

J. MICHAEL CAREY
City Clerk

FRANK T. MARTINEZ
Executive Officer

When making inquiries
relative to this matter
refer to File No.

99-1800-S28

CITY OF LOS ANGELES
CALIFORNIA



RICHARD J. RIORDAN
MAYOR

Office of the
CITY CLERK
Council and Public Services
Room 615, City Hall
Los Angeles, CA 90012
Council File Information - (213) 485-5703
General Information - (213) 485-5705
Fax: (213) 847-0636
Fax: (213) 485-8944

HELEN GINSBURG
Chief, Council and Public Services Division

PLACE IN FILES

MAR 15 2001

DEPUTY

March 7, 2001

Honorable Richard Riordan, Mayor
All Councilmembers

Los Angeles City General
Managers' Association
P.O. Box 211
Los Angeles, CA 90053

RE: TO ALLOW THE INTERIM GUIDELINES FOR ASSISTANT GENERAL MANAGERS AND
GENERAL MANAGERS ALREADY IN PLACE, TO REMAIN IN PLACE UNTIL SUCH TIME AS
THE PERMANENT GUIDELINES ARE OFFICIALLY ADOPTED AND FORWARDED IN COUNCIL

At the meeting of the Council held March 6, 2001, the following
action was taken:

Attached report adopted _____
Attached substitute motion adopted in lieu of committee report. _____ X
Attached resolution adopted..... _____
Mayor concurred..... _____
FORTHWITH..... _____

City Clerk
vp

steno\991800.28



MOTION

28 A

I MOVE that Item 28 on today's Council Agenda for Tuesday, March 6, 2001(C.F. 99-1800-S28), regarding the continued consideration of the report of the salary guidelines for Assistant General Managers and General Managers be amended to request Council to allow the interim guidelines already in place to remain until such time as the permanent guidelines, which are currently under consideration by Executive Employee Relations Committee (EERC), are officially adopted and forwarded to Council.

PRESENTED BY: *Mark Ridley-Thomas*
MARK RIDLEY-THOMAS
Councilman, 8th District

SECONDED BY: *Mark Spitzer*

RG

Motion
ADOPTED
in Lien of Committee Rpt.
MAR 06 2001
LOS ANGELES CITY COUNCIL

COUNCIL VOTE

06-Mar-01 11:35:50 AM, #13

ITEM NO. (28)
Adopt as Amended

Sub Mo

BERNSON	Absent
CHICK	Yes
FEUER	Yes
*GALANTER	Yes
HERNANDEZ	Absent
HOLDEN	Absent
MISCIKOWSKI	Yes
PACHECO	Yes
PADILLA	Yes
RIDLEY-THOMAS	Yes
SVORINICH	Yes
WACHS	Yes
WALTERS	Yes
FERRARO	Absent
	Absent

Present: 10, Yes: 10 No: 0

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CITY OF LOS ANGELES
CALIFORNIA



RICHARD J. RIORDAN
MAYOR

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HELEN GINSBURG
Chief, Council and Public Services Division

99-1800-S28

January 5, 2001

EERC (w/file)

PLACE IN FILES

JAN 31 2001

DEPUTY

At the meeting of the Council held January 3, 2001, a motion was adopted relative to the revised guidelines or extension of the interim guidelines with respect to chief administrative officers of City departments (also referred to as general managers) TO BE CONTINUED to March 6, 2001 and in the interim REFERRED TO Executive Employees Relations Committee for further consideration.

City Clerk
vdw



JAN 03 2001 - Continued to MAR. 6, 2001, & IN THE
INTERIM REFERRED TO EERC

31

J. MICHAEL CAREY
City Clerk

CITY OF LOS ANGELES
CALIFORNIA



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99-1800-S28

RICHARD J. RIORDAN
MAYOR

PLACE IN FILES

AUG 14 2000

DEPUTY *[Signature]*

August 4, 2000

All Councilmembers
City Attorney
Chief Legislative Analyst
Office of Administrative and
Research Services
Honorable Richard Riordan, Mayor

Los Angeles City General
Manager's Association
P.O. Box 211
Los Angeles, CA 90053-0211

RE: VARIOUS ISSUES AFFECTING CHIEF ADMINISTRATIVE OFFICERS OF CITY
DEPARTMENTS (ALSO REFERRED TO AS GENERAL MANAGERS)

At the meeting of the Council held July 21, 2000, the following
action was taken:

Attached report adopted, as amended.....	X
Ordinance adopted.....	X
Ordinance number.....	173423
Effective date.....	8-3-00
Publication date.....	8-3-00
Mayor approved.....	7-28-00
Motion adopted to approve attached report.....	_____
Motion adopted to approve communication.....	_____
To the Mayor FORTHWITH.....	X
Findings adopted.....	_____
Negative Declaration adopted.....	_____

J. Michael Carey
City Clerk
et

steno\991800.28

*LR
8/11/00*

Mayor's Time Stamp

TIME LIMIT FILES
ORDINANCE

RECEIVED
CITY CLERK'S OFFICE
00 JUL 24 PM 4:24
BY CITY CLERK
DEPUTY

RECEIVED

'00 JUL 24 P4:39

DEPUTY MAYOR

FORTHWITH

COUNCIL FILE NUMBER 99-1800-S28

COUNCIL DISTRICT _____

COUNCIL APPROVAL DATE July 21, 2000

LAST DAY FOR MAYOR TO ACT AUG 03 2000

ORDINANCE TYPE: Ord of Intent Zoning Personnel General

Improvement LAMC LAAC CU or Var Appeals - CPC No _____

SUBJECT MATTER: REPEALING SECTIONS 4.320, 4.321, 4.322(A), (C), (D), (E), 4.323, 4.323.5 AND 4.500 AND AMENDING AND RENUMBERING SECTION 4.322 (B) OF THE LOS ANGELES ADMINISTRATIVE CODE TO DELETE PROVISIONS ON APPOINTMENT, DISCIPLINE AND REMOVAL OF CHIEF ADMINISTRATIVE OFFICERS, DELETE THE MERIT PAY PLAN FOR CHIEF ADMINISTRATIVE OFFICERS AND PROVIDE FOR THE SETTING OF THE INITIAL SALARIES FOR CHIEF ADMINISTRATIVE OFFICERS TO BE CONSISTENT WITH THE CHARTER ADOPTED BY THE VOTERS AT THE GENERAL MUNICIPAL ELECTION HELD ON JUNE 8, 1999

APPROVED DISAPPROVED

PLANNING COMMISSION

DIRECTOR OF PLANNING

CITY ATTORNEY

X

CITY ADMINISTRATIVE OFFICER

AD HOC COMMITTEE ON CHARTER IMPLEMENTATION

X

OTHER: _____

BY
CITY CLERK
DEPUTY

00 AUG -1 PM 3:29

RECEIVED
CITY CLERK'S OFFICE

DATE OF MAYOR APPROVAL, DEEMED APPROVED OR *VETO: JUL 28 2000
*VETED ORDINANCES MUST BE ACCOMPANIED WITH OBJECTIONS IN WRITING PURSUANT TO CHARTER SEC. 250(b)(c)

(CITY CLERK USE ONLY PLEASE DO NOT WRITE BELOW THIS LINE)

DATE RECEIVED FROM MAYOR AUG 01 2000 ORDINANCE NO. 173423

DATE PUBLISHED AUG 03 2000 DATE POSTED _____ EFFECTIVE DATE AUG 03 2000

ORD OF INTENT: HEARING DATE _____ ASSESSMENT CONFIRMATION _____

ORDINANCE FOR DISTRIBUTION: Yes [] No

ORDINANCE NO. 173423

A Charter implementation ordinance repealing Sections 4.320, 4.321, 4.322(a), (c), (d), (e), 4.323, 4.323.5 and 4.500 and amending and renumbering Section 4.322 (b) of the Los Angeles Administrative Code to delete provisions on appointment, discipline and removal of chief administrative officers, delete the Merit Pay Plan for chief administrative officers and provide for the setting of the initial salaries for chief administrative officers to be consistent with the Charter adopted by the voters at the general municipal election held on June 8, 1999.

THE PEOPLE OF THE CITY OF LOS ANGELES

DO ORDAIN AS FOLLOWS:

Section 1. Sections 4.320, 4.321, 4.322(a), 4.322(c), 4.322(d), 4.322(e), 4.323, 4.323.5, and 4.500 of the Los Angeles Administrative Code are repealed.

Sec. 2. Section 4.322(b) of the Los Angeles Administrative Code is amended in its entirety to read as follows:

Section 4.322. Salary Rate for Chief Administrative Officers Upon Appointment

(a) The methods for appointment, evaluation and adjustment of compensation for chief administrative officers shall be in accordance with Charter Section 508 and the guidelines established by the City Council as required therein.

(b) Upon the regular appointment of a person to a position of chief administrative officer, the Mayor shall recommend a proposed bi-weekly salary rate that falls within the salary range for the position to which the person is being appointed. The recommendation shall be referred to the Executive Employee Relations Committee of the City Council for its review. The Committee may adopt the Mayor's recommendation and forward it to the City Council for action or the Committee may make a new and different recommendation on salary and forward that recommendation to the City Council for action.

