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April 23, 2018

Honorable Members of the Budget and Finance Committee
c/o Richard Williams, Office of the City Clerk
Room 395, City Hall
Los Angeles, CA 90012

**SUBJECT: OFFICE OF THE CITY CLERK – RESPONSE TO PROPOSED FISCAL YEAR
2018-19 BUDGET**

Honorable Members:

The Office of the City Clerk welcomes the opportunity to provide comments on the Mayor's 2018-19 Proposed Budget that furthers our commitment to innovate and streamline the City's administrative, personnel and legislative processes. The resources provided allow us to meet our operational objectives in support of the over 500 Mayor, Council and Chief Legislative Analyst employees we serve, as well as the City's Neighborhood Councils (NC) and Business Improvement Districts (BIDs).

The City Clerk respectfully requests that the Budget and Finance Committee consider the following as the 2018-19 Budget is finalized:

A. VOTE-BY-MAIL PROCESS FOR 2018-19 NEIGHBORHOOD COUNCIL ELECTION

REQUEST: Approve a General Fund appropriation to provide Vote-By-Mail (VBM) services for the 2019 NC Elections: \$176,098 for up to 50 NCs or \$83,314 for up to 15 NCs.

IMPACT: The online voting option was not included for funding in the Mayor's Proposed 2018-19 Budget. Without an online voting system, the only option for stakeholders to participate in an NC election is to vote at the polls. This means that for each of the 97 NCs, there is only one set election date (usually on a Saturday or Sunday) on which stakeholders can vote during a four to six-hour window. The limitations this presents may deter potential voters and/or hinder their ability to vote.

The funding options provided will cover additional staff to process applications, distribute ballots and process incoming ballots. Voting by mail (for both municipal and NC elections) provides an alternative means to reach more stakeholders and allows for those who are unable to get to the polls (e.g. physical or religious reasons) to vote up to 30 days before election day. Historically, up to 15 NCs have voted by mail, but this

option was set aside during the pilot online voting program in 2016 in which 34 NCs participated. For the current 2018 Subdivision Elections, an online VBM application portal has been successfully launched and, during the 10 days the portal opened, we have received over 100 applications for one NC.

If the City Clerk is unable to provide a VBM process, we risk disenfranchising those voters who are unable to get to the polls and/or are accustomed to voting by mail whether in municipal elections or previous NC elections and, therefore, will be unable to participate in the 2019 Neighborhood Council election process.

B. PIPER TECH RECORDS STORAGE RECONFIGURATION

REQUEST: Approve an appropriation to the Capital Improvement Expenditure Program in the amount of \$520,000 for records storage.

IMPACT: The Records Management Division provides storage, reference services, retention tracking, and disposition of all City records, and provides for the permanent retention of the City's archives. One of the department's key goals, set as part of the General Manager Review process, is to develop and implement a plan to maximize warehouse space for records retention by installing storage racks and converting 28,000 square feet of floor space in the Election Service Center for records storage.

The City currently spends \$500,000 each year to store records offsite in commercial facilities. Increasing the City's capacity to store records onsite by 24,800 boxes annually would result in a return on this initial investment in approximately 3.5 years. After five years, the City would realize an annual savings of approximately \$310,000, with a goal to eventually eliminate the need for offsite records storage.

C. BID TRASH CAN LINERS

REQUEST: Approve an appropriation to the Unappropriated Balance in the amount of \$50,000 for trash can liners for the BIDs.

IMPACT: The BIDs in Los Angeles provide enhanced maintenance services to properties in commercial districts throughout the City. This includes sweeping and picking up trash from sidewalks and gutters, and servicing the hundreds of trash receptacles they have installed by collecting and disposing of 10,000 tons of trash annually. Without the supplemental services provided by the BIDs, this trash would accumulate on the City's streets and clog the City's gutters, creating health and safety hazards.

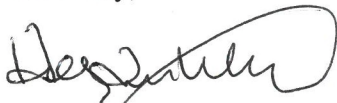
The importance of having the City provided trash bags for BIDs cannot be overstated. With labor costs increasing each year, the BIDs have had to increase property owner assessments to maintain current service levels. If the City did not provide trash bags, the result would cut existing levels of service to pay for trash bag costs.

This item was originally not included in our budget request as we were determining how long the current supply of liners would last. The \$50,000 will provide approximately 350K trash can liners and augment the current supply for the entire fiscal year. Tracking and distribution is maintained for the BIDs by the Public Works Office of Beautification.

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I wish to thank the Mayor, the Chief Administrative Officer, and their respective staffs for the diligent and thoughtful preparation that accompanied this budget process. My staff and I look forward to working with your Committee and the City Council to implement a budget that reflects our shared commitment to improve core functions of City government and enhance service delivery.

Sincerely,

A handwritten signature in black ink, appearing to read "Holly L. Wolcott", with a large, sweeping flourish at the end.

Holly L. Wolcott
City Clerk

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