

CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI
MAYOR

HOLLY L. WOLCOTT
Interim City Clerk

Office of the
CITY CLERK

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SHANNON HOPPE
Council and Public Services
Division

www.cityclerk.lacity.org

When making inquiries relative to
this matter, please refer to the
Council File No.

December 24, 2013

To All Interested Parties:

The City Council adopted the action(s), as attached, under Council
File No. 13-0600-S25, at its meeting held December 18, 2013.



City Clerk
OS

Mayor's Time Stamp
OFFICE OF THE MAYOR
RECEIVED
2013 DEC 20 AM 9:26
CITY OF LOS ANGELES

City Clerk's Time Stamp
CITY CLERK'S OFFICE
2013 DEC 20 AM 8:35
CITY CLERK
BY _____
DEPUTY

FORTHWITH

SUBJECT TO THE MAYOR'S APPROVAL

COUNCIL FILE NO. 13-0600-S25

COUNCIL DISTRICT _____

COUNCIL APPROVAL DATE DECEMBER 18, 2013

RE: PERSONNEL AND ANIMAL WELFARE, BUDGET AND FINANCE AND ECONOMIC DEVELOPMENT COMMITTEES REPORTS RELATIVE TO POSITIONS AND FUNDING FOR THE BUSINESS IMPROVEMENT DISTRICT (BID) PROGRAM

LAST DAY FOR MAYOR TO ACT DEC 30 2013
(10 Day Charter requirement as per Charter Section 341)

DO NOT WRITE BELOW THIS LINE - FOR MAYOR USE ONLY

APPROVED
✓

*DISAPPROVED

*Transmit objections in writing pursuant to Charter Section 341

DATE OF MAYOR APPROVAL OR DISAPPROVAL DEC 23 2013

[Signature]
MAYOR
ACTING

RECEIVED
CITY CLERK'S OFFICE
2013 DEC 24 AM 9:47
CITY CLERK
DEPUTY

MOTION

I HEREBY MOVE that Council ADOPT the following recommendations relative to positions and funding for the Business Improvement District (BID) Program (Item No. 12, Council file No. 13-0600-S25), SUBJECT TO THE APPROVAL OF THE MAYOR:

1. FIND that the transfer of the BID Program to the Economic and Workforce Development Department (EWDD) requires a delay through June 30, 2014 and requires funding and position authority for the program to remain with the Office of the City Clerk until such time as the program moves to the EWDD.
2. ALLOCATE and APPROVE the resolution position authority for the following 13 positions, which comprise the BID Program, to the City Clerk's Office: one Chief Management Analyst (Director of BIDs), one Senior Management Analyst I, three Management Analysts II, one Principal Clerk, one Field Engineering Aide, two Office Engineering Technicians II, two Accounting Clerks II, and two Senior Clerk Typists positions, subject to reallocation determination by the Personnel Department and Civil Service Commission and paygrade review by the City Administrative Officer (CAO), Employee Relations Division.
3. TRANSFER funds in the amount of \$90,211 to fund the position upgrade and two authorized positions from the BID Trust Fund 659 to the City Clerk, Salaries, General Account 100/14/001010 for the three positions approved by the Personnel, and Budget and Finance Committees, subject to Council and Mayoral approval and subject to reallocation determination by the Personnel Department and Civil Service Commission and paygrade review by the CAO, Employee Relations Division.
4. AUTHORIZE the Controller to:

- a. Decrease appropriations within Fund 100/22 as follows:

<u>Acct#</u>	<u>Title</u>	<u>Amount</u>
001010	Salaries-General	\$154,995
002120	Printing and Binding	\$75
003040	Contractual Services	\$1,594
006010	Office & Admin. Expense	\$4,257
	Total	\$160,921

- b. Transfer appropriations within the BIDS Trust Fund No. 659 as follows:

	<u>Acct#</u>	<u>Title</u>	<u>Amount</u>
From	22K122	EWDD	\$270,237
To	28K114	BID Trust Fund 659/14	\$270,237

- c. Decrease appropriations within Fund 100/22 as follows:

<u>Acct#</u>	<u>Title</u>	<u>Amount</u>
001010	Salaries-General	\$270,237

- d. Increase appropriation within Fund 100/14 as follows:

<u>Acct#</u>	<u>Title</u>	<u>Amount</u>
001010	Salaries-General	\$425,232
002120	Printing and Binding	\$75
003040	Contractual Services	\$1,594
006010	Office & Admin. Expense	\$4,257
	Total	\$431,158

5. AUTHORIZE the City Clerk, or designee, to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the CAO; and, REQUEST the Controller to implement the instructions.

