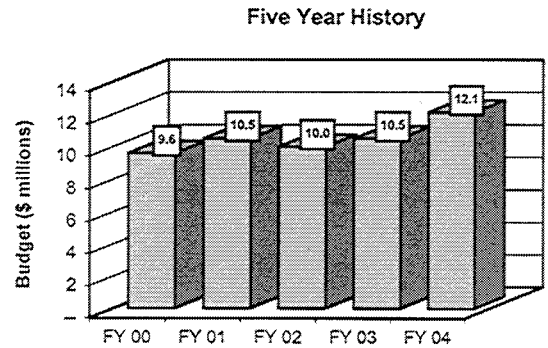


# CITY ADMINISTRATIVE OFFICER

## 2003 - 2004 Proposed Budget

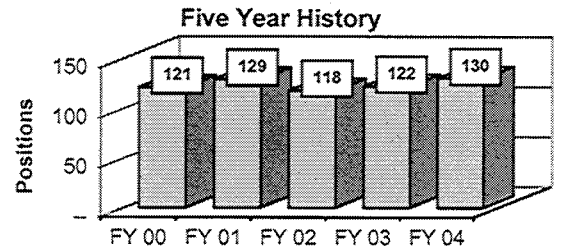
### FUNDING

	2002-03	2002-03	2003-2004 PROPOSED	
	Estimated	Budget	Amount	%Change
Salaries	\$ 10,388,000	\$ 10,003,713	\$ 11,334,404	13.3%
Expense	949,000	519,966	750,786	44.4%
Equipment	--	--	2,888	-- %
Special	--	--	--	-- %
<b>TOTAL</b>	<b>\$ 11,337,000</b>	<b>\$ 10,523,679</b>	<b>\$ 12,088,078</b>	<b>14.9%</b>



### STAFFING

	June 30, 2003	2002-2003	2003-2004 PROPOSED	
	Projected Staffing	Adopted Budget	Authorized Staffing	%Change
Regular	122	122	130	6.6%



### BUDGET HIGHLIGHTS

	Direct Cost	Positions
◆ 2002-03 Employee Compensation Adjustment	\$ 102,806	--
◆ 2003-04 Employee Compensation Adjustment	363,420	--
◆ Salary Step Plan and Turnover Effect	326,598	--
◆ Targeted Reductions	(243,228)	(4)
◆ Debt Management	79,320	1
◆ Transfer of Risk Management from Finance	791,327	7
◆ Owner Controlled Insurance Program (Two resolution authorities)	157,607	--

### Recapitulation of Changes

	Adopted Budget 2002-03	Total Budget Changes	Budget Appropriation 2003-04
<b>EXPENDITURES AND APPROPRIATIONS</b>			
<b>Salaries</b>			
Salaries General . . . . .	9,998,713	1,325,491	11,324,204
Salaries As-Needed . . . . .	5,000	5,200	10,200
<b>Total Salaries . . . . .</b>	<b>10,003,713</b>	<b>1,330,691</b>	<b>11,334,404</b>
<b>Expense</b>			
Printing and Binding . . . . .	60,000	600	60,600
Contractual Services . . . . .	338,116	183,400	521,516
Transportation . . . . .	1,300	350	1,650
Governmental Meetings . . . . .	-	200	200
Office and Administrative . . . . .	90,550	45,870	136,420
Operating Supplies . . . . .	30,000	400	30,400
<b>Total Expense . . . . .</b>	<b>519,966</b>	<b>230,820</b>	<b>750,786</b>
<b>Equipment</b>			
Furniture, Office and Technical Equipment . . . . .	-	2,888	2,888
<b>Total Equipment . . . . .</b>	<b>-</b>	<b>2,888</b>	<b>2,888</b>
<b>Total City Administrative Officer . . . . .</b>	<b>10,523,679</b>	<b>1,564,399</b>	<b>12,088,078</b>

### SOURCES OF FUNDS

General Fund . . . . .	9,839,552	1,335,649	11,175,201
L.A. Convention & Visitors Bur. Fund (Sch. 1) . . . . .	67,730	3,796	71,526
Sewer Construction & Maintenance Fund (Sch. 14) . . . . .	157,951	174,119	332,070
Prop. C Anti-Gridlock Transit Fund (Sch. 27) . . . . .	43,200	1,800	45,000
Special Police Communications Tax Fund (Sch. 33) . . . . .	22,449	2,551	25,000
Disaster Assistance Trust Fund (Sch. 37) . . . . .	392,797	46,484	439,281
<b>Total Funds . . . . .</b>	<b>10,523,679</b>	<b>1,564,399</b>	<b>12,088,078</b>
Percentage Change . . . . .			14.87%
Positions . . . . .	122	8	130

### Changes Applicable to Various Programs

The following changes involve two or more budgetary programs. These changes are explained below and apportioned as single entries in the affected programs. Single-program changes are shown only in the programs involved.