(c) Notwithstanding Sections 4.90 and 4.91 of this Code, a person who receives a temporary appointment as a chief administrative officer pursuant to Charter Section 508(c) or a person designated under the provisions of Charter Section 210 to serve as the acting incumbent in the office of the Treasurer, the City Clerk or the Office of Administrative and Research Services, shall receive a salary at a bi-weekly rate that is either fifteen percent higher than the salary of the position's highest paid subordinate or is equal to the bi-weekly rate of the prior incumbent, whichever is less. The Director of the Office of Administrative and Research Services shall calculate the appointment or designation salary rate and notify the Controller of that rate. The Mayor may recommend a salary rate that is different from that provided for in this subdivision. Such recommendation shall be subject to the approval procedure provided in subdivision (b) of this section.

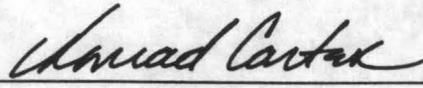
(d) In no case shall the appointment or designation salary rate be lower than the salary range minimum or higher than the salary range maximum.

Sec. 3. This ordinance shall take effect upon publication.

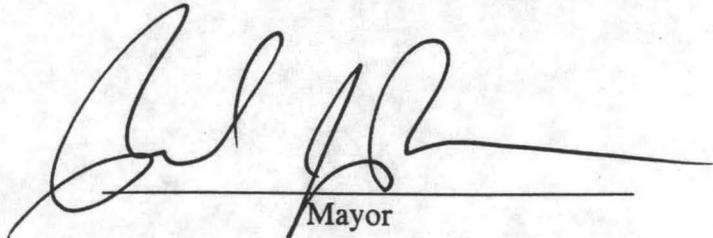
Sec. 4. The City Clerk shall certify to the passage of this ordinance and cause the same to be published in some daily newspaper printed and published in the City of Los Angeles.

I hereby certify that the foregoing ordinance was passed by the Council of the City of Los Angeles, by a vote of **not less than two-thirds** of all of its members, at its meeting of JUL 21 2000.

J. MICHAEL CAREY, City Clerk

By 
Deputy

Approved JUL 28 2000


Mayor

Approved as to Form and Legality

JAMES K. HAHN, City Attorney

By 
DIANE N. WENTWORTH
Assistant City Attorney

File No. 99-1800-528

Adopted as amended by Council action on 7-21-00. *Laake*

TO THE COUNCIL OF THE
CITY OF LOS ANGELES

Your AD HOC COMMITTEE ON CHARTER IMPLEMENTATION

reports as follows:

	<u>Yes</u>	<u>No</u>
Public Comments	<u>XX</u>	—

AD HOC COMMITTEE ON CHARTER IMPLEMENTATION REPORT and ORDINANCE FIRST CONSIDERATION relative to various issues affecting chief administrative officers of City departments (also referred to as general managers).

Recommendations for Council action:
(CHICK, FEUER, GOLDBERG: YES and HOLDEN: NO)

1. PRESENT and ADOPT accompanying ORDINANCE repealing Sections 4.320, 4.321, 4.322(a), (c), (d), (e), 4.323, 4.323.5 and 4.500 and amending and renumbering Section 4.322 (b) of the Los Angeles Administrative Code to delete provisions on appointment, discipline and removal of chief administrative officers, delete the Merit Pay Plan for chief administrative officers and provide for the setting of the initial salaries for chief administrative officers to be consistent with the Charter adopted by the voters at the general municipal election held on June 8, 1999.
2. ADOPT the proposed interim General Manager Compensation Guidelines as follows:
 - (a) No merit pay increases may occur without a written evaluation.
 - (b) Merit Pay increases may occur only once per year within the first six (6) months of the fiscal year (FY).
 - (c) For FY 1999-2000, merit pay adjustments shall be limited to no more than a 5% increase not to exceed the salary range maximum approved by the Council, and no reductions shall be allowed. No bonuses or other forms of compensation shall be allowed without further Council action and approval.
 - ~~*(d) The interim guidelines are to expire in six (6) months with potential extensions as necessary until final guidelines are established. (Chick - Goldberg)~~

3. AUTHORIZE the Controller to raise the salaries of General Managers upon completion of their evaluations as directed by the Mayor, consistent with the guidelines adopted by the Council.
4. INSTRUCT the Office of Administrative and Research Services (OARS), formerly the City Administrative Officer, to present the following in a maximum of 90 days:
 - (a) Information regarding compensation package issues in general, including elements such as the ability to bank more vacation hours, severance packages, and other pertinent issues addressed in the May 4, 2000 communication from the L.A. City General Managers Association.
 - (b) A report that provides a comprehensive analysis of General Manager (GM) and Assistant General Manager (AGM) salaries and ranges, and the number of AGM's at the top step of the salary range, along with an analysis by department of historic and current GM salary levels and a comparison of GM salaries between departments and with other public agencies. In addition the issue of different standards for the compensation of GMs at the proprietary departments should be addressed.
5. AUTHORIZE the OARS to hire a consultant, should the need arise, to conduct the salaries and ranges analysis for GMs and AGMs.
6. INSTRUCT the OARS to report back on GM compensation guidelines after the next fiscal year period, and how the new system will operate and differ from the existing system.
7. STIPULATE that the guidelines set forth herein shall apply to the setting or adjustment of compensation for chief administrative officers by the Mayor or other authorized evaluating bodies beginning with salary adjustments for fiscal year 1999-2000 and shall remain in effect for the setting or adjusting of compensation for chief administrative officers until receipt of the report from OARS required under item 4b, above, and adoption of new guidelines by the Council.
8. INSTRUCT the Ad Hoc Committee on Charter Implementation to consider guideline issues (extension of interim guidelines, establishment of new guidelines), and related matters by the first Monday in December 2000 (December 4), if the matter has

not been handled before such time.

- * 9. INSTRUCT the City Clerk to place the issue of revised guidelines or extension of the interim guidelines on the Council agenda of **January 1, 2001**, or soon thereafter.
10. REFER the information requested in recommendation 4 to the Executive Employee Relations Committee for use in formulating final guidelines for FY 1999-2000 and FY 2000-01, and other compensation-related recommendations, with a request for expeditious handling.
11. AUTHORIZE the Mayor's Office to review and adjust any compensation resulting from evaluations completed during the interim period, if the Mayor so chooses, in light of any permanent guidelines.

Fiscal Impact Statement: The Chief Legislative Analyst (CLA) reports that the fiscal impact to the General Fund will depend on the results of the evaluations but would be no more than 5% of General Managers' salaries for the 2000-01 fiscal year.

10 VOTES REQUIRED

Summary:

On July 10, 2000, the Ad Hoc Committee on Charter Implementation (Committee) considered two issues impacting chief administrative officers of City departments, also referred to as general managers (GMs). The new Charter uses the term chief administrative officer to refer to the head of a City department, whereas the previous Charter referred to them as GMs.

The City of Los Angeles currently has a Merit Pay Plan for GMs with the objectives of the plan detailed in an ordinance. The objectives of the Merit Pay Plan are to motivate general managers to attain and maintain a high standard of performance in their positions, and to provide a system for recognizing financially, the increasing or decreasing value to the City of their services within the salary ranges established for their positions.

The new Charter's Section 508(d) mandates a new process for the evaluation and compensation of the City's GMs, providing that the Mayor or other appointing authority is to annually evaluate the chief administrative officer and "set or adjust" compensation within "guidelines" established by the Council. A number of sections in the new Charter provide for guidelines to be

established by Council "after recommendations concerning those guidelines have been made to the Council by the Director of the Office of Administrative and Research Services (OARS)". The new Charter also allows certain commissions (Los Angeles Police Department, the proprietary departments, the City Employee Retirement System, and the Fire and Police Pension System) to evaluate their respective GMs following Council's adoption of guidelines.

The evaluation and compensation of GMs was discussed at several Committee meetings with information provided by the Personnel Department (Personnel) relative to the Universal Guidelines of the current Merit Pay Plan, and recommendations provided by the Los Angeles City Managers Association (Association), the City Administrative Officer (CAO), now known the OARS, and the CLA.

The CAO submitted guideline recommendations in a report dated April 28, 2000 which stated that a more progressive management compensation program is needed. The recommendations contained in the report were resubmitted by the Director of OARS on July 6, 2000. Recommendations addressed by the communication include salary ranges, cost of living adjustments (COLAs), merit pay adjustments (not to exceed 10% above or 5% below existing salary), bonuses (lump sum bonuses not to exceed 10% above the top of the range), salaries upon appointment, commission evaluations and salary setting/adjustment (guidelines for GMs should also apply to the commissions), evaluation criteria (goals specific to each department and the Universal Performance Factors and Goals, Executive Director positions, a tax qualified plan for bonuses. The CAO noted that the proposed guidelines would apply only to salary issues. Other compensation issues such as vacation, sick leave, are covered by ordinances which remain in place until revised or repealed.

The Association felt that greater flexibility was desired and that the existing 5% cap on merit adjustments should be expanded. The Association itself met and discussed the issue of compensation guidelines and drafted recommendations which were forwarded in a May 4, 2000 communication. The recommendations contained therein differed little from recommendations forwarded by the CAO and included provision of a COLA equal to represented management employees, merit pay for performance that meets or exceeds expectations as part of an annual performance evaluation, one-time bonuses for extraordinary performance and/or for GMs at or near the top of the salary range, a severance package with severance equivalent to one year's salary in case of termination, a flexible executive benefits package and an increase in the number of vacation hours GMs can accumulate annually without losing vacation

time. In addition, the Association noted that any pay reduction greater than five percent constitutes, in effect, a termination and ought to be treated as such.

During discussion of the Association's recommendations, various concerns were raised and the matter was held for further consideration. In addition, the Committee requested specific information on the transition period (FY 1999-2000). In response to that request, a CLA communication dated June 19, 2000 was submitted. The CLA reported that given the mandates of the new Charter and since the Council has not adopted permanent compensation guidelines, transition year guidelines should be adopted and followed. The Director of OARS, in a July 6, 2000 communication, concurred with the CLA recommendations for the transition period.

