



ERIC GARCETTI  
MAYOR

December 5, 2013

CF 13-0600-S25

Honorable Members of the City Council  
City of Los Angeles  
c/o Office of the City Clerk  
Room 395, City Hall  
Los Angeles, California 90012

Honorable Members:

**RE: BUSINESS IMPROVEMENT DISTRICT PROGRAM TRANSFER DELAY  
TO THE ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT**

The Office of the City Clerk and the Economic and Workforce Development Department (EWDD) request a delay in the transfer of the Business Improvement District (BID) Program to EWDD from the planned January 1, 2014 date until the end of the current fiscal year. This request is based on the following: 1) the physical transfer of staff presents a logistical issue as there remain needs for both space and office improvements that will not be identified and completed by January 2014; 2) EWDD is working to develop a Departmental strategic and functional plan and the City Clerk's continued assistance with the BID program will help EWDD; and 3) the funding identified from the BID Trust Fund for the new positions is sufficient for this fiscal year, however, ongoing funding of the positions will need to be deliberated as part of the Fiscal Year 2014-15 budget to ensure continued operation of the program.

Alternatives to address the delay in transfer include: 1) retention of the program by the City Clerk for an additional six months; or 2) the administrative transfer of the program to EWDD with programmatic oversight still held by the City Clerk through an MOU. While both options are viable, discussions with EWDD indicate that the less administratively cumbersome approach would be for resolution authority to be provided to the City Clerk for the affected positions and for funds to be transferred back to the City Clerk for continued operation of the program for the remainder of Fiscal Year 2013-14. Additionally, it would be difficult for the City Clerk to supervise a program when the staff is on another department's payroll.

The City Clerk requests resolution position authority through June 30, 2014 for the 13 personnel which comprise the BID Program. This includes 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, Employee Relations Division.

**RECOMMENDATIONS FOR COUNCIL ACTION SUBJECT TO MAYOR APPROVAL:**

1. FIND that the transfer of the Business Improvement District (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:

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

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

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

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

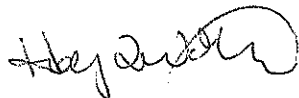
Acct#	Title	Amount
001010	Salaries-General	\$270,237

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

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

5. AUTHORIZE the City Clerk, or designee, to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer, and instruct the Controller to implement the instructions.

Sincerely,



Holly L. Wolcott,  
Interim City Clerk

EXE-057-13