Program Changes	Direct Cost	Posi- tions	Total Cost
<b>Changes in Salaries, Expense, Equipment and Special</b>			
<b>Obligatory</b>			
1 . <b>2002-03 Employee Compensation Adjustment</b> Related costs consist of employee benefits. SG \$102,806 Related Costs: \$12,964	102,806	-	115,770
2 . <b>2003-04 Employee Compensation Adjustment</b> Related costs consist of employee benefits. SG \$363,420 Related Costs: \$45,827	363,420	-	409,247
3 . <b>Salary Step Plan and Turnover Effect</b> Related costs consist of employee benefits. SG \$326,598 Related Costs: \$33,490	326,598	-	360,088
4 . <b>Change in Number of Working Days</b> One more working day. Related costs consist of employee benefits. SG \$41,176 Related Costs: \$5,192	41,176	-	46,368
<b>Targeted Reductions</b>			
5 . <b>Office Reorganization</b> Funding and position authority for one Chief Administrative Analyst position are eliminated. The duties and responsibilities of the position will be absorbed by existing staff. Related costs consist of employee benefits. SG \$(109,668) Related Costs: \$(20,016)	(109,668)	(1)	(129,684)
<b>Other Changes or Adjustments</b>			
6 . <b>Miscellaneous Adjustments</b> Miscellaneous adjustments within accounts. No change to the overall budget or work program. SG \$(20,000); EX \$20,000	-	-	-
7 . <b>Managed Attrition</b> Funding is reduced to reflect the continuation of a hard hiring freeze throughout fiscal year 2003-04. Vacant positions with salaries equal to the amount of attrition will be deleted from the fiscal year 2004-05 budget. Related costs consist of employee benefits. SG \$(34,219) Related Costs: \$(6,770)	(34,219)	-	(40,989)
<b>TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS</b>	<u>690,113</u>	<u>(1)</u>	

**Budget Formulation and Control**

This program provides for assistance to the Mayor and Council in the preparation and administration of the annual budget, including the Capital Program, and for recommendations to the Mayor and Council on fiscal, legislative and other City matters.

<b>Program Changes</b>		<b>Direct Cost</b>	<b>Posi- tions</b>	<b>Total Cost</b>
<b>Changes in Salaries, Expense, Equipment and Special</b>				
8 .	<b>Apportionment of Changes Applicable to Various Programs</b> Related costs consist of employee benefits Related Costs: \$44,886	361,556	-	406,442
<b>Workload</b>				
9 .	<b>Debt Management</b> Funding and position authority are provided for a Finance Specialist II position to administer and manage bond financing for General Obligation Bond Programs, various special assessment bonds and complex CRA-related land-backed projects. Costs of this position will be partially reimbursed from the issuance of assessment and revenue bonds. Related costs consist of employee benefits. SG \$74,832; EX \$1,600; EQ \$2,888 Related Costs: \$15,624	79,320	1	94,944
<b>Other Changes or Adjustments</b>				
10 .	<b>BRASS Budget System Continued Support</b> Funding is provided to continue technical support and maintenance of the current version of the Budget Reporting Analysis and Support System (BRASS). EX \$25,000	25,000	-	25,000
<b>TOTAL BUDGET FORMULATION AND CONTROL</b>		<u>465,876</u>	<u>1</u>	
2002-03 Program Budget		4,876,359	53	
Changes in Salaries, Expense, Equipment and Special		<u>465,876</u>	<u>1</u>	
<b>2003-04 PROGRAM BUDGET</b>		<u>5,342,235</u>	<u>54</u>	

## Management Services

This program provides for administrative studies, management surveys and systems analyses of proprietary departments, operating departments and bureaus, and of governmental organization and operations, coordinating applications for federal and state grants and claims for disaster relief, and regulating municipal controls over petroleum exploration and production on City property. Included in this program is the Quality and Productivity Commission support.