On July 10, 2000, during discussion of recommendations for interim guidelines, the CLA noted that a salary review is necessary to ensure that salary gaps between GMs and AGMs do not continue to increase, pulling up all other salaries. Committee Member Jackie Goldberg expressed concern that despite GMs not having a step process, if they could receive 10% in merit pay, a bonus which could represent 6% and a COLA of 4%, there could be a 20% increase, something practically no one in the City will get. This type of increase could potentially lead to a situation similar to one found in private industry where the gap between CEO and employee salaries has continued to widen.

The GMs of various departments appeared at the July 10, 2000 meeting, noting that they were more supportive of the CAO recommendations than of the interim recommendations of the CLA. Despite this, there was a request that the entire matter be acted on.

The GM of the L.A. Department of Water and Power (LADWP) stated that LADWP is in a new electrical world, noting that something extra may need to be done to attract innovative managers to the proprietary departments and that nothing in the CLA's recommendations recognizes this. The Committee Chair asked that the CLA and OARS investigate the matter along with other compensation issues.

The CLA recommendations were adopted along with recommendations which the CAO and City Attorney felt were required. In addition, the Committee added recommendations relative to giving further direction to OARS, authorizing the Mayor's Office to revisit any compensation resulting from evaluations completed before final guidelines are adopted, and noting future dates for possible review

of the matter in Committee and Council. In addition, recommendations were adopted that the interim guidelines expire in six months with potential extensions, as necessary, until permanent guidelines are established. Finally, the City Attorney recommended that the existing Merit Pay Plan be repealed.

A good understanding of the gaps between GM and AGM salaries and information on compensation packages is desired before permanent guidelines are acted on. The Chair noted that it is important to have bench-marking information as a rationale for compensation packages to recruit and retain GMs, including more on issues raised by the Association. The results of OAR'S studies are to be forwarded to the Executive Employee Relations Committee (EERC) for consideration, with the Mayor's Office and the GMs having input.

The second GM-related issue considered on July 10, 2000 was the issue of to whom GMs would make a claim of harassment, intimidation or retaliation. Currently, Administrative Code Section 4.500(h) states that should GMs allege that they are subject to such actions "by another officer or employee of the City, for which allegation there is no established City administrative forum, such chief administrative officer may make a claim of harassment, intimidation or retaliation to the Personnel Committee of the City Council..."

On July 10, 2000, the Committee discussed three model procedures relative to claims by GMs of discrimination in the form of harassment, intimidation, or retaliation. The proposed procedures were submitted by the Personnel Department (Personnel) at the request of the Office of the Mayor. According to Personnel, the procedure to be used in a particular instance would depend on whether the alleged perpetrator of discrimination was another GM, an elected official or another City employee.

The first model procedure covers discrimination complaints brought against other GMs. Under this model procedure, the complaint would be filed in an existing forum such as the Civil Service Commission, the Office of Discrimination Investigation, or a federal or state compliance agency. Personnel would notify the Mayor, who would then determine who will conduct the investigation and make a report/recommendations. The Mayor would later review the information and make a determination, with a response going out to any applicable federal or state compliance agencies and an executive summary and appropriate corrective actions provided to Council. Any termination is appealable pursuant to the Charter.

The second model procedure addresses complaints against elected officials (Section 4.405 of the Administrative Code) and substantially restates existing City law. Under this procedure,

the complaint is filed in an existing forum (Civil Service Commission, the Office of Discrimination Investigation, or a federal or state compliance agency). Personnel would then notify the Mayor and the Council President. A special committee on investigative oversight would be convened and would determine the method of investigation, either by Personnel informal resolution or an authorized independent investigator who would conduct an investigation and prepare a report and recommendations. The special committee would then review the results of the investigation. The proposed addition to current City law is that the special committee's report would be provided to the Mayor, the Council and any other appropriate elected official; current law provides for the report to be provided only to the Council. The appropriate party would review the report, make findings and recommend remedial actions and responses would be sent to federal or state compliance agencies for any non-Civil Service Commission complaints.

The third model procedure covers complaints filed by GMs against City employees other than elected officials and other general managers. Under this model procedure, the complaint is filed with the Personnel Department, who would then notify the Mayor and the affected department head or City official. A determination would be made regarding who will conduct the investigation (Personnel or independent investigator) and prepare the report and recommendations. As submitted, the model procedure had envisioned the report and recommendations being forwarded to the Mayor's Office and the affected department head or City official for review and appropriate action. However, the Committee expressed concern about having the report and recommendations sent to the offending party's office (affected department head) as the office could potentially ignore the recommendations in favor of their staff member. Although it was noted that if a discriminatory act occurred, Personnel would consult with the City Attorney's Office, it was suggested that the model procedure allow for the Mayor's Office, affected department heads and City officials to review any report and recommendations and consider appropriate action.

The Mayor's Office stated to the Committee that these procedures will be implemented by Executive Directive and that the Committee's suggested revision to the third model procedure would be followed. Based on these representations of the Mayor's Office, the Committee approved the repeal of the Administrative Code subsection 4.500(h). Repeal of Section 4.500, includes the repeal of Subsection (h).

This matter is now forwarded for Council consideration.

Respectfully submitted,

AD HOC COMMITTEE ON CHARTER IMPLEMENTATION

Laura Chuel
Michael Fann
Jacqui Goldberg

RL
7/12/00
#991800.28

Rpt 40rd
ADOPTED
*** AS AMENDED**
JUL 21 2000

Los Angeles City Council

TO THE MAYOR FORTHWITH

COUNCIL VOTE

21-Jul-00 11:28:55 AM, #7

ITEM NO. (1)

Voting on Item(s): 1 *AS AMENDED*

Roll Call

BERNSON	Yes
CHICK	Yes
FEUER	Yes
*GALANTER	Yes
GOLDBERG	Yes
HERNANDEZ	Yes
HOLDEN	Yes
MISCIKOWSKI	Absent
PACHECO	Yes
PADILLA	Yes
RIDLEY-THOMAS	Yes
SVORINICH	Yes
WACHS	Yes
WALTERS	Yes
FERRARO	Absent

Present: 13, Yes: 13 No: 0

1

AD HOC COMMITTEE ON CHARTER IMPLEMENTATION
Report/Communication for Signature

Council File Number 99-1800-528

Committee Meeting Date 7/10/00

Council Date 7/21/00

COMMITTEE MEMBER	YES	NO	ABSENT
COUNCILMEMBER CHICK, CHAIR	✓		
COUNCILMEMBER FEUER	✓		
COUNCILMEMBER GOLDBERG	✓		
COUNCILMEMBER HOLDEN		✓	
COUNCILMEMBER WACHS			✓

Remarks _____

CITY OF LOS ANGELES SPEAKER CARD

Date

7/10/00

Council File No., Agenda Item, or Case No.

1

I wish to speak before the

AD Hoc Committee on Charter

Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? () For proposal

() Against proposal

() General comments

Name:

Ann D. Smith

Business or Organization Affiliation:

Dept of Aging

Address:

2404 W. Ishere

L.A.

90057

Street

City

State

Zip

Business phone:

(213) 368-4024

Representing:

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW:

Client Name:

Phone #:

Client Address:

Street

City

State

Zip

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

CITY OF LOS ANGELES SPEAKER CARD

Date

7/10/00

Council File No., Agenda Item, or Case No.

1

I wish to speak before the

Ad Hoc Charter Committee

Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? () For proposal

() Against proposal

(X) General comments

Name:

Vitaly B. Troyan

Business or Organization Affiliation:

Engineering

Address:

650 33rd St

LA

Street

City

State

Zip

Business phone:

817-8766

Representing:

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW:

Client Name:

Phone #:

Client Address:

Street

City

State

Zip

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

CITY OF LOS ANGELES SPEAKER CARD

Date: 7/10/00

Council File No., Agenda Item, or Case No.: 99-1800-528

I wish to speak before the Charter Implementation Committee
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? () For proposal

Name: S. David Freeman (X) Against proposal () General comments

Business or Organization Affiliation: GM-LADWP

Address: 111 N. Hope St. LA CA 90012
Street City State Zip

Business phone: 367-1338 Representing:

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: []

Client Name: Phone #:

Client Address: Street City State Zip

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

CITY OF LOS ANGELES SPEAKER BOARD

Date

7 10 - 00

Council File No., Agenda Item, or Case No.

Item 1 ~~1000~~

I wish to speak before the

Ad Hoc on Charter Implementation

Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? () For proposal

Name:

Theresa Patzakis

() Against proposal

() General comments

Business or Organization Affiliation:

Mayor's Office

Address:

Street

City

State

Zip

Business phone:

Representing:

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW:

Client Name:

Phone #:

Client Address:

Street

City

State

Zip

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

CITY OF LOS ANGELES SPEAKER'S BOARD

Date

7/10/00

Council File No., Agenda Item, or Case No.

ITEM #1

I wish to speak before the AD-HOC COMMITTEE ON CHARTER IMPLEMENTATION
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? () For proposal
() Against proposal
Name: ANDREW ADELMA () General comments

Business or Organization Affiliation: _____

Address: _____
Street City State Zip

Business phone: _____ Representing: _____

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW:

Client Name: _____ Phone #: _____

Client Address: _____
Street City State Zip

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

AD HOC COMMITTEE ON CHARTER IMPLEMENTATION
SUGGESTED NOTIFICATION OF COUNCIL ACTION

Council File No. 99-1800-S 28

Petitioner/Communicant _____

Councilmember(s) all _____

City Attorney (Mail Stop 140)

Chief Legislative Analyst (Mail Stop 136)

~~City Administrative Officer~~ OARS (Mail Stop 130)

Office of the Mayor (w/file) (Mail Stop 370)

Controller (Mail Stop 183)

The General Managers Assoc.

