

**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

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

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-Not Official Until Council Acts-