Program Changes	Direct Cost	Posi- tions	Total Cost
<b>Changes in Salaries, Expense, Equipment and Special</b>			
11. <b>Apportionment of Changes Applicable to Various Programs</b> Related costs consist of employee benefits Related Costs: \$(270)	102,348	(1)	102,078
<b>Obligatory</b>			
12. <b>Deletion of Funding for Resolution Authorities</b> Position is not continued in fiscal year 2003-04. Related costs consist of employee benefits.  Delete: Secession Studies (one position) SG \$(45,408) Related Costs: \$(5,726)	(45,408)	-	(51,134)
<b>Transfers Between Departments</b>			
13. <b>Owner Controlled Insurance Program (OCIP)</b> Funding and resolution authority are provided for one Risk Manager and one Management Analyst to staff the Owner Controlled Insurance Program for the East Central and Northeast Interceptor Sewer Projects. The Sewer Construction and Maintenance Fund will reimburse 75% of the cost of the positions (See Office of Finance Item 13). Related costs consist of employee benefits. SG \$154,167; EX \$3,440 Related Costs: \$17,244	157,607	-	174,851

<b>Program Changes</b>	<b>Direct Cost</b>	<b>Posi- tions</b>	<b>Total Cost</b>
<b>Changes in Salaries, Expense, Equipment and Special</b>			
<b>Transfers Between Departments</b>			
14. <b>Transfer of Risk Management from Finance</b>	791,327	7	903,263
<p>The Risk Management function is transferred from the Office of Finance to improve coordination and management. As a result of this transfer, the Risk Management function will benefit from the CAO's access to information concerning new projects, operational changes, union concerns, City contracts, and finances. This transfer includes eight positions (one each of Risk Manager III, Senior Clerk Typist, and two each of Risk Manager I and II, and Management Analyst II), salaries and expenses (See Office of Finance Item 14). Funding and position authority for one vacant Risk Manager I is deleted. Related costs consist of employee benefits.</p> <p>SG \$605,347; SAN \$5,200; EX \$180,780  Related Costs: \$111,936</p>			
<b>TOTAL MANAGEMENT SERVICES</b>	<u>1,005,874</u>	<u>6</u>	
2002-03 Program Budget	2,469,689	31	
Changes in Salaries, Expense, Equipment and Special	<u>1,005,874</u>	<u>6</u>	
<b>2003-04 PROGRAM BUDGET</b>	<u>3,475,563</u>	<u>37</u>	

**Employee Relations Compensation and Benefits**

This program provides for keeping the Mayor and Council informed regarding the status of employee relations activities in the City and for representing the City's management in formal relations with recognized employee organizations.

<b>Program Changes</b>	<b>Direct Cost</b>	<b>Posi- tions</b>	<b>Total Cost</b>
<b>Changes in Salaries, Expense, Equipment and Special</b>			
15. <b>Apportionment of Changes Applicable to Various Programs</b>	157,758	-	177,651
Related costs consist of employee benefits			
Related Costs: \$19,893			
<b>Workload</b>			
16. <b>Contractor Enforcement Program</b>	-	4	-
Two Management Analyst II and two Senior Clerk Typist positions authorized by resolution in 2002-03 are continued and authorized as regular positions in 2003-04. These positions enforce the City's Equal Benefits Ordinance (C.F. 99-0908-S3) and Contractor Responsibility Ordinance (C.F. 98-0202).			
<b>TOTAL EMPLOYEE RELATIONS COMPENSATION AND BENEFITS</b>	<u>157,758</u>	<u>4</u>	
2002-03 Program Budget	2,093,717	23	
Changes in Salaries, Expense, Equipment and Special	<u>157,758</u>	<u>4</u>	
<b>2003-04 PROGRAM BUDGET</b>	<u>2,251,475</u>	<u>27</u>	

**General Administration and Support**

This program provides for controlling and managing the Office, clerical support to operating programs and advising the Mayor and Council on City matters.