City Clerk



JAMES K. HAHN
CITY ATTORNEY

WRITER'S DIRECT DIAL: (213) 485-6380

FAX: (213) 485-6560

TTY:

Office of the City Attorney
Los Angeles, California

REPORT NO. **R00-0388**
JUL 13 2000

REPORT RE:

CHARTER IMPLEMENTATION ORDINANCE TO AMEND DIVISION 4
OF THE LOS ANGELES ADMINISTRATIVE CODE REGARDING
THE APPOINTMENT AND SALARY OF CHIEF ADMINISTRATIVE OFFICERS
TO CONFORM TO PROVISIONS OF THE CHARTER

The Honorable City Council
of the City of Los Angeles
Room 615, City Hall
200 North Main Street
Los Angeles, CA 90012

The Honorable Richard J. Riordan, Mayor
Room 800, City Hall
200 North Main Street
Los Angeles, CA 90012

Re: Council File 99-1800

Dear Mayor Riordan and Members of Council:

At the last meeting of your Honorable Ad Hoc Committee on Charter Implementation, you instructed that the provisions of the Los Angeles Administrative Code providing for the appointment, discipline and removal of the City's chief administrative officers and for the payment to them of merit pay be repealed. You further instructed that a provision regarding the setting of salary upon appointment to a chief administrative officer position be retained. The attached ordinance would make those changes.

Los Angeles Administrative Code Section 4.500 provides a system for the appointment, discipline and removal of the City's chief administrative officers. The section was expressly mandated by former Charter Section 79. The new Charter

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ARTER IMPLEMENTATION AN EQUAL EMPLOYMENT OPPORTUNITY — AFFIRMATIVE ACTION EMPLOYER

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The Honorable City Council
The Honorable Richard J. Riordan, Mayor
City of Los Angeles
Page 2

sections regarding the appointment, discipline and removal of chief administrative officers are inconsistent with these Administrative Code provisions. Consequently, the provisions would be repealed by the attached ordinance.

Los Angeles Administrative Code Sections 4.320 *et seq.* constitute the Merit Pay Plan for the City's chief administrative officers. The new Charter expressly provides for the adjustment of compensation for chief administrative officers by the Mayor or appropriate commission within guidelines established by the City Council. Those provisions of the Merit Pay Plan that are inconsistent with the Charter would be repealed by the attached ordinance. One provision of the Merit Pay Plan has been retained (and amended by the attached ordinance in form only); it provides for the initial salary upon appointment or designation as a chief administrative officer.

A member of this office will be available when you consider this matter to answer any questions that you may have.

Very truly yours,

JAMES K. HAHN, City Attorney

By



DIANE N. WENTWORTH
Assistant City Attorney

DNW:lh

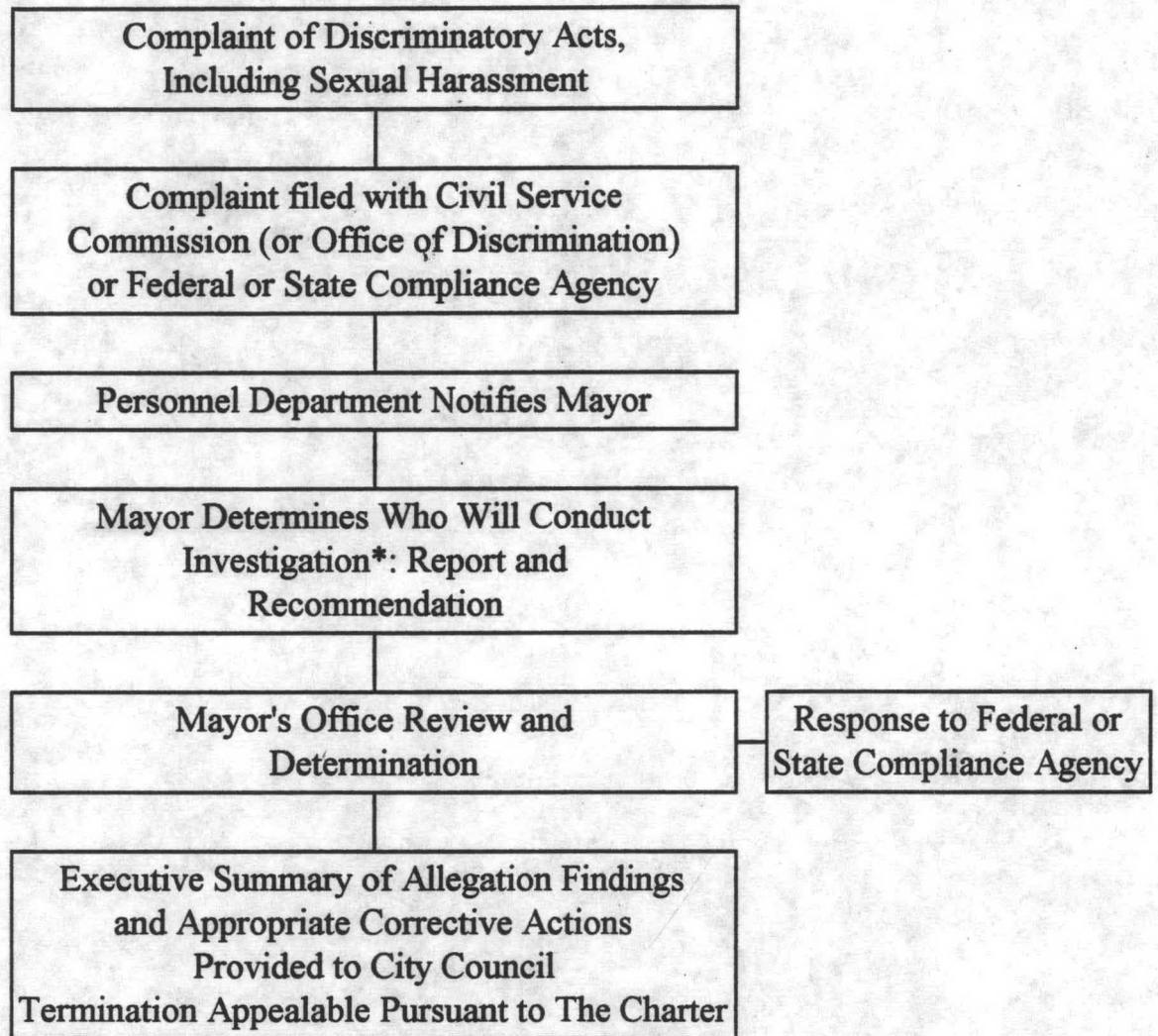
cc: All Members of Council
The Honorable Rick Tuttle, Controller
City Administrative Officer
Chief Legislative Analyst
City Clerk
Employee Relations Board

