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April 23, 2019

Honorable Members of the
Budget and Finance Committee
Office of the City Clerk
Room 395, City Hall
Los Angeles, CA 90012

**SUBJECT: OFFICE OF THE CITY CLERK – RESPONSE TO PROPOSED FISCAL
YEAR 2019-20 BUDGET**

Honorable Members:

The Office of the City Clerk thanks you for the opportunity to provide its input on the Mayor's 2019-20 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 almost 800 Mayor, Council, City Clerk, Office of Public Accountability (OPA), Department of Cannabis Regulation and Chief Legislative Analyst employees we currently 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 2019-20 Proposed Budget is finalized:

A. PUBLIC INFORMATION DIRECTOR (PID) – Outreach, education and social media

REQUEST: Approve a General Fund appropriation for a position authority for a new Public Information Director II.

IMPACT: Voter and candidate outreach, and technology innovation in City Council, NC and BID administration are part of the Department's core functions. Funds have been committed to enhancing the public's access to our services to create better transparency and financial accountability. Therefore, a PID is critical to the successful communication and delivery of our efforts.

In addition to creating public education campaigns about our services and how to use them, a PID would also expand the use of social and traditional media to reach a wider and more diverse audience. The lack of a dedicated position to

address public information hinders the Department's ability to connect with citizens and educate them on how to access the resources we have created to facilitate a greater understanding and interaction with their government.

B. PROGRAMMER ANALYST II – Systems support for NC Funding and OPA

REQUEST: Approve a General Fund appropriation for a position authority for a new Programmer Analyst II.

IMPACT: Management of the NC Funding program (representing \$4.2M) and the administrative functions for the OPA were transferred to the City Clerk two years ago without resources to provide systems support for their digital infrastructure and staffing needs. This support has included both web design and maintenance, and development and operation of a comprehensive financial management system with over 1,100 administrative users, and full visibility to the general public, which includes on-demand information technology (IT) support for 16 Department staff.

The financial oversight and customer service responsibility for 99 NCs hinges on the Department's ability to maintain and enhance the banking application and respond to any IT issues immediately. OPA relies on the Clerk's Systems Division to communicate to its staff and the public and to support the work of the Rate Payer Advocate. Our Department recovers \$20K per year from the Department of Water and Power to cover costs associated with our support. Without one dedicated systems staff for NC Funding and OPA, basic support levels will be diminished and response times will be delayed.

C. ONE-TIME BUDGET REDUCTION, \$280,000

REQUEST: Apply the entire one-time budget reduction to Salaries General.

IMPACT: The one-time reduction of \$280,000 is currently spread across the Salaries General, As-Needed and Overtime accounts. The Clerk is in agreement with doing its part to remedy the City's financial shortfall and will make this reduction work next fiscal year by holding positions vacant as necessary. However, we are requesting to move the entire reduction to Salaries General allowing us greater flexibility to hire As-Needed staff and judiciously utilize overtime to meet operating demands as they arise.

I would also like to note that the Los Angeles County Registrar-Recorder/County Clerk's Office has not been able to estimate the City's March 2020 consolidation costs to conduct its elections. Funds set aside in the Unappropriated Balance for the March 3 Primary Nominating Election represent a placeholder amount that could increase significantly once final costs have been determined. We will provide an updated figure to the City's Administrative Officer (CAO) as soon as new information becomes available.

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I wish to thank the Mayor, the CAO, and each of 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 improving core functions of our City while enhancing its service delivery.

Sincerely,

A handwritten signature in black ink, appearing to read "Holly L. Wolcott". The signature is fluid and cursive, with a large loop at the end.

Holly L. Wolcott
City Clerk

HLW/SH/PS:amm
EXE-011-19