

**TO THE COUNCIL OF THE
CITY OF LOS ANGELES**

Your

**PERSONNEL AND ANIMAL WELFARE
and
BUDGET AND FINANCE**

Committees

reports as follows:

PERSONNEL AND ANIMAL WELFARE and BUDGET AND FINANCE COMMITTEES' REPORT relative to the establishment of a new Asset Management Strategic Planning Unit in the Office of the City Administrative Officer (CAO), and related staffing.

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

1. AUTHORIZE the establishment of an Asset Management Strategic Planning Unit in the Office of the CAO.
2. APPROVE the exemption of one Principal Project Coordinator and one Senior Project Coordinator for the City Administrative Officer Strategic Planning for Asset Management from the Civil Service provisions of the City Charter, pursuant to Charter Section 1001(b).
3. AUTHORIZE by resolution the following four positions in the Office of the CAO from December 1, 2012 through June 30, 2013, subject to position allocation by the Personnel Department and pay grade determination by the CAO:

<u>No.</u>	<u>Code</u>	<u>Class Title</u>
1	1541-2	Senior Administrative Analyst II
1	9134	Principal Project Coordinator
1	1537	Senior Project Coordinator
1	1590-2	Administrative Analyst II

4. AUTHORIZE the Controller to transfer \$193,000 from General Services Department Fund 100/40, Contractual Services Account No. 003040 to the City Administrative Officer Fund 100/10, Contractual Services Account No. 003040.

Fiscal Impact Statement: The CAO reports that the six month cost of the four positions includes \$208,821 in direct costs and \$75,454 in related costs for a total of \$284,275. To mitigate this impact, the cost of the positions will be financed with unbudgeted revenues from the sale of surplus property. The annual cost of the four positions is \$568,549 consisting of \$417,641 in direct costs and \$150,907 in related costs. There is no impact on the General Fund from the transfer of \$193,000 in contractual services funds because these are currently budgeted in the General Services Department budget.

Community Impact Statement: None submitted.

Summary:

At its November 6, 2012 meeting, the Personnel and Animal Welfare (PAW) Committee considered a CAO report relative to the establishment of a new Asset Management Strategic Planning Unit in the Office of the CAO, and related staffing. The September 27, 2012 report, attached to the Council file, provides background information on this issue. During the discussion of this item, the CAO representatives provided a thorough overview of the report and responded to numerous related questions from the Committee. These questions included but were not limited to the costs associated with the creation of the recommended Unit and the hiring process for the recommended positions within that Unit. After an additional lengthy discussion on the rationale for the proposal, and providing an opportunity for public comment, the Committee recommended that Council approve the recommendations contained in the CAO report, as reflected above. On November 19, 2012, the Budget and Finance Committee concurred with the recommendations of the PAW Committee. This matter is now submitted to Council for its consideration.

Respectfully submitted,

PERSONNEL AND ANIMAL WELFARE
COMMITTEE

BUDGET AND FINANCE COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
KORETZ	YES
ALARCON	ABSENT
ZINE	YES

<u>MEMBER</u>	<u>VOTE</u>
KREKORIAN	YES
ROSENDAHL	YES
KORETZ	YES
ENGLANDER	ABSENT
CARDENAS	ABSENT

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- Not Official Until Council Acts -