#56714

Proposed Procedure for Complaint against
General Managers

Attachment 1

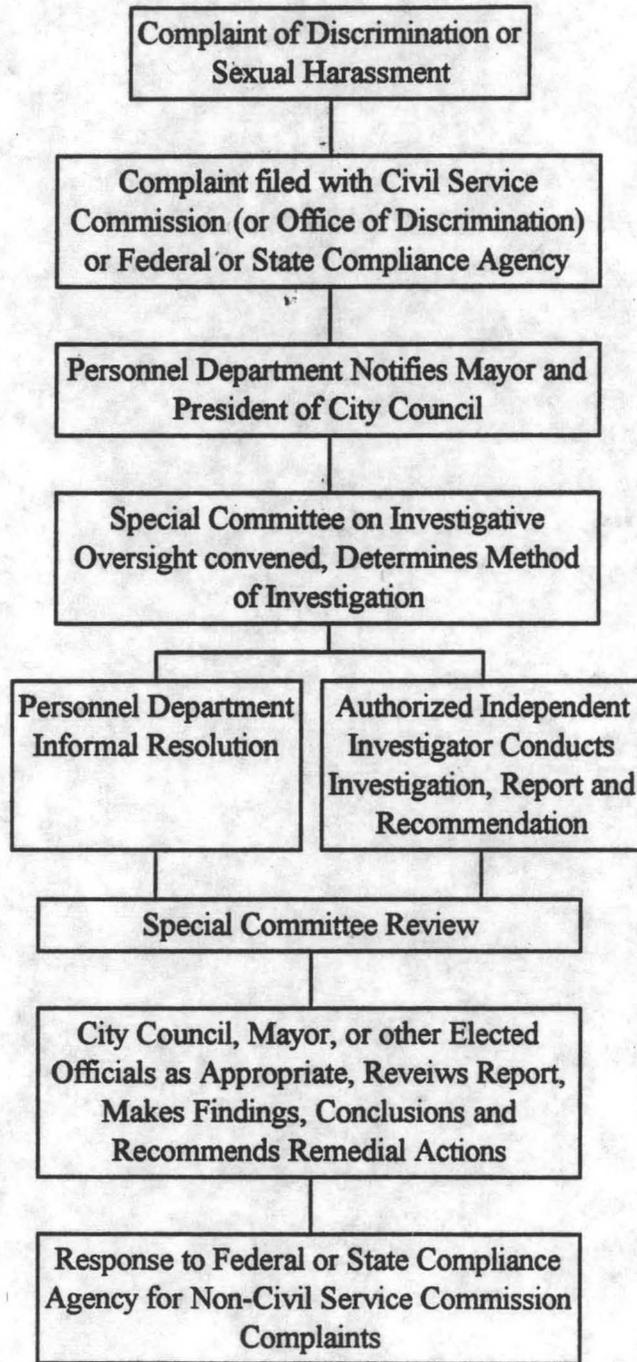
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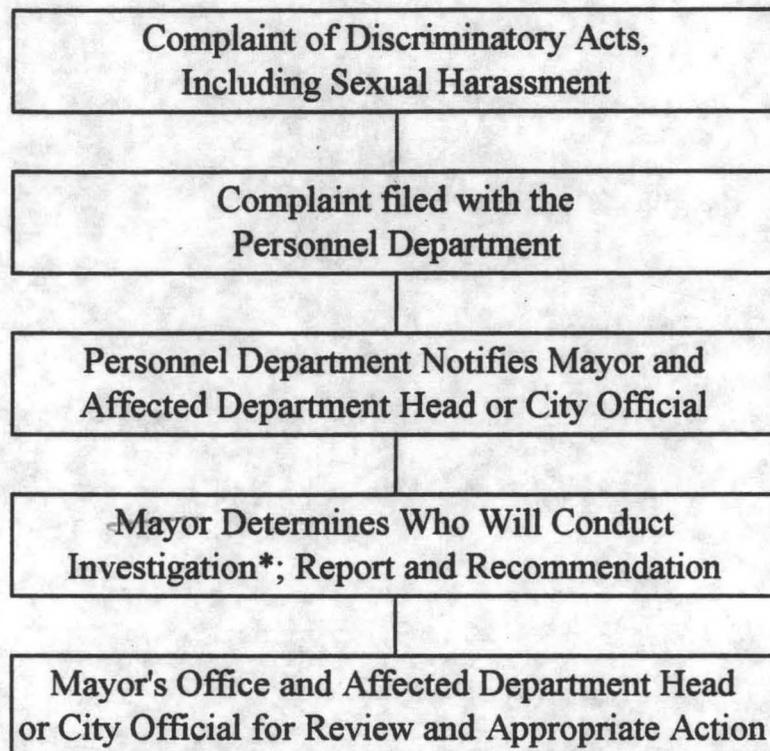
* The Mayor may have the Personnel Department conduct the investigation or secure the services of an Independent Investigator to conduct the investigation, prepare the report and recommendations.

Submitted in Critze
7/10/00

**Proposed Procedures for Complaints Against
Elected Officials under L.A.A.C. Section 4.405**



**P. Proposed Procedure for Complaints Filed
by General Managers Against
City Employees Other Than
Elected Officials and Other General Managers**



* The Mayor may have the Personnel Department conduct the investigation or secure the services of an Independent Investigator to conduct the investigation, prepare the report and recommendations.

6. The Guidelines set forth herein shall apply to the setting or adjusting of compensation for Chief Administrative Officers by the Mayor or other authorized evaluating bodies beginning with salary adjustments for Fiscal 1999-2000 and shall remain in effect for the setting or adjusting of compensation for Chief Administrative Officers until receipt of the report from OARS required under item 3, above, and adoption of new Guidelines by the Council.

7. Request the City Attorney to prepare and present a draft ordinance to repeal the current Merit Pay Plan, except for the provision dealing with the initial setting of compensation for newly appointed Chief Administrative Officers.

Submitted in Cmtee 7/10/00
Addtl Recs to CLA rpt of 4/28/00

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: July 6, 2000

To: The Ad Hoc Committee on Charter Implementation

From: William T Fujioka, Director ^{WTF}
Administrative and Research Services

Subject: **GENERAL MANAGER COMPENSATION GUIDELINES**

In accordance with Charter Section 508, my recommendations concerning permanent general manager compensation guidelines are hereby submitted. These recommendations are contained in the attached report of the City Administrative Officer dated April 28, 2000.

I have reviewed the report from the Chief Legislative Analyst dated June 19, 2000 and concur with the recommendations contained therein for the transition period 1999-2000.

WTF:MCH:ar/group7/2000/mch1.wpd

Attachment

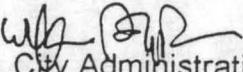
AD HOC COMT ON
CHARTER IMPLEMENTATION

JUL 6 2000

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: April 28, 2000

To: The Ad Hoc Committee on Charter Implementation

From: William T Fujioka, City Administrative Officer 

Subject: **GENERAL MANAGER COMPENSATION GUIDELINES**

Section 508(d) of the new Charter provides that the Mayor shall set or adjust the compensation for chief administrative officers within guidelines established by the City Council after recommendations concerning those guidelines have been made to the Council by the Director of the Office of Administrative and Research Services (currently the City Administrative Officer). The Charter also allows certain commissions to evaluate and adjust compensation for their respective general managers following Council-approved guidelines.

To attract and retain a pool of highly qualified general managers, and encourage excellence and innovation, a more progressive management compensation program is needed. In the process of developing guidelines, input has been obtained from the General Managers Association and individual general managers. There is a consensus among the general managers that greater flexibility is desirable and that the current 5% cap on merit adjustments should be expanded. The general managers also support the concept of lump sum bonuses to supplement regular merit pay adjustments, in specific circumstances related to extraordinary performance.

This Office is submitting the following recommendations regarding the compensation guidelines.

Salary Ranges

- Salary ranges will be approved by the City Council.
- Ranges will continue to increase with the cost of living adjustment.
- OARS will review the salary ranges every three years to determine if the General Manager positions are within the proper ranges and if the ranges themselves are appropriate. The Council or Mayor may request an ad hoc review at any time.

Cost of Living Adjustments

- Maintain practice of providing cost of living adjustments within the range which are equal to those given to represented management employees. OARS, on behalf of the Mayor, shall notify the Controller of such adjustments.

Merit Pay Adjustments

- The Mayor may provide an adjustment, not to exceed 10% above or 5% below the General Manager's existing salary, based upon annual review of performance.
- Adjustments will be effective July 1 of each year.

Bonuses

- The Mayor may provide lump sum cash bonuses for the following reasons:
 - Merit pay for a manager who is at or near the top of the salary range.
 - Extraordinary performance.
- The lump sum bonus may not exceed 10% above the top of the range.
- Lump sum bonuses will not be used to calculate salary for retirement benefits.
- Bonuses may be provided in addition to, or in lieu of, an annual merit pay adjustment.
- The Mayor may elect to direct bonuses to a tax qualified plan (see below).

Salary Upon Appointment

- The Mayor may set the starting salary for a new General Manager at any point in the range.

Commission Evaluations and Salary Setting/Adjustments

The new Charter provides that the Board of Commissioners for the Police Department, Department of Water and Power, Harbor Department, Airports Department, City Employees Retirement System (LACERS), and Fire and Police Pension System will annually evaluate their respective general managers and set or adjust the compensation of the general manager. The guidelines established by the Council for adjusting compensation by the Mayor should also apply to these Commissions.

Evaluation Criteria

The new Charter gives the Mayor the responsibility for annually evaluating chief administrative officers. The Mayor will continue to evaluate general managers' performance on the basis of annual goals specific to each of their respective departments and the Universal Performance Factors and Goals. The Council may suggest additions or revisions to the Universal Goals.

Executive Director Positions

The new Charter prescribes that certain Executive Director positions will be chief administrative officers and that the Council may designate others as such by ordinance. All of the Executive Director positions are on five-step salary ranges and none are included in the current merit pay plan. In order to provide flexibility for merit pay

adjustments an alternative to the current salary ranges would need to be adopted. Additionally, some of these positions are represented. Therefore, changes to the salary ranges or method of evaluation for these positions are subject to negotiation. This issue will be brought to the EERC for the purpose of determining new salary ranges or determining an alternative method for making salary adjustments within the range.

Tax Qualified Plan for Bonuses

In connection with the recommendation that the Mayor have the ability to provide lump sum bonuses, it is also recommended that the City establish a tax qualified plan where such bonuses may be deposited. This type of plan will defer the tax consequences of a lump sum bonus. The plan, tentatively entitled the General Manager Incentive Plan, would be administered similarly to the current Limited Term Plan, which is a retirement plan option for elected officials whose time with the City is restricted by term limits. Implementing the new plan will require a qualification letter from the IRS, which the City should receive four to five months from the date of request.

Other Compensation Issues

It should be noted that the proposed guidelines apply to salary issues only. Other compensation matters, such as vacation and sick leave, are covered by ordinances which will remain in place unless revised or repealed. It is recommended that these benefits not be included in the guidelines at this time.

Implementation

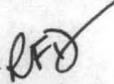
The Charter is silent regarding the means of implementing the guidelines. Traditionally, compensation and benefits have been implemented by ordinance.

*WTF:SLH:sh
gdlines*

REPORT OF THE CHIEF LEGISLATIVE ANALYST

June 19, 2000

TO: Ad Hoc Committee, Charter Implementation

FROM: Ronald F. Deaton 
Chief Legislative Analyst

SUBJECT: **General Manager Compensation Guidelines**

Summary

On May 8, 2000, the Ad Hoc Committee, Charter Implementation, requested a report from the Chief Legislative Analyst (CLA) and the City Attorney on the new system of General Manager evaluation per the new City Charter. On April 28, 2000, the CAO provided your committee with a report relative to the abovementioned guidelines. However, your Committee requested specific information on the transition period (FY 1999-2000).