PRESENTED BY _____

PAUL KREKORIAN
Councilmember, 2nd District

SECONDED BY _____

HERB WESSON
Councilmember, 10th District

December 18, 2013

CF 13-0600-S25

ADOPTED

DEC 18 2013

LOS ANGELES CITY COUNCIL

* SEE ATTACHED REPORTS
TO THE MAYOR FORTHWITH

TO THE COUNCIL OF THE
CITY OF LOS ANGELES

Your **PERSONNEL AND ANIMAL WELFARE** Committee

reports as follows:

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT relative to support for the Business Improvement District (BID) Program transferring to the Economic and Workforce Development Department effective January 1, 2014.

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

1. FIND that the City's support of the BID Program warrants adequate positions to support the 39 existing Business Improvement Districts which generate more than \$45 million in assessments each year and to facilitate the creation of new Business Improvement Districts throughout the City.
- * 2. REALLOCATE/ALLOCATE the following positions, and REQUEST the City Administrative Officer and the Personnel Department to assist in implementing these reallocations/allocations, subject to classification determination by the Civil Service Commission and pay grade determination by the CAO:
 - a. Reallocate the Senior Management Analyst II position to Director of Business Improvement Districts at the level of Chief Management Analyst and transfer the Senior Management Analyst II who is Acting Chief of the City Clerk's Administrative Services Division into this position in line with the instruction of CF 13-0600 Motion 15; and reallocate one Senior Management Analyst I to a Senior Management Analyst II and transfer the current Senior Management Analyst I into the new position.
 - b. Allocate the new positions of one additional Management Analyst II, one additional Accounting Clerk II, and one additional Senior Clerk Typist.
3. CREATE a separate Division within the new Economic and Workforce Development Department for the administration of the BID Program, and staff said Division with the 14 aforementioned positions.
4. REQUEST the Economic and Workforce Development Department to augment the BID Program with additional support from its administrative and systems staff, as necessary.
5. REQUEST the Department of General Services and Information Technology Agency to assist with the transfer of the positions, equipment and information systems as necessary to support the move.
6. AUTHORIZE the City Clerk to make technical corrections as necessary to effectuate the intent of this report.

7. DIRECT the City Clerk and the Interim General Manager of the Economic and Workforce Development Department to continue to work together to effect the smooth transfer of the BID Program to the EWDD.

Fiscal Impact Statement: None submitted by the City Clerk. Neither the CAO nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

Summary:

On September 3, 2013, your Committee considered a City Clerk report dated August 9, 2013, a CAO report dated September 3, 2013, and a communication from the EWDD dated August 12, 2013 relative to adding and adjusting positions to support the Business Improvement District (BID) Program transferring to the Economic and Workforce Development Department effective January 1, 2014. The reports were in response to a Fiscal Year (FY) 2013-14 Adopted Budget Recommendation relative to an instruction to the City Clerk to report regarding the BID Program transfer and support, prior to the January 1, 2014 transfer date. In its report dated August 9, 2013, the City Clerk reported on the transfer of the BID Program to the EWDD and made recommendations for allocation/reallocation of 14 positions, creation of a division within the EWDD to house the BID Program, and various recommendations effectuating the transfer. In a report dated September 3, 2013, the CAO recommended that the EWDD submit a budget request package for any additional BID support-related needs as part of the FY 2014-15 Proposed Budget.

During Committee discussion, the Interim City Clerk and a CAO representative provided an overview of the matter and responded to related questions from Committee members. After further consideration and having provided an opportunity for public comment, the Committee moved to approve the recommendations contained in the City Clerk report dated August 9, 2013 subject to classification determination by the Civil Service Commission and pay grade determination by the City Administrative Officer. This matter is now submitted to Council for its consideration.

Respectfully submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE

W. O'Farrell
(FOR PAUL KOPETZ)

<u>MEMBER</u>	<u>VOTE</u>
KOPETZ:	YES
O'FARRELL:	YES
FUENTES:	YES

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-Not Official Until Council Acts-

ADOPTED
* TO approve Rec. # 2 only
DEC 18 2013
LOS ANGELES CITY COUNCIL
see attached report & mission
TO THE MAYOR FORTHWITH

TO THE COUNCIL OF THE
CITY OF LOS ANGELES


Your

BUDGET AND FINANCE Committee

reports as follows:

BUDGET AND FINANCE COMMITTEE REPORT relative to support for the Business Improvement District (BID) Program transferring to the Economic and Workforce Development Department effective January 1, 2014.

