


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 11, 2025

To: Kenneth Mejia, Controller
Attn: James Robinson, Principal Deputy Controller

From: 
Matthew W. Szabo, City Administrative Officer

Subject: **TECHNICAL CORRECTIONS FOR THE 2023-2028 MEMORANDUM OF UNDERSTANDING FOR THE EXECUTIVE ADMINISTRATIVE ASSISTANTS UNIT (MOU 37) (C.F. [24-0427](#))**

The 2023-2028 Memorandum of Understanding (MOU) between the City of Los Angeles and the American Federation of State, County and Municipal Employees (AFSCME) Council 36, Local 3672, AFL-CIO for the Executive Administrative Assistants Unit (MOU 37), contains the following technical errors that require technical correction:

TABLE OF CONTENTS AND ARTICLE 3.6 SALARIES

The Appendices section of the Table of Contents shall be updated to correct the operative dates listed for Appendices C-H. Article 3.6 (Salaries) incorrectly listed the operative dates and titles for Appendices C-J. The new language should reflect the **bold underlined** information as shown below:

CURRENT	CORRECTED
Appendix A – December 31, 2023	
Appendix B – March 24, 2024	
Appendix C – April 21, 2024	<u>Appendix C – September 22, 2024</u>
Appendix D – September 22, 2024	<u>Appendix D – June 29, 2025</u>
Appendix E – October 20, 2024	<u>Appendix E – June 28, 2026</u>
Appendix F – June 29, 2025	<u>Appendix F – June 27, 2027</u>
Appendix G – June 28, 2026	<u>Appendix G – December 26, 2027</u>
Appendix H – June 27, 2027	<u>Appendix H – June 25, 2028</u>
Appendix I – December 26, 2027	<u>Appendix I - REMOVE</u>
Appendix J – June 25, 2028	<u>Appendix J - REMOVE</u>

All other terms and conditions contained in MOU 37 remain unchanged.

Please direct questions to Angela Brown at angela.brown@lacity.org.

MWS:MCB:PAG:AB:RG:0725109

c: Daniel Quach, Controller's Office
Lynnette Howard, AFSCME District Council 36
Isophine Atkinson, WD Compensation, CAO