<b>Program Changes</b>	<b>Direct Cost</b>	<b>Posi- tions</b>	<b>Total Cost</b>
<b>Changes in Salaries, Expense, Equipment and Special</b>			
17. <b>Apportionment of Changes Applicable to Various Programs</b> Related costs consist of employee benefits Related Costs: \$6,178	68,451	-	74,629
<b>Targeted Reductions</b>			
18. <b>Clerical Support Reduction</b> Funding and position authority for three vacant Senior Clerk Typist positions are eliminated. Duties and responsibilities will be absorbed by the remaining staff. Related costs consist of employee benefits. SG \$(133,560) Related Costs: \$(35,424)	(133,560)	(3)	(168,984)
<b>TOTAL GENERAL ADMINISTRATION AND SUPPORT</b>	<u>(65,109)</u>	<u>(3)</u>	
2002-03 Program Budget	1,083,914	15	
Changes in Salaries, Expense, Equipment and Special	<u>(65,109)</u>	<u>(3)</u>	
<b>2003-04 PROGRAM BUDGET</b>	<u>1,018,805</u>	<u>12</u>	



## INDICATORS OF WORKLOAD

	ACTUAL 1997-98	ACTUAL 1998-99	ACTUAL 1999-00	ACTUAL 2000-01	ACTUAL 2001-02	EST. 2002-03	EST. 2003-04
<b>BUDGET, CAPITAL PROGRAMMING AND GRANTS PROGRAM</b>							
Proposed and enacted legislation reviewed	1,274	626	500	700	800	800	800
Capital projects reviewed	-	385	400	450	450	450	450
Budget, Capital and Grant program reports released to Mayor and Council	-	-	410	840	945	950	950
Budget, Capital and Grant program related memos, IDC's, other correspondence released to City departments, agencies, and non-City entities	-	-	410	840	840	840	840
Financial transactions processed	-	-	470	480	480	480	480
Number of Municipal Bonds Outstanding	-	-	-	81	91	106	116
<b>MANAGEMENT SERVICES PROGRAM</b>							
System Steering Committees number of meetings attended	14	19	19	15	25	25	25
Management Services related reports released to Mayor and Council	-	-	615	908	926	950	1,000
Management Services related memos, IDC's, other correspondence released to City departments, agencies and non-City entities	-	-	-	1,260	1,260	1,260	1,260
Financial transactions processed	-	-	707	720	720	720	720
Disaster Grants:							
Financial transactions processed	-	357	357	400	400	400	400
Internal/External financial audits and annual financial reports	-	10	10	12	12	12	12
Quality and Productivity:							
Productivity Improvement award entries processed	84	83	83	114	120	120	120
Legal Services Contracts Administered:							
Conflict of Interest	-	-	-	130	130	130	130
Risk Management*:							
Contracts and leases reviewed	-	-	-	-	-	-	275
Letters of indemnity issued	-	-	-	-	-	-	330
Risk control consultations and assessments completed	-	-	-	-	-	-	3,000
Training sessions conducted	-	-	-	-	-	-	20
Occupational Health and Benefits Program*:							
OCIP safety sessions	-	-	-	-	-	-	15
OCIP management meetings attended	-	-	-	-	-	-	82
OCIP site safety inspections	-	-	-	-	-	-	35
OCIP claim reviews	-	-	-	-	-	-	60

**INDICATORS OF WORKLOAD (Continued)**

	ACTUAL 1997-98	ACTUAL 1998-99	ACTUAL 1999-00	ACTUAL 2000-01	ACTUAL 2001-02	EST. 2002-03	EST. 2003-04
<b>EMPLOYEE RELATIONS PROGRAM</b>							
Meet and confer sessions held	285	196	200	250	280	280	250
Agreements reached							
(MOU's and amendments)	12	10	15	13	18	18	10
Impasses filed	5	5	1	1	1	2	2
Mediation sessions	2	2	1	1	1	4	4
Fact-finding hearings	84	84	1	2	2	2	2
Pay grade and new class requests reviewed	303	425	552	524	600	600	600
Employee Relations reports released to Mayor and Council	-	-	-	212	237	250	250
Employee Relations memos, IDC's, other correspondence released internally to City departments, agencies, and outside entities	-	-	-	120	145	150	150
Contractor Enforcement Program - Living Wage, Equal Benefits, and Contractor Compliance:							
Employee complaints received	-	13	58	60	60	60	60
Contracts reviewed	-	950	2,864	2,200	2,200	2,200	2,200
Contracts subject to Living Wage audits	-	100	221	225	225	225	225
Living Wage audits conducted	-	45	141	100	75	75	60
Pre-bid meetings attended	-	12	132	50	30	30	35
Training sessions conducted	-	29	65	50	30	30	30
Contractor Evaluations reviewed	-	-	-	100	100	100	100
Equal Benefits Certifications reviewed	-	-	344	3,000	1,000	1,000	1,000
Responsibility Questionnaires reviewed +	-	-	-	-	-	-	350

\* Function transferred from the Office of Finance

+ New Workload Indicator