

CITY OF LOS ANGELES

CALIFORNIA



ANTONIO R. VILLARAIGOSA
MAYOR

JUNE LAGMAY
City Clerk

KAREN E. KALFAYAN
Executive Officer

HOLLY L. WOLCOTT
Executive Officer

Office of the
CITY CLERK

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KONRAD CARTER
Acting Chief, Council and Public Services
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October 7, 2009

To All Interested Parties:

cc: City Clerk
Administrative Services Division

The City Council adopted the action(s), as attached, under Council file No.
09-0600-S46, at its meeting held September 30, 2009.

A handwritten signature in cursive script, reading 'June Lagmay', is written in black ink.

City Clerk
srb

OFFICE STAMP MAYOR
RECEIVED
2009 OCT 12 PM 3: 28
CITY OF LOS ANGELES

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City Clerk's Time Stamp
CITY CLERK'S OFFICE
2009 OCT -2 PM 3: 27
CITY CLERK
BY _____
DEPUTY

SUBJECT TO THE MAYOR'S APPROVAL

COUNCIL FILE NO. 09-0600-S46

COUNCIL DISTRICT _____

COUNCIL APPROVAL DATE SEPTEMBER 30, 2009

RE: THE AUTHORIZATION FOR ONE ACCOUNTING CLERK II POSITION IN THE OFFICE OF THE CITY CLERK FOR ADMINISTRATION OF THE SPECIAL EVENTS FEE SUBSIDY LINE ITEM AND SUBACCOUNTS

LAST DAY FOR MAYOR TO ACT OCT 13 2009
(10 Day Charter requirement as per LAAC 4.133)

DO NOT WRITE BELOW THIS LINE - FOR MAYOR USE ONLY

APPROVED

✓

*DISAPPROVED

*Transmit objections in writing pursuant to LAAC 4.133

DATE OF MAYOR APPROVAL OR DISAPPROVAL

OCT 07 2009

MAYOR

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CITY CLERK
DEPUTY

TO THE COUNCIL OF THE
CITY OF LOS ANGELES

Your **PERSONNEL** Committee

reports as follows:

PERSONNEL COMMITTEE REPORT relative to the authorization for one Accounting Clerk II position in the Office of the City Clerk for administration of the Special Events Fee Subsidy line item and subaccounts.

Recommendation for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

AUTHORIZE one Accounting Clerk II position in the Office of the City Clerk for administration of the Special Events Fee Subsidy line item and subaccounts in General City Purposes Fund No. 100-56, subject to paygrade determination by the City Administrative Officer.

Fiscal Impact Statement: The Chief Legislative Analyst (CLA) reports that approval of the Accounting Clerk II position would result in salary and fringe benefit costs which would be an on-going General Fund obligation.

Community Impact Statement: None Submitted.

Summary:

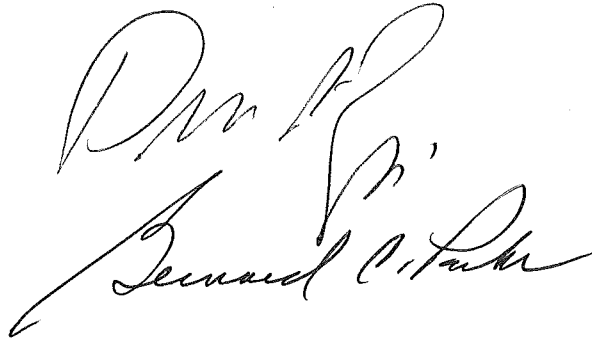
On August 7, 2009, the CLA transmitted a report relative to a Revised Special Events Fee Subsidy Policy Ordinance. Included in this report was a recommendation to authorize one Accounting Clerk II position in the Office of the City Clerk for administration of Special Events. At its August 10, 2009 meeting, the Budget and Finance (B&F) Committee approved the CLA report but referred authorization of the Accounting Clerk II position to the Personnel Committee. On September 8, 2009, the City Council adopted this recommendation by the B&F Committee. The Accounting Clerk II would administer the special events subsidy accounts and subaccounts, including processing payment and accounting documents, logging in and filing such documents, and keeping track of workload statistics. The City Clerk reports that the substantial additional workload required to perform these administrative tasks cannot be accomplished in a timely manner without the authorization of this position.

At a special meeting held on September 23, 2009, the Personnel Committee recommended approval of the Accounting Clerk II resolution authority. However, Councilmember Parks stated that the additional workload created by the new Special Events ordinance is currently unknown. Therefore, it was recommended that the position not be approved for filling by the Managed Hiring Committee until at least two months after implementation of the Special Events Permit Procedure and Fee Subsidy Program, and only if the documented additional workload justifies filling the position.

This matter is now submitted to Council for its consideration.

Respectfully submitted,

PERSONNEL COMMITTEE



Bernard C. Parks

| <u>MEMBER</u> | <u>VOTE</u> |
|---------------|-------------|
| ZINE | YES |
| KORETZ | ABSENT |
| PARKS | YES |

MLE
09-0600-S46_rpt_perc_09-24-09

ADOPTED

SEP 30 2009
f. As Amended
LOS ANGELES CITY COUNCIL
See Attached Motion

VERBAL MOTION

I HEREBY MOVE that Council AMEND the Personnel Committee report (Item No. 16, CF 09-0600-S46) relative to authorization for one Accounting Clerk II position in the Office of the City Clerk for administration of the Special Events Fee subside line item and subaccounts as follows:

INSTRUCT the City Clerk, upon starting the process, to submit workload statistics to the Managed Hiring Committee as justification prior to the position being filled.

PRESENTED BY _____
BERNARD C. PARKS
Councilmember, 8th District

SECONDED BY _____
DENNIS P. ZINE
Councilmember, 3rd District

September 30, 2009

CF 09-0600-S46

ADOPTED

SEP 30 2009

LOS ANGELES CITY COUNCIL