Current Merit Pay General Managers Ordinance/ Guidelines

- The City of Los Angeles has a Merit Pay Plan for general managers. A copy of the Ordinance No. 170695 (adopted by the City Council on September 5, 1995) detailing the objectives of the plan is enclosed. The objectives of the Merit Pay Plan are to motivate general managers to attain and maintain a high standard of performance in their positions, and to provide a system for recognizing financially, the increasing, or decreasing value to the City of their services within the salary ranges established for their positions.
- The Merit Pay Plan Ordinance mandates that the Mayor on an annual basis convene a planning group for each general manager for the purpose of formulating performance factors and goals for the next fiscal year. Each planning group forwards its proposed performance factors and goals to the Executive Employee Relations Committee (EERC) where they are reviewed for approval, as modified in consultation with each planning group. Ultimately, performance factors and goals are adopted for each general manager for the following fiscal year. The planning group, however, has the option of submitting revised performance factors and goals after the adoption of the City budget by the Council to the EERC based on additions or reductions to a departmental budget. If revised performance factors and goals are adopted by the EERC, a report with the revisions is issued to the Council for its approval.

AD HOC COMT ON
CHARTER IMPLEMENTATION

JUN 20 2000

- The EERC also has the option of granting a general manager a merit adjustment. Based on the individual general managers' rating, the salary adjustment cannot exceed 5% if they receive the highest rating, or negative 5% if they receive the lowest rating.

New City Charter General Manager Annual Review

The new City Charter revises the General Managers evaluation process. As such, the provisions detailed above through Ordinance 170695 become inoperative. The new City Charter mandates a new process through Section 508(d) as detailed below:

"Section 508(d) Annual Review: The Mayor shall evaluate each chief administrative officer¹ annually. The Mayor shall set or adjust the amount of compensation for the chief administrative officer within the guidelines established by Council, after recommendations concerning those guidelines have been made to the Council by the Director of the Office of Administrative and Research Services²."

Transition Year Guidelines

Given the mandates of Charter Section 508(d), and that the Council has not adopted the new guidelines, transition year guidelines should be adopted and followed. Staff from the CLA, City Attorney, and CAO have met on this issue as requested by your Committee on May 8, 2000. The City Attorney has opined that the period covered would fall under the existing Charter. However, the evaluations and merit pay increases would not occur until the new Charter goes into effect. Therefore, the new City Charter evaluation process should be followed.

What follows are the proposed General Manager evaluation guidelines for the FY 1999-2000 transition period:

- (a) No merit pay increases may occur without a written evaluation.
- (b) Merit Pay increases may occur only once per year within the first 6 months of the fiscal year.
- (c) For FY 1999-2000, Merit Pay adjustments shall be limited to no more than a 5% increase not to exceed the salary range maximum approved by the Council, and no reductions shall be allowed. No bonuses or other forms of compensation shall be allowed without further Council action and approval.

¹ The existing City Charter uses the term "General Manager" to define the head of a City department. The new City Charter, effective July 1, 2000, uses the term "Chief Administrative Officer."

² The new City Charter effective July 1, 2000, changes the name of the office of the City Administrative Officer (CAO) to the Office of Research and Administrative Services (OARS).

RECOMMENDATIONS

That the City Council take the following actions:

1. ADOPT the proposed General Manager guidelines as follows:

(a) No merit pay increases may occur without a written evaluation.

(b) Merit Pay increases may occur only once per year within the first 6 months of the fiscal year.

(c) For FY 1999-2000, Merit Pay adjustments shall be limited to no more than a 5% increase not to exceed the salary range maximum approved by the Council, and no reductions shall be allowed. No bonuses or other forms of compensation shall be allowed without further Council action and approval.

2. AUTHORIZE the Controller to raise the salaries of General Managers upon completion of their evaluations as directed by the Mayor, consistent with the guidelines adopted by the Council.

3. INSTRUCT the City Administrative Officer (CAO)/Office of Administrative and Research Services (OARS) to prepare a report that provides a comprehensive analysis of General Manager (GM) and Assistant General Manager (AGM) salaries and ranges, and the number of AGM's at the top step of the salary range, along with an analysis by department of historic and current GM salary levels and a comparison of GM salaries between departments and with other public agencies.

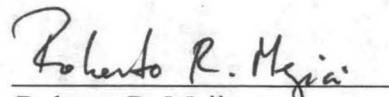
4. AUTHORIZE the CAO/OARS to hire a consultant, should the need arise, to conduct the salaries and ranges analysis for General Managers and Assistant General Managers.

5. INSTRUCT the CAO/OARS to report back on General Managers compensation guidelines after the next fiscal year period, and how the new system will operate and differ from the existing system.

FISCAL IMPACT

The fiscal impact to the General Fund will depend on the results of the evaluations but would be no more than 5% of General Managers' salaries for the 2000-01 fiscal year.

Attachments: (1) Ordinance 170695, Compensation and Merit Pay Plan for General Managers, (2) July 1, 2000 City Charter, Section 508(d).


Roberto R. Mejia
Legislative Analyst

(c) **Temporary Appointments.** The Mayor must fill any vacancy in the position of chief administrative officer within ten days of the vacancy. The Mayor may appoint a temporary chief administrative officer for six months, which period may be extended with the consent of Council for an additional six months. If no permanent appointment has been submitted to the Council during the initial or extended period, the temporary appointment shall be deemed submitted as a permanent appointment, and the time period for Council approval or disapproval shall commence as of that date.

(d) **Annual Review.** The Mayor shall evaluate each chief administrative officer annually. The Mayor shall set or adjust the amount of compensation for the chief administrative officer within the guidelines established by Council, after recommendations concerning those guidelines have been made to the Council by the Director of the Office of Administrative and Research Services.

(e) **Removal.** The Mayor may remove, by written notice, the City Clerk and the Treasurer, subject to approval by the Council. The Mayor may remove, by written notice, all other chief administrative officers to whom this section applies without Council confirmation. However, those removals may be appealed to the Council in accordance with this subsection. Within ten calendar days of the removal, the chief administrative officer may appeal the removal to the Council. Within 10 Council meeting days of receipt of the appeal, the Council may reinstate the chief administrative officer by a two-thirds vote of the Council. Failure of the Council to reinstate the chief administrative officer during this time period shall constitute a denial of the appeal.

(f) **Chief Administrative Officers Appointed by a Commission.** Any chief administrative officer or executive director that is appointed by a Commission pursuant to ordinance shall be annually reviewed by the appointing commission. That commission shall set or adjust the compensation for the chief administrative officer or executive director within the salary guidelines established by Council, after recommendations concerning those guidelines have been made to the Council by the Director of the Office of Administrative and Research Services. The commission shall forward a copy of the evaluation and salary determination to the Mayor and Council for information.

Sec. 509. Powers of Chief Administrative Officer of Department Under the Control of a Board of Commissioners.

Subject to the provisions of the Charter, the rules of the department and the instruction of his or her board, the chief administrative officer of a department or bureau under the control and management of a board of commissioners, except the Police Department, shall:

(a) administer the affairs of the department or bureau as its chief administrative officer;

(b) appoint, discharge, suspend, or transfer the employees of the department or bureau, other than the secretary of the board and the chief accounting employee of the department, all subject to the civil service provisions of the Charter;

(c) issue instructions to employees, in the line of their duties, all subject to the civil service provisions of the Charter;

(d) expend the funds of the department or bureau in accordance with the provisions of the budget appropriations or of appropriations made after adoption of the budget;

(e) recommend to the board of the department prior to the beginning of each fiscal year an annual departmental budget covering the anticipated revenues and expenditures of the department or bureau, conforming so far as practicable to the forms and dates provided in Article III in relation to the general City budget;

(f) certify all expenditures of the department or bureau to the chief accounting employee;

(g) file with the board and the Mayor a written report on the work of the department or bureau on a regular basis and as requested by the Mayor or board; and

(h) exercise any further powers in the administration of the department as may be conferred upon him or her by the board of the department.

Sec. 510. Powers of Chief Administrative Officer of Department Under the Management and Control of Chief Administrative Officer.

Each chief administrative officer who is the head of the department shall:

(a) have full charge and control of all work of the department;

(b) be responsible for the proper administration of its affairs;

(c) appoint, discharge, suspend or transfer all employees of the department, subject to the civil service provisions of the Charter;

(d) issue instructions to employees in the line of their duties, all subject to the civil service provisions of the Charter;

(e) as authorized by ordinance, assign employees of the department as are required for the carrying out of the powers and duties of the board of commissioners, if any;

(f) provide technical assistance and information as requested in writing by the board of commissioners of the department, if any;

(g) prior to the beginning of each fiscal year submit an annual budget covering the anticipated revenues and expenditures of the department, including, pursuant to the instructions of the board of commissioners, if any, the money required for the proper conduct of the board's affairs;

(h) expend the funds of the department in accordance with the provisions of the budget appropriations or of appropriations made after adoption of the budget, including those appropriated for the board of commissioners, if any;

(i) file with the board and the Mayor a written report on the work of the department on a regular basis and as requested by the Mayor or board; and

(j) exercise any further powers as may be conferred upon him or her.

Sec. 511. Responsibilities of Boards of Departments Controlling Their Own Funds.

In addition to the other powers and duties imposed upon them by the Charter, the board of each department having control over its own special funds shall:

(a) provide suitable quarters, equipment and supplies for the department, create the necessary positions in the department, authorize the necessary deputies, assistants and employees and fix their duties, and may require bonds of any or all the department's employees for the faithful performance of their duties; and

(b) prior to the beginning of each fiscal year, adopt an annual departmental budget and make an annual department budget appropriation, covering the anticipated revenues and expenditures of the department. The departmental budget shall conform as far as practicable, to the forms and times provided in Article III for

An ordinance amending Division 4, Chapter 7, Article 7 of the Los Angeles Administrative Code to revise the Compensation and Merit Pay Plan for General Managers.

THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS

Section 1. Article 7, Sections 4.320 through 4.323, of the Los Angeles Administrative Code is hereby amended, in its entirety, as follows:

ARTICLE 7
COMPENSATION AND MERIT PAY PLAN FOR GENERAL MANAGERS

Sec. 4.320. Objective

There is hereby established a Compensation and Merit Pay Plan for general managers. The objectives of the Plan are to motivate general managers to improve the management of the City of Los Angeles, to encourage general managers to attain and maintain a high standard of performance in their positions, and to provide a system for recognizing financially, the increasing, or decreasing, value to the City of their services within the salary ranges established for their positions.

Sec. 4.321 Positions Covered

The provisions of this Article shall apply to the following general manager positions:

Chief Engineer Fire Department	9339
Chief Legislative Analyst	9296
Chief of Police	9359
City Administrative Officer	0010
City Clerk	9255
City Engineer	9497
City Librarian	9235
Director Bureau of Sanitation	7236
Director Bureau of Street Lighting	9265
Director Bureau of Street Maintenance	4159
Director of Planning	9445
General Manager Airports	0161
General Manager Animal Regulation	9245
General Manager and Chief Engineer Water and Power	9998
General Manager Community Development	9250
General Manager Convention Center	9695
General Manager Cultural Affairs	9696
General Manager Department of Aging	9218
General Manager Department of Housing Preservation and Production	9270
General Manager Department of Telecommunications	9260
General Manager Department of Transportation	9256
General Manager Environmental Affairs	9430
General Manager General Services Department	9254
General Manager Harbor Department	9289
General Manager Information Services	9370
General Manager Information Technology Department	9380
General Manager Personnel	9295
General Manager Recreation and Parks	9243
General Manager Social Service	9249
Inspector of Public Works	0202
Retirement Plan Manager (City Employees' Retirement System)	9149
Retirement Plan Manager (Department of Pensions)	9149
Superintendent of Building	9205
Treasurer	9645

Sec. 4.322 Salaries

(a) General Provisions

1. The City Council shall, by ordinance, fix a salary range for each general manager position.
2. Notwithstanding the provisions of Section 4.60(b) of this Code, the salary ranges established in accordance with this Article shall consist of a minimum and a maximum biweekly rate. There shall be no salary step rates established within these salary ranges.

(b) Salary Rate Upon Appointment or Designation

1. Upon the appointment of a person to a general manager position or upon the designation of a person under the provisions of Section 9 of the Charter of the City of Los Angeles to serve as acting incumbent in the office of Treasurer, City Clerk, City Engineer or City Administrative Officer, the Mayor shall recommend a proposed bi-weekly salary rate that falls within the salary range for the position to which the person is being appointed or designated. The salary recommendation shall be referred to the Executive Employee Relations Committee of the City Council for its review. The Committee may adopt the Mayor's recommendation on salary and forward such recommendation to the City Council for action or the Committee may make a new and different recommendation on salary and forward that recommendation to the City Council for action.

2. In no case shall the appointment or designation salary rate be lower than the salary range minimum or higher than the salary range maximum.

(c) Salary Range Adjustment

The City Administrative Officer shall make periodic salary recommendations for adjustments in the salary ranges of all general managers to reflect across-the-board increases consistent with City policy for other non-represented employees. Such salary recommendations, if approved by the City Council and Mayor, shall become operative on the operative date of the implementing ordinance. The term "salary range adjustment" shall mean the percentage change in the salary range for the position as provided for in subsection (a) of this Section. Nothing in this Section shall limit the right of the Mayor to recommend, at any time, for City Council approval, a salary range adjustment for one or more general managers.

(d) **Salary Rate Adjustment**

No general manager who receives an appraisal rating of "4" or "5," as described in Section 4.323(e), on his/her last regular evaluation, shall receive a salary rate adjustment. All other general managers shall receive a salary rate increase equal to the percentage of the salary range adjustment, as provided above, if any. Any salary rate adjustment received by any general manager shall be operative on the operative date of the adjustment.

(e) **Merit Adjustment**

1. Pursuant to the final performance rating by the Executive Employee Relations Committee as provided in Section 4.323(c)3, the Executive Employee Relations Committee may choose to grant a merit adjustment to a general manager by using the authority provided in subdivision 2 of this subsection (e). However, neither the Executive Employee Relations Committee nor the City Council is required to provide a merit adjustment to any general manager, notwithstanding his/her appraisal rating. In no case shall an incumbent's salary after adjustment be lower than the salary range minimum or higher than the salary range maximum.

<u>Appraisal Rating</u>	<u>Merit Adjustment Guidelines</u>
1	up to 5 percent
2	up to 3 percent
3	up to 2 percent
4	down to -3 percent
5	down to -5 percent

3. The merit adjustment for each general manager shall be operative on the general manager's anniversary date in the same fiscal year of the rating, except for merit adjustments, which shall be operative January 1 following the date of the rating.

4. The Executive Employee Relations Committee's action on merit adjustments shall be effectuated by notification to the Controller and shall be final and not subject to appeal.

Sec. 4.323 Evaluation Procedure

(a) **Determination of Performance Factors and Goals**

1. Annually, the Mayor shall convene a Planning Group for each general manager for the purpose of formulating performance factors and goals for the next fiscal year. A Planning Group shall be composed of a general manager, the President of the Board of Commissioners of the department (if the department has a Board of Commissioners), the Mayor (or designee from the Mayor's Office), and the Chair of the City Council committee to which the concerned department most often reports. If the department reports regularly to more than one City Council committee, the President of the City Council shall determine which committee chair shall be a member of the Planning Group for that

department's general manager. Where more than one department reports regularly to the same City Council committee, the chair of that committee, in consultation with the President of the City Council, shall determine which members of the committee shall be assigned to the Planning Group for each of the affected general managers. The Planning Group for the Chief Legislative Analyst shall consist of the Chief Legislative Analyst, the President of the City Council, the Chair of the Budget and Finance Committee and the Chair of the Intergovernmental Relations Committee. This Planning Group shall be convened annually solely at the direction of the President of the City Council for the purpose of formulating performance factors and goals for the next fiscal year.

2. Each Planning Group shall forward its proposed performance factors and goals to the Executive Employee Relations Committee on forms provided for this purpose. The Executive Employee Relations Committee shall review all proposed performance factors and goals and approve or modify, in consultation with the affected Planning Group, and ultimately adopt performance factors and goals for each general manager for the following fiscal year.

3. After adoption of the performance factors and goals, the Executive Employee Relations Committee shall forward a report to the City Council detailing the approved goals. Upon the request of any Councilmember, the City Clerk shall prominently place on the City Council agenda a specific recommendation or recommendations to add or delete or otherwise change the performance factors and goals of one or more general managers. Such request shall be made within fifteen working days of the date of issuance of the report of the Executive Employee Relations Committee. The City Council's review of a Councilmember's request shall be limited to the specific issues raised in that request. Should the City Council review any of the performance factors and goals adopted by the Executive Employee Relations Committee as provided herein, the City Council may either approve the performance factors and goals or return them to the appropriate Planning Group for modification. Any revisions to the performance factors and goals made by the Planning Group shall be submitted to the Executive Employee Relations Committee for review and approval. The Executive Employee Relations Committee shall forward a report to the City Council detailing any revisions to the performance factors and goals, which shall be subject to the City Council review procedure contained in this subdivision. Should the City Council review the resubmitted factors and goals, the City Council may approve the factors and goals, may amend and adopt the factors and goals or may return them to the appropriate Planning Group to proceed through the modification process contained in this subsection. Any performance factors and goals which are not formally reviewed by the City Council shall become final at the end of the fifteen working day review period described in this subdivision.

4. After adoption of the City budget by the City Council, a Planning Group may submit revised performance factors and goals to the Executive Employee Relations Committee based on additions or reductions to a departmental budget. Revised performance factors and goals may also be made where a significant change in circumstances warrants such revision. If the revised performance factors and goals are adopted by the Executive Employee Relations Committee, a report detailing the revisions shall be issued to the City Council, which may use the review procedure provided for in subdivision 3 of this subsection (a).

(b) **Interim Performance Review**

The Mayor or Councilmember representative of a Planning Group may convene the Planning Group for the purpose of conducting an interim performance review of a general manager, as necessary. The President of the City Council may convene the Planning Group for the Chief Legislative Analyst for this purpose. Any Planning Group so convened shall meet with the affected general manager to discuss performance to date and to note any changes in conditions or assumptions affecting goal attainment.

② 170695

(c) Performance Review

1. At the end of each fiscal year, each general manager shall submit a written self-appraisal to his/her Planning Group describing his/her performance in meeting each adopted performance goal, including statistical data where appropriate, along with qualifying information related to any change in conditions, such as availability of resources, affecting goal attainment.

2. The Planning Groups, except for the Planning Group for the Chief Legislative Analyst, shall be convened by the Mayor. The Planning Group for the Chief Legislative Analyst shall be convened by the President of the City Council. All Planning Groups, without the voting participation of the general manager, shall rate their respective general managers on each performance factor and goal and provide an overall rating as described in subsection (e) of this Section.

