

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: October 2, 2017

To: The City Council

From: Richard H. Llewellyn, Jr., Interim City Administrative Officer



Subject: **AMENDMENT TO THE ENGINEERS AND ARCHITECTS ASSOCIATION  
SUPERVISORY ADMINISTRATIVE UNIT MEMORANDUM OF  
UNDERSTANDING (MOU 20)**

### Recommendation

It is recommended that the City Council approve the attached amendment to the Supervisory Administrative Unit Memorandum of Understanding (MOU) authorizing a new salary note to be added to the MOU in recognition of additional responsibilities for a classification represented by the Engineers and Architects Association (EAA). The following proposed salary note was negotiated with EAA and approved by the Executive Employee Relations Committee (EERC) on July 28, 2017.

**Salary Note 10** – Effective September 3, 2017, one (1) Accounting Records Supervisor I (Class Code 1119-1) and one (1) Accounting Records Supervisor II (Class Code 1119-2) regularly assigned to supervise Accounting Clerks (Class Code 1223) assigned to work at a Development Service Center (DSC) in the Department of Building and Safety (DBS) shall be entitled to a two-premium level bonus (approximately 5.5%) above the appropriate step rate of the salary range prescribed for the employee's class. The regularly assigned bonus is pensionable.

### Summary

The DSC at the DBS is staffed by Accounting Clerks who receive a bonus when performing cashiering functions. The attached new salary note will also compensate the supervisors of the Accounting Clerks who perform cashiering duties and oversee the cashiering function for the DSC.

### Fiscal Impact

There is no direct fiscal impact to the General Fund as the additional cost of approximately \$9271 per year will be funded through the Enterprise Fund.

RHL:MHA:EAG:0718017

Attachment