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**ANTONIO R. VILLARAIGOSA**  
MAYOR

June 6, 2013

Honorable Budget and Finance Committee  
c/o Office of the City Clerk  
200 North Spring Street, Room 395  
Los Angeles, California 90012

Attention: Erika Pulst, Legislative Assistant I

**Re: Administrative Citation Enforcement Program (CF No. 10-0085)**

Dear Honorable Committee Members:

On April 8, 2013, the Budget and Finance Committee (Committee) instructed the Office of Finance (Finance) to report on any concerns relative to the City's implementation of the Administrative Citation Enforcement (ACE) Program (CF No. 10-0085). Subsequently, Finance met and discussed implementation of the pilot program with the Offices of the City Attorney and Controller, and with the Los Angeles Police Department (LAPD) and Animal Services Department.

The purpose of the meetings was to identify responsible and lead departments for the program's processes from issuance and tracking of citations, determination of fines, administrative hearings, receipt of payment, and satisfaction of the citation. In addition, discussions were held with regards to program infrastructure and technology needs as compared to various existing City resources and the feasibility or adaptability of these resources to meet the ACE program needs. Finance's role and charter responsibility as the City's tax administrator and treasurer was also discussed.

It became apparent from the meetings that a working group should be established to assess the most cost efficient and effective way to implement the program as well as capture the necessary information to evaluate the pilot program. The offices/departments that Finance met with concur with the recommendation of forming a program implementation committee to work towards defining data collection requirements and participating departments' upfront and continuing needs, mapping citation and collection processes, and recommending options with target dates for program implementation. As the Office of the City Attorney has an integral role in the administration of the ACE program and a critical need for pilot department citation tracking data, it is recommended that the City Attorney assume the lead on formation of the work group.

Finance also notes that the Coalition of Los Angeles City Unions made a presentation on the City budget to this honorable committee in May 2013. Included in the Coalition's presentation was a recommendation "that the Department of Animal Services be directed (by Council) to work with the Coalition unions to organize a

JLM task force to report back within 90 days of passage of the budget with a proposal for a pilot animal licensing canvassing test program.” The City Administrative Officer (CAO) was instructed to report to the Budget and Finance Committee (CF No. 13-0600-S13) regarding the Coalition’s recommendation. The honorable members of the Budget and Finance Committee may wish to consider the CAO’s report in conjunction with Finance’s recommendation which follows below as there are overlapping issues.

**Recommendation**

That the Council, subject to the approval of the Mayor:

Request the Office of the City Attorney to convene a working group that includes the Offices of the City Administrative Officer, Chief Legislative Analyst, Finance, and Controller, and the Los Angeles Police Department, Animal Services Department, and Information Technology Agency to assess and report back on the resource requirements to procure handheld devices and develop or contract for an administrative citation management system to process and track citations in the Administrative Citation Enforcement (ACE) Pilot Program, including a review of existing departmental systems and the Financial Management System that may be used, where possible.

**Fiscal Impact Statement**

Since the ACE Program is proposed to be implemented on a pilot basis with the Los Angeles Police and Animal Services Departments, Finance is not in a position to estimate additional revenues to the General Fund as a result of the proposed program.

If you have any questions, please contact Wai Yee Lau, Acting Revenue Manager, at (213) 978-1514.

Respectfully,



Antoinette Christovale, CPA  
Director of Finance

- cc: Gaye Williams, Mayor’s Chief of Staff  
Monique Earl, Deputy Mayor of Budget and Financial Policy  
Miguel Santana, City Administrative Officer, Office of the City Administrative Officer  
Gerry Miller, Chief Legislative Analyst, Office of the Chief Legislative Analyst  
Fernando Campos, Inspector General, Office of the City Administrative Officer  
Pete Echeverria, Chief Assistant City Attorney, Office of the City Attorney  
Beverly Cook, Assistant City Attorney, Office of the City Attorney  
Claire Bartels, Chief Deputy Controller, Office of the Controller  
Captain Melissa Zak, Commanding Officer, Planning and Research Division, Los Angeles Police Department  
Brenda Barnette, General Manager, Department of Animal Services  
Steve Reneker, General Manager, Information Technology Agency  
Finance Management Team