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

- 
1. CONCUR with the recommendations of the Personnel and Animal Welfare Committee relative to support for the BID program with City Clerk recommendation no. 2 amended as follows:
 - a. Reallocate the Senior Management Analyst II position to Director of Business Improvement Districts at the level of Chief Management Analyst and transfer the Senior Management Analyst II who is Acting Chief of the City Clerk's Administrative Services Division into this position in line with the instruction of CF 13-0600 Motion 15.
 - b. Allocate the new positions of one additional Management Analyst II and one additional Accounting Clerk II.
 2. APPROPRIATE and TRANSFER the necessary funds from the Business Improvement District Trust Fund No. 659.

Fiscal Impact Statement: None submitted by the City Clerk. Neither the CAO nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

SUMMARY

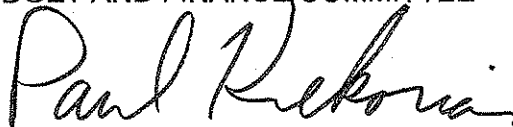
At its meeting of November 4, 2013, the Budget and Finance Committee considered a City Clerk report dated August 9, 2013, a CAO report dated September 3, 2013, and a communication from the EWDD dated August 12, 2013 relative to adding and adjusting positions to support the Business Improvement District (BID) Program transferring to the Economic and Workforce Development Department effective January 1, 2014. The reports were in response to a Fiscal Year (FY) 2013-14 Adopted Budget Recommendation relative to an instruction to the City Clerk to report regarding the BID Program transfer and support, prior to the January 1, 2014 transfer date. In its report dated August 9, 2013, the City Clerk reported on the transfer of the BID Program to the EWDD and made recommendations for allocation/reallocation of 14 positions, creation of a division within the EWDD to house the BID Program, and various recommendations effectuating the transfer. In a report dated September 3, 2013, the CAO recommended that the EWDD submit a budget request package for any additional BID support-related needs as part of the FY 2014-15 Proposed Budget.

At its meeting on September 3, 2013, the Personnel and Animal Welfare Committee recommended to approve the City Clerk recommendations contained in the City Clerk report dated August 9, 2013 subject to classification determination by the Civil Service Commission and pay grade determination by the City Administrative Officer.

During the Budget and Finance Committee discussion, the Interim City Clerk and a CAO representative provided an overview of the matter and responded to related questions. The Interim City Clerk added clarification on three positions that the department determined as critical to the success of the BID program and requested reallocations/allocations for these three positions. After additional consideration and having provided an opportunity for public comment, the Budget and Finance Committee recommended to concur with the Personnel and Animal Welfare Committee as amended for the three positions and reflected in the recommendations above. This matter is now forwarded to the Council for its consideration.

Respectfully submitted,

BUDGET AND FINANCE COMMITTEE



<u>MEMBER</u>	<u>VOTE</u>
KREKORIAN:	YES
ENGLANDER:	YES
KORETZ:	YES
BLUMENFIELD:	YES
BONIN:	ABSENT

ep
13-0600-S25_rpt_bfc_11-4-13

-Not Official Until Council Acts-

ADOPTED
* to approve Rec. #1 only
DEC 18 2013

LOS ANGELES CITY COUNCIL
see attached reports * motion
TO THE MAYOR FORTHWITH

WED. 8/11/13
Item # 12

File No. 13-0600-S25

ECONOMIC DEVELOPMENT COMMITTEE REPORT relative to positions and funding for the Business Improvement District (BID) Support Program.

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

1. INSTRUCT the Economic and Workforce Development Department (EWDD), with assistance from the City Clerk, to submit a budget request package for any additional BID support-related needs as part of the Fiscal Year 2014-15 Proposed Budget.
2. FIND that the transfer of the BID Program to the EWDD requires a delay through June 30, 2014 and requires funding and position authority for the program to remain with the Office of the City Clerk until such time as the program moves to the EWDD.
3. APPROVE the Resolution Authority for the following 11 positions, which comprise the BID Program, in the Office of the City Clerk:
 - (1) Principal Clerk
 - (1) Accounting Clerk I
 - (2) Senior Clerk Typists
 - (2) Office Engineering Technician II
 - (1) Field Engineering Aide
 - (1) Senior Management Analyst I
 - (2) Management Analyst II
 - (1) Senior Management Analyst II
4. TRANSFER \$431,158 from the EWDD fund 100/22/XXXXXX to the Office of the City Clerk, Salaries General Account 100/14/001010.
5. AUTHORIZE the City Administrative Officer (CAO), with the assistance of the City Clerk, to make any technical corrections to these recommendations as necessary to effectuate the intent of the Council.

