

ECONOMIC DEVELOPMENT COMMITTEE REPORT relative to positions and funding for the Business Improvement District (BID) Support Program.

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

1. INSTRUCT the Economic and Workforce Development Department (EWDD), with assistance from the City Clerk, to submit a budget request package for any additional BID support-related needs as part of the Fiscal Year 2014-15 Proposed Budget.
2. FIND that the transfer of the BID Program to the EWDD requires a delay through June 30, 2014 and requires funding and position authority for the program to remain with the Office of the City Clerk until such time as the program moves to the EWDD.
3. APPROVE the Resolution Authority for the following 11 positions, which comprise the BID Program, in the Office of the City Clerk:
 - (1) Principal Clerk
 - (1) Accounting Clerk I
 - (2) Senior Clerk Typists
 - (2) Office Engineering Technician II
 - (1) Field Engineering Aide
 - (1) Senior Management Analyst I
 - (2) Management Analyst II
 - (1) Senior Management Analyst II
4. TRANSFER \$431,158 from the EWDD fund 100/22/XXXXXX to the Office of the City Clerk, Salaries General Account 100/14/001010.
5. AUTHORIZE the City Administrative Officer (CAO), with the assistance of the City Clerk, to make any technical corrections to these recommendations as necessary to effectuate the intent of the Council.

Fiscal Impact Statement: The CAO reports that for Recommendation No. 1 above there is no impact to the General Fund. Recommendation No. 1 is consistent with the City's Financial Policies in that the City will consider requests for expanded programs during the course of the annual budget process. The EWDD will be reporting with information that may include a plan to realign its services or request additional resources for the BID support program in FY 2014-15.

Community Impact Statement: None submitted.

(Personnel and Animal Welfare Committee waived consideration of this matter)

SUMMARY

At a regular meeting held on December 10, 2013, the Economic Development Committee considered reports from the City Clerk dated August 9, 2013 and December 5, 2013; a report from the CAO dated September 3, 2013; and communications from the EWDD dated August 12, 2013 and December 10, 2013. The reports were in response to a Fiscal Year (FY) 2013-14 Adopted Budget Recommendation relative to an instruction to the City Clerk to report regarding the BID Program transfer and support, prior to the January 1, 2014 transfer date.

In its report dated August 9, 2013, the City Clerk reported on the transfer of the BID Program to the EWDD and made recommendations for allocation/reallocation of 14 positions, creation of a division within the EWDD to house the BID Program, and various recommendations effectuating the transfer. In a subsequent report dated September 3, 2013, the CAO recommended that the EWDD submit a budget request package for any additional BID support-related needs as part of the FY 2014-15 Proposed Budget.

In its report dated December 5, 2013, the City Clerk requested a delay in the transfer of the BID Program to the EWDD planned for January 1, 2014 until the end of the current fiscal year due logistical issues such as space and office improvements by EWDD that will not be completed by the January 1, 2014 target transfer date. In its recent report, the City Clerk recommended that the BID Program remain with the Office of the City Clerk until the end of the fiscal year, June 30, 2014, and the authorization and/or allocation/re-allocation and resolution authority for the 13 positions and \$431,158 in funding. In a communication dated December 10, 2013, the EWDD concurred with the City Clerk's request to delay the transfer of the BID Program and the request to transfer existing funding of \$431,158 from EWDD accounts to City Clerk accounts.

During discussion of this item, the Committee was addressed by the Interim City Clerk and a representative of the CAO. The Interim City Clerk reported that the BID Program is one Management Analyst and one Accounting Clerk short, and recommended that the positions be filled prior to transfer of the BID Program to EWDD. The Committee then moved to approved the recommendation in the CAO report dated September 3, 2013 and the City Clerk report dated December 5, 2013, but was advised by the Interim City Clerk that the two sets of recommendations were in conflict.

The representative of the CAO then explained that its report addressed only the resources requested on the EWDD's behalf in the City Clerk report dated August 9, 2013 report, and that the CAO recommended that any additional resources be considered in the upcoming fiscal year budget process for the EWDD. The CAO September 3, 2013 report does not address the City Clerk December 5, 2013 report. The Interim City Clerk advised the Committee that if the program is to be retained by the Office of the City Clerk, the two unfilled positions (Management Analyst and Accounting Clerk), as well as the re-allocation of a Senior Management Analyst II to a Chief Management Analyst, are still necessary to carry out the BID Program. However, the Committee concurred with the CAO that any additional resources/position re-allocations be considered in the FY 2014-15 Budget process rather than acting on those requests during the current fiscal year.

After providing an opportunity for public comment, the Committee then approved the recommendation in the CAO report dated September 3, 2013, Recommendation No. 1 from the

City Clerk report dated December 5, 2013, resolution authority for 11 positions which currently comprise the BID Program in the Office of the City Clerk, the transfer of funding in the amount of \$431,1538 from the EWDD to the City Clerk, and authorization for the CAO to make any technical corrections as necessary. This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,

ECONOMIC DEVELOPMENT COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
PRICE:	YES
KREKORIAN:	YES
HUIZAR:	YES
CEDILLO:	YES
MARTINEZ:	YES

-NOT OFFICIAL UNTIL COUNCIL ACTS-