opportunity to any and all NC stakeholders to submit their comments by completing an individual survey which is available on the City Clerk's website.

Once again, your NC Board Survey must be completed and submitted to the City Clerk-Election Division no later than January 6, 2012 in order to be included in the final report to the Mayor and City Council.



NEIGHBORHOOD COUNCIL (NC) ELECTION ALTERNATIVES SURVEY

INSTRUCTIONS

1. Please print clearly and legibly.
2. Please complete and sign the "Board Action and Approval" section at the end of this survey.
3. Please submit this survey to the City Clerk-Election Division by **JANUARY 6, 2012**.

POSSIBLE 2012-2013 NC ELECTIONS

1) Is your NC willing to postpone elections until 2014, as determined by the City's 2011-2012 Budget and Administrative Code restrictions placed on the City Clerk?

- Yes (Skip to Question 3)
 No (Please explain)

2) If your NC Board would like to hold a non-City Clerk election prior to 2014, what is your Board willing to consider in terms of cost of the election? Please check all that apply.

- Contribute a limited amount of funds toward the cost of the election (e.g., outreach)
 Cover the full cost of the election
 Utilize the Town Hall selection process and forgo the election process*

* According to the City Attorney's Office, an election requires a mandatory secret ballot whereas a selection only requires an open or public ballot.

FUTURE NC ELECTIONS

3) Who would your NC Board prefer to administer your elections in the future? Please rank the options below in the order your NC would most prefer.

1st

A) Your NC (using a Town Hall Selection Process)

B) The Office of the City Clerk

C) The Department of Neighborhood Empowerment (DONE)

2nd

D) Independent Election Administrator*
*Supervised by the City Clerk or DONE.

E) Hybrid administrator (Any combination of options. Please specify.)

3rd

F) Other:

4) Which method does your NC Board prefer for electing board members?

- At-Polls Elections
- Vote-By-Mail (VBM) Elections with Neighborhood Voting Centers (Pre-registration required)
- Internet Voting Elections with Neighborhood Voting Centers (Pre-registration required)
- Telephone Voting Elections with Neighborhood Voting Centers (Pre-registration required)
- Hybrid method (Any combination of options). Please specify

Other:

5) As an alternative to the methods above, would your NC Board prefer a Town Hall Election or Town Hall Selection?*

- Town Hall Election (Mandatory secret ballot)
- Town Hall Selection* (Open or public ballot)

**Due to logistical restrictions, the City Clerk is unable to oversee the Town Hall "selection" method.*

6) Please include specific comments from your stakeholders or Board Members that you feel would be valuable as part of this survey:

BOARD ACTION AND APPROVAL INFORMATION (Required)

Neighborhood Council Name

Name of person completing this form

Title

Phone Number

Signature

Board Approval Date

RETURN THIS FORM BY FRIDAY, JANUARY 6, 2012, 5:00 P.M.

To: City of Los Angeles, City Clerk-Election Division
P.O. Box 54377, Los Angeles, CA 90054-0377

This survey may also be submitted via fax at (213) 978-0376 or by email to clerk.electionsnclacity.org.

For more information, please visit the City Clerk-Election Division website at <http://cityclerk.lacity.org/election/>.

For any questions regarding this form, contact the City Clerk-Election Division at (213) 978-0444.



Stakeholders

**NEIGHBORHOOD COUNCIL
ELECTION ALTERNATIVES SURVEY**

The City Clerk was not provided funds in the City's 2011-2012 Budget to conduct the 2012 Neighborhood Council (NC) Elections, and NC Elections as administered by the City Clerk were postponed until 2014.

The City Clerk was instructed by the City Council to perform a study on alternative methods for conducting NC Elections. The purpose of this study will be to ascertain what each NC's preferences are for conducting NC elections, and to lay out all options for the City Council and Mayor to review.

To accurately reflect each NC's preference, the City Clerk has distributed an NC Election Alternatives Survey to each of the 95 NC Boards for completion. In addition, the City Clerk has extended an opportunity to any and all NC stakeholders to submit their comments by completing this individual survey which is available on the City Clerk's website.

If you have any questions or concerns regarding the survey, please call the City Clerk-Election Division at (213) 978-0444 or email us at clerk.electionsnclacity.org.

Your NC Stakeholders Survey must be completed and submitted to the City Clerk-Election Division no later than January 6, 2012 in order for your input to be considered in the final report to the Mayor and City Council.



STAKEHOLDER ELECTION ALTERNATIVES SURVEY

INSTRUCTIONS

1. Please print clearly and legibly.
2. Please complete and sign the "Stakeholder Information" section at the end of this survey.
3. Please submit this survey to the City Clerk-Election Division by **JANUARY 6, 2012**.

POSSIBLE 2012-2013 NEIGHBORHOOD COUNCIL (NC) ELECTIONS

1) Are you willing to postpone elections until 2014, as determined by the City's 2011-2012 Budget and Administrative Code restrictions placed on the City Clerk?

- Yes (Skip to Question 3)
 No (Please explain)

2) If you would like to hold a non-City Clerk election prior to 2014, what are you willing to consider in terms of cost of the election? Please check all that apply.

- Contribute a limited amount of funds toward the cost of the election (e.g., outreach)
 Cover the full cost of the election
 Utilize a Town Hall selection process and forgo the election process*

** According to the City Attorney's Office, an election requires a mandatory secret ballot whereas a selection only requires an open or public ballot.*

FUTURE NC ELECTIONS

3) Who would you prefer to administer your elections in the future? Please rank the options below in the order you would most prefer.

1st

- A) Your NC (using a Town Hall Selection Process)
 B) The Office of the City Clerk
 C) The Department of Neighborhood Empowerment (DONE)

2nd

- D) Independent Election Administrator*
**Supervised by the City Clerk or DONE.*
 E) Hybrid administrator (Any combination of options. Please specify.)

3rd

F) Other:

4) Which method do you prefer for electing board members?

- At-Polls Elections
- Vote-By-Mail (VBM) Elections with Neighborhood Voting Centers (Pre-registration required)
- Internet Voting Elections with Neighborhood Voting Centers (Pre-registration required)
- Telephone Voting Elections with Neighborhood Voting Centers (Pre-registration required)
- Hybrid method (Any combination of options). Please specify:

- Other:

5) As an alternative to the methods above, would you prefer a Town Hall Election or Town Hall Selection*?

- Town Hall Election (Mandatory secret ballot)
- Town Hall Selection* (Open or public ballot)

**Due to logistical restrictions, the City Clerk is unable to oversee the Town Hall "selection" method.*

6) Please include specific comments that you feel would be valuable as part of this survey:

STAKEHOLDER INFORMATION (Required)

Neighborhood Council Name

Stakeholder name and signature

RETURN THIS FORM BY FRIDAY, JANUARY 6, 2012, 5:00 P.M.

To: City of Los Angeles, City Clerk-Election Division
P.O. Box 54377, Los Angeles, CA 90054-0377

This survey may also be submitted via fax at (213) 978-0376 or by email to clerk.electionsncl@lacity.org.

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