

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

September 11, 2013

TO: Honorable Members of the City Council

ATTN: Office of the City Clerk

FROM: Michael J. LoGrande *ML*
Director of Planning

SUBJECT: **REQUEST FOR SUBSTITUTE AUTHORITY FOR ONE DEPUTY
DIRECTOR OF PLANNING**

In accordance with Section Two of the 2012-13 Departmental Personnel Ordinance (CF 12-1700-S25), the Department of City Planning hereby requests approval of one Substitute Authority position of Deputy Director of Planning for the period October 1, 2013 through June 30, 2014. This approval will allow for the selection, hiring, and training of a new Deputy to replace the current Deputy, Eva Yuan-McDaniel, who is retiring this coming Spring.

Ms. Yuan-McDaniel has been with the Department for 14 years, serving as Deputy Director for 7 of those years. In her position as head of the Administrative and Technical Services Bureau, she oversees all department administrative and financial functions, information technology systems operations, development and support, personnel services, and the operations of the City Planning Commission, the Cultural Heritage Commission and the seven Area Planning Commissions. Her experience and knowledge of department operations, systems, procedures, and work programs are unmatched, and will be extremely difficult to replace.

Upon approval of this temporary position authority, City Planning will select and appoint Ms. Yuan-McDaniel's replacement with sufficient overlapping time for the new Deputy to begin acquiring the knowledge which will be necessary for the continued functioning of the Administrative and Technical Services Bureau.

The cost of filling this position for the requested period is approximately \$120,000, which can be absorbed by Planning's currently budgeted salary account. Given the Department's current 18 percent vacancy rate and a projected budgetary surplus of more than \$2 million, identifying positions to be held vacant to create the savings required for this substitute authority can be achieved without difficulty upon approval.

While Ms. Yuan-McDaniel's knowledge and experience will be sorely missed, I am confident that, given time for training and knowledge transfer, the Department's next Deputy Director will be able to lead City Planning into the coming years with great success. I look forward to working with the Council and the CAO to ensure that future.

Cc: City Administrative Officer