Fiscal Impact Statement: The CAO reports that for Recommendation No. 1 above there is no impact to the General Fund. Recommendation No. 1 is consistent with the City's Financial Policies in that the City will consider requests for expanded programs during the course of the annual budget process. The EWDD will be reporting with information that may include a plan to realign its services or request additional resources for the BID support program in FY 2014-15.

Community Impact Statement: None submitted.

(Personnel and Animal Welfare Committee waived consideration of this matter)

SUMMARY

At a regular meeting held on December 10, 2013, the Economic Development Committee considered reports from the City Clerk dated August 9, 2013 and December 5, 2013; a report from the CAO dated September 3, 2013; and communications from the EWDD dated August 12, 2013 and December 10, 2013. The reports were in response to a Fiscal Year (FY) 2013-14 Adopted Budget Recommendation relative to an instruction to the City Clerk to report regarding the BID Program transfer and support, prior to the January 1, 2014 transfer date.

In its report dated August 9, 2013, the City Clerk reported on the transfer of the BID Program to the EWDD and made recommendations for allocation/reallocation of 14 positions, creation of a division within the EWDD to house the BID Program, and various recommendations effectuating the transfer. In a subsequent report dated September 3, 2013, the CAO recommended that the EWDD submit a budget request package for any additional BID support-related needs as part of the FY 2014-15 Proposed Budget.

In its report dated December 5, 2013, the City Clerk requested a delay in the transfer of the BID Program to the EWDD planned for January 1, 2014 until the end of the current fiscal year due logistical issues such as space and office improvements by EWDD that will not be completed by the January 1, 2014 target transfer date. In its recent report, the City Clerk recommended that the BID Program remain with the Office of the City Clerk until the end of the fiscal year, June 30, 2014, and the authorization and/or allocation/re-allocation and resolution authority for the 13 positions and \$431,158 in funding. In a communication dated December 10, 2013, the EWDD concurred with the City Clerk's request to delay the transfer of the BID Program and the request to transfer existing funding of \$431,158 from EWDD accounts to City Clerk accounts.

During discussion of this item, the Committee was addressed by the Interim City Clerk and a representative of the CAO. The Interim City Clerk reported that the BID Program is one Management Analyst and one Accounting Clerk short, and recommended that the positions be filled prior to transfer of the BID Program to EWDD. The Committee then moved to approved the recommendation in the CAO report dated September 3, 2013 and the City Clerk report dated December 5, 2013, but was advised by the Interim City Clerk that the two sets of recommendations were in conflict.

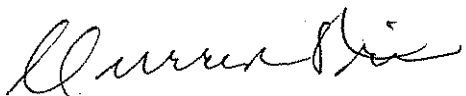
The representative of the CAO then explained that its report addressed only the resources requested on the EWDD's behalf in the City Clerk report dated August 9, 2013 report, and that the CAO recommended that any additional resources be considered in the upcoming fiscal year budget process for the EWDD. The CAO September 3, 2013 report does not address the City Clerk December 5, 2013 report. The Interim City Clerk advised the Committee that if the program is to be retained by the Office of the City Clerk, the two unfilled positions (Management Analyst and Accounting Clerk), as well as the re-allocation of a Senior Management Analyst II to a Chief Management Analyst, are still necessary to carry out the BID Program. However, the Committee concurred with the CAO that any additional resources/position re-allocations be considered in the FY 2014-15 Budget process rather than acting on those requests during the current fiscal year.

After providing an opportunity for public comment, the Committee then approved the recommendation in the CAO report dated September 3, 2013, Recommendation No. 1 from the

City Clerk report dated December 5, 2013, resolution authority for 11 positions which currently comprise the BID Program in the Office of the City Clerk, the transfer of funding in the amount of \$431,1538 from the EWDD to the City Clerk, and authorization for the CAO to make any technical corrections as necessary. This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,

ECONOMIC DEVELOPMENT COMMITTEE



<u>MEMBER</u>	<u>VOTE</u>
PRICE:	YES
KREKORIAN:	YES
HUIZAR:	YES
CEDILLO:	YES
MARTINEZ:	YES

DEC 18 2013 • Received and Filed

-NOT OFFICIAL UNTIL COUNCIL ACTS-