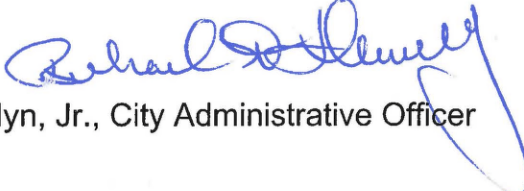


**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: July 27, 2018

To: The City Council

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

Subject: **LOS ANGELES ADMINISTRATIVE CODE – TECHNICAL CHANGES  
VOLUNTARY PAYROLL DEDUCTIONS**

### Recommendations

1. That the City Council, subject to approval by the Mayor, adopt the attached ordinance, approved as to form and legality by the City Attorney, amending Los Angeles Administrative Code Sections 4.203, 4.204, and 4.206, pertaining to the City's voluntary payroll deduction program, to provide updated language and remove non-union employee organizations that are obsolete or no longer eligible for participation in the program.
2. That the City Council authorize the Controller and City Administrative Officer to correct any clerical errors, or, if approved by the City Attorney, any technical errors in the above ordinance.

### Summary

At the request of this Office and the City Attorney's Office, the Controller's Office conducted an audit in the form of a limited scope review of the non-union employee organizations listed in Los Angeles Administrative Code (LAAC) Section 4.203(a) to determine their compliance with the City's voluntary payroll deduction program. Specifically, LAAC Section 4.203(a)(2) requires the non-union employee organizations previously approved by the City Council to maintain a minimum membership of 250 active or retired City employees with at least 100 such persons maintaining enrollment in payroll dues deduction.

The Controller found that over a one-year period, ten of the 37 non-union employee organizations had no active or retired City employees enrolled through payroll deductions. It appears that at least a couple of those organizations are no longer in existence. In addition, the Controller identified four non-union employee organizations in which City employees are participating through payroll deduction but in numbers lower than the required threshold. We will continue to work with the Controller's Office to monitor the compliance of those four organizations. At this juncture we are only recommending that the ten non-union

employee organizations with zero employee participation be removed from LAAC Section 4.203(a). Additional clean up measures in the attached ordinance amending LAAC Sections 4.203, 4.204, and 4.206 include updating the names of both union and non-union organizations and amending language to reflect that the Fire and Police Pension System and the Los Angeles City Employees Retirement System administer their own voluntary payroll deduction programs for their retired members in accordance with rules adopted by their respective Boards.

**Fiscal Impact**

There is no fiscal impact associated with the above-described amendments to the LAAC.

*RHL:MHA:CEC:0719009*

Attachment