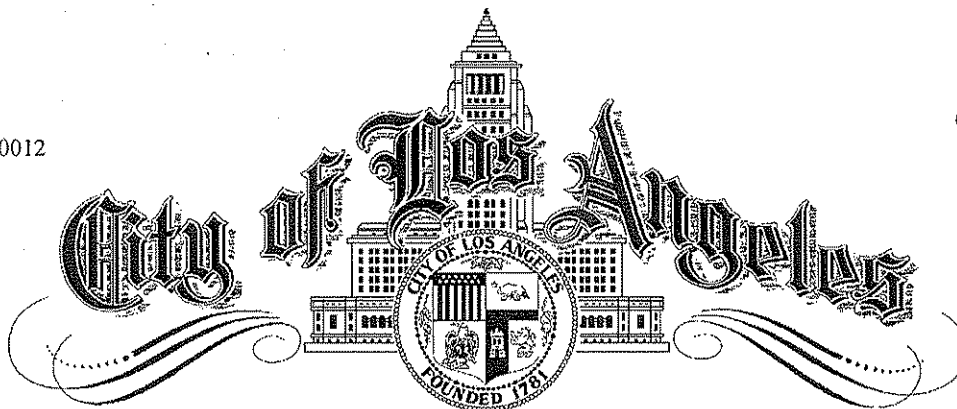


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**CARMEN A. TRUTANICH**  
City Attorney

REPORT NO. R 1 2 - 0 2 4 2

JUL 26 2012

**REPORT RE:**

**DRAFT ORDINANCE TO AMEND SALARY NOTES 3 AND 4 APPLICABLE TO THE CITY CLERK ELECTIONS DIVISION IN LOS ANGELES ADMINISTRATIVE CODE SECTION 4.61 TO PROVIDE FOR A CELL PHONE STIPEND ON A "SUPPLY PICK-UP DAY" IN ADDITION TO THE DAY OF ELECTION, AND TO PROVIDE A FACILITY RENTAL FEE PER ASSIGNED PRECINCT FOR EACH ELECTION, RESPECTIVELY, IN ACCORDANCE WITH CITY COUNCIL ACTION ON C.F. 12-0842**

The Honorable City Council  
of the City of Los Angeles  
Room 395, City Hall  
200 North Spring Street  
Los Angeles, California 90012

Honorable Members:

Pursuant to your request, this Office has prepared and now transmits for your consideration the enclosed draft ordinance, approved as to form and legality. This ordinance would amend Salary Notes 3 and 4 applicable to the City Clerk Elections Division in Los Angeles Administrative Code Section 4.61 to provide for a cell phone stipend on a "Supply Pick-Up Day" in addition to the day of election, and to provide a facility rental fee per assigned precinct for each election, respectively, in accordance with City Council action on C.F. 12-0842.


Council Rule 38 Referral

Pursuant to Council Rule 38, the ordinance was referred to the City Administrative Officer (CAO). The CAO recommends adoption of this ordinance.

If you have any questions regarding this matter, please contact Senior Assistant City Attorney Zna Portlock Houston at (213) 978-7182. She or another member of this Office will be present when you consider this matter to answer any questions you may have.

Very truly yours,

CARMEN A. TRUTANICH, City Attorney

By   
PEDRO B. ECHEVERRIA  
Chief Assistant City Attorney

PBE:ZPH:lh  
Transmittal

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Salary Notes 3 and 4 applicable to the City Clerk Elections Division in Los Angeles Administrative Code Section 4.61 to provide for a cell phone stipend on a "Supply Pick-Up Day" in addition to the day of election, and to provide a facility rental fee per assigned precinct for each election, respectively, in accordance with City Council action on C.F. 12-0842.

**THE PEOPLE OF THE CITY OF LOS ANGELES  
DO ORDAIN AS FOLLOWS:**

Section 1. Note 3 of Salary Notes Applicable to the City Clerk Elections Division in Section 4.61 of the Los Angeles Administrative Code is amended in its entirety to read as follows:

**NOTE 3.** In order to facilitate poll worker training, timely set up of polling places and communications with field staff on election days, the City Clerk is authorized to pay Precinct Board Inspectors and Precinct Board Clerks the stipends shown below in addition to the salary listed in Schedule A of the LAAC 4.61:

- |    |   |               |
|----|---|---------------|
| a. | Use of personal cell phone for election-day duties<br>(day of election only)                                    | \$5/day       |
| b. | Use of personal cell phone in election-related duties<br>(Supply Pick-Up Day only)                              | \$5/day       |
| c. | Bilingual bonus   | \$25/day      |
| d. | Supply Pickup (Custodial responsibilities)  | \$25/precinct |
| e. | Pre-election training<br>(If attend training and work on election day)  | \$25/session  |
| f. | Transportation of Precinct Ballot Readers   | \$25/precinct |
| g. | Excessive Travel<br>(Paid for emergency travel to poll locations away from<br>a worker's local assignment poll) | \$25          |
| h. | Custodian (non-City facility)   | \$12/facility |

Sec. 2. Note 4 of Salary Notes Applicable to the City Clerk Elections Division in Section 4.61 of the Los Angeles Administrative Code is amended in its entirety to read as follows:

**NOTE 4.** Whenever a room or space is rented for use as a polling place and suitable furniture, light and heat are provided, the rental paid shall be the sum of \$50.00 per assigned precinct for each election.

Sec. 3. This ordinance shall be operative upon publication, pursuant to Charter Section 252(g).

Sec. 4. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

I hereby certify that this ordinance was passed by the Council of the City of Los Angeles, at its meeting of \_\_\_\_\_.

JUNE LAGMAY, City Clerk

By \_\_\_\_\_  
Deputy

Approved \_\_\_\_\_

\_\_\_\_\_  
Mayor

Approved as to Form and Legality

CARMEN A. TRUTANICH, City Attorney

By Zna Portlock Houston (PBE)  
ZNA PORTLOCK HOUSTON  
Senior Assistant City Attorney

Date 7/26/12

File No. \_\_\_\_\_