

HOLLY L. WOLCOTT  
CITY CLERK

—  
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# City of Los Angeles CALIFORNIA



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April 22, 2020

Honorable Members of the  
Budget and Finance Committee  
Office of the City Clerk  
Room 395, City Hall  
Los Angeles, CA 90012

**SUBJECT: OFFICE OF THE CITY CLERK - RESPONSE TO PROPOSED FISCAL  
YEAR 2020-21 BUDGET**

Honorable Members:

The Office of the City Clerk thanks you for the opportunity to provide its input on the Mayor's 2020-21 Proposed Budget. The City's difficult financial landscape makes this Office increasingly appreciative of resources that will allow it to support City Council's legislative processes and facilitate programs such as Neighborhood Council (NC) Funding, NC Elections, Business Improvement Districts (BIDs), and access to the City's legislative files and records, all of which help Angelenos become active participants in our City's governance. The resources also allow for the continued administrative and human resources support to approximately 900 Mayor, Council, City Clerk, Office of Public Accountability (OPA), Department of Cannabis Regulation, Chief Legislative Analyst, and newly formed commissions. Lastly, the desperately needed upgrade to the Legislative Management System will improve both City staff and the public's ability to access council files, ordinances, and contracts.

This Office is supportive of the need to dramatically reduce expenses in order to address financial difficulties, and will incorporate 26 furlough days into the fiscal year's operational plans, as well as maintain positions vacant in order to achieve the target hiring freeze reduction and one-time salary savings amounts. We will report on service impacts after full evaluation.

The City Clerk respectfully requests that the Budget and Finance Committee consider the following as the 2020-21 Proposed Budget is finalized:

**A. NEIGHBORHOOD COUNCIL ELECTIONS**

**REQUEST:** Approve a General Fund appropriation for \$1,060,306, for the administration of 99 NC Elections and unfreeze authority to hire As-Needed employees.

**IMPACT:** The budget as proposed does not include funding to support the biennial NC election process. NC members, past and present, have invested a significant amount of time in drafting bylaws and ensuring an equitable distribution of board seats for neighborhood council-wide representation. They have come to rely on the City Clerk to be the neutral administrator of their semi-annual elections. It is vital for the integrity of the NC governing boards for an election process to take place.

If the need for social distancing persists into spring of 2021, an entirely Vote by Mail election may be necessary. These funds would be diverted to support that effort.

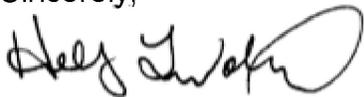
## **B. NOVEMBER MUNICIPAL ELECTIONS**

**REQUEST:** Approve General Fund appropriation to reimburse the County of Los Angeles for the cost of consolidating the City's November 3 General Election and for the compilation, translation and printing of Voter Information Pamphlets (VIPs).

**IMPACT:** The Mayor's proposed budget includes \$13 million in the Unappropriated Balance (UB) for the November 3 General Election. The estimated cost to place up to five measures on the ballot is \$17 million: \$15 million for the County's election administration charges, and \$2 million for this Office to produce the Voter Information Pamphlet (VIP). This expense will decrease significantly if there are no measures on the ballot. Funds set aside to reimburse the County may not be sufficient

I wish to thank the Mayor, the CAO, and each of their respective staffs for the diligent and thoughtful preparation that accompanied this budget process. My staff and I look forward to working with your Committee and the City Council to implement a budget that reflects our shared commitment to improving core functions of our City while enhancing its service delivery.

Sincerely,



Holly L. Wolcott  
City Clerk