3. Each Planning Group shall forward the rating of its general manager to the Executive Employee Relations Committee. The Executive Employee Relations Committee shall review the assigned ratings, and approve or modify, in consultation with the Planning Group, and ultimately adopt a final performance rating for each general manager. A copy of the completed rating form shall be provided to and signed by the general manager.

4. After adoption of the performance ratings, the Executive Employee Relations Committee shall forward a report to the City Council detailing the approved ratings and merit adjustments. Upon the request of any Councilmember, the City Clerk shall promptly place on the City Council agenda the review of the ratings and/or merit adjustments of one or more general managers. Such request shall be made within fifteen working days of the date of issuance of the report of the Executive Employee Relations Committee. Should the City Council review any of the performance ratings and/or merit adjustments adopted by the Executive Employee Relations Committee, the City Council may either approve the performance ratings and/or merit adjustments or return the performance ratings to the appropriate Planning Group and/or return the merit adjustments to the Executive Employee Relations Committee for reconsideration and possible modification. Any revisions to a performance rating made by a Planning Group shall be submitted to the Executive Employee Relations Committee for review and approval and possible reconsideration of the assigned merit adjustment, if any. The Executive Employee Relations Committee shall forward a report to the City Council detailing its final action regarding any performance ratings and/or merit adjustments returned by the City Council for reconsideration, which shall be subject to the Council review procedure contained in this subdivision. Should the City Council review the resubmitted performance ratings and/or merit adjustments, the City Council may approve the ratings and/or adjustments, may amend and adopt the ratings and/or adjustments or may return them to the appropriate Planning Group to proceed through the modification process contained in this subsection. Any ratings and/or merit adjustments which are not formally reviewed by the City Council shall become final at the end of the fifteen working day review period described in this subdivision, subject to the appeal procedure in subsection (d) of this Section.

5. In preparing the annual performance rating, a Planning Group and the Executive Employee Relations Committee shall take into consideration the circumstances of a general manager who, due to incapacity, has been unable to substantially participate in the Merit Pay Plan process as provided for in this Article.

6. Evaluations under this procedure shall satisfy the evaluation requirement of Section 79 of the Charter of the City of Los Angeles.

(d) Appeal of Merit Pay Rating

1. Ratings of general managers are not subject to appeal, except that a rating of "fails to meet goals and expectations" made by the Executive Employee Relations Committee may be appealed, solely as provided in this subsection (d).

2. All general managers shall be notified in writing of their rating by the Executive Employee Relations Committee.

3. Any appeal from a rating adopted by the Executive Employee Relations Committee shall be in writing and shall be submitted to the City Council. On appeal, the City Council may approve the rating assigned by the Executive Employee Relations Committee or change it and adopt the revised rating.

4. The City Council's action on an appeal shall be final and not subject to further appeal.

(e) Rating Guidelines

The standard of performance of a general manager shall be classified in one of five levels, as follows:

- 1 = Significantly exceeds goals and expectations
- 2 = Consistently exceeds goals and expectations
- 3 = Meets most goals and expectations
- 4 = Meets some goals and expectations
- 5 = Fails to meet goals and expectations

Section 2. Effective July 1, 1995, Schedule "A" of Section 4.61, GENERAL MANAGERS, of the Los Angeles Administrative Code is hereby amended in its entirety to read:

Code No.	Classification	Salary Range Number	Actual Bi-weekly Salary
9339	Chief Engineer Fire Department	M11	\$4642.40
9296	Chief Legislative Analyst	M11	5948.00
9359	Chief of Police	M12	6377.60
0010	City Administrative Officer	M12	6639.20
9255	City Clerk	M9	4636.80
9497	City Engineer	M11	5876.40
9235	City Librarian	M9	4690.40
7236	Director Bureau of Sanitation	M10	5002.40
9285	Director Bureau of Street Lighting	M7	4212.80
4159	Director Bureau of Street Maintenance	M9	4219.20
9445	Director of Planning	M11	5780.00
0161	General Manager Airports	M12	5876.80
9998	General Manager and Chief Engineer Water and Power	M13	6543.20
9245	General Manager Department of Animal Regulation	M7	3652.80
9250	General Manager Community Development	M9	3966.40
9695	General Manager Convention Center	M8	4894.40
9696	General Manager Cultural Affairs	M6	3140.80

(3) 170695

9218	General Manager Department of Aging	M6	3324.00
9430	General Manager Department of Environmental Affairs	M6	3613.60
9270	General Manager Department of Housing Preservation and Production	M9	4563.20
9260	General Manager Department of Telecommunications	M7	4020.00
9256	General Manager Department of Transportation	M11	4642.40
9254	General Manager General Services Department	M9	5130.40
9289	General Manager Harbor Department	M12	5928.80
9370	General Manager Information Services	M9	4356.00
9295	General Manager Personnel Department	M10	4983.20
9243	General Manager Recreation and Parks	M11	5163.20
9249	General Manager Social Service	M3	2992.80
0202	Inspector of Public Works	M8	4040.00
9149	Retirement Plan Manager (City Employees' Retirement System)	M6	3324.00
9149	Retirement Plan Manager (Department of Pensions)	M6	3637.60
9205	Superintendent of Building	M11	4642.40
9645	Treasurer	M8	4144.80

General Managers' Salary Schedule

Salary Range No.	Minimum Bi-Weekly	Maximum Bi-Weekly
M-13	\$5,909.60	\$8,864.80
M-12	5,231.20	7,847.20
M-11	4,642.40	6,961.60
M-10	4,127.20	6,191.20
M-9	3,681.60	5,523.20
M-8	3,295.20	4,943.20
M-7	2,958.40	4,439.20
M-6	2,664.00	3,997.60
M-3	1,994.40	2,992.80

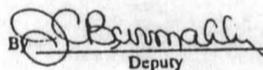
The actual biweekly salary shall apply only to incumbent general managers as of May 1, 1995. The salary of new appointees after that date shall be determined in accordance with Section 4.322(b) of the Los Angeles Administrative Code.

Section 3. Unless otherwise specified, provisions of this Ordinance shall be operative on the effective date of the Ordinance.

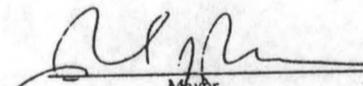
Sec. 4. The City Clerk shall certify to the passage of this ordinance and cause the same to be published in some daily newspaper printed and published in the City of Los Angeles.

I hereby certify that the foregoing ordinance was passed by the Council of the City of Los Angeles, by a vote of not less than two-thirds of all of its members, at its meeting of SEP 06 1995.

ELIAS MARTINEZ, City Clerk


Deputy

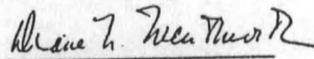
Approved SEP 13 1995


Mayor

Approved as to Form and Legality

August ³¹ 25, 1995

JAMES K. HAHN, City Attorney

By 
DIANE N. WENTWORTH
Assistant City Attorney

File No. 95-0247
CNS 1311282 9.18.95

170695

(4)

CIT' F LOS ANGELES SPEAKER CARD

Date
5-8-00

Council File No., Agenda Item, or Case No.
Items 4 + 5

I wish to speak before the Ad Hoc Charter
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? () For proposal

Name: Theresa Patzakis () Against proposal
() General comments

Business or Organization Affiliation: Mayor's Office

Address: _____
Street City State Zip

Business phone: _____ Representing: _____

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW:

Client Name: _____ Phone #: _____

Client Address: _____
Street City State Zip

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

CITY OF LOS ANGELES SPEAKER CARD

1, 2, 3, 4.

Date 5/22/00

Council File No., Agenda Item, or Case No. 15, 22, 200

I wish to speak before the Theresa Patzakis Charter Imp. Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? () For proposal () Against proposal () General comments

Name: Business or Organization Affiliation: Mayor's Office

Address: Street City State Zip

Business phone: Representing:

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: []

Client Name: Phone #:

Client Address: Street City State Zip

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

AD HOC COMMITTEE ON CHARTER IMPLEMENTATION, **SPECIAL MEETING**

MONDAY, JUNE 12, 2000

ROOM 300, CITY HALL - 2 PM
200 N. MAIN ST., LOS ANGELES, CA 90012

MEMBERS: COUNCILMEMBER LAURA CHICK, CHAIR
COUNCILMEMBER MICHAEL FEUER
COUNCILMEMBER JACKIE GOLDBERG
COUNCILMEMBER NATE HOLDEN
COUNCILMEMBER JOEL WACHS

(Rhoda Lukjaniec - Legislative Assistant - 213-485-5732)

Note: Assistive listening devices are available at the meeting; upon 24 hour advance notice, other accommodations, such as sign language interpretation, and translation services will be provided. Contact the Legislative Assistant listed above for the needed services. TDD available at (213) 485-4735.

FILE NO.

SUBJECT

(1)
Continued from May 8, 2000
99-1800- City Administrative Officer (CAO), Chief Legislative
S28 Analyst (CLA) and City Attorney to report regarding
timing and protocol relative to the transition to new
General Manager Compensation Guidelines, and related
matters.

Fiscal Impact Statement Submitted: No

DISPOSITION Continued, CLA to submit report for
"special" mtg following Cal in 2-2.5 wks
(2)

99-1800- City Attorney communication relative to a Charter
S90 implementation ordinance amending provisions of the
L.A. Administrative and Municipal Codes regarding
duties of the Office of Administrative and Research
Services, and related matters.

Fiscal Impact Statement Submitted: No

DISPOSITION _____

AD HOC COMMITTEE ON CHARTER IMPLEMENTATION
Monday - June 12, 2000

FILE NO.

SUBJECT

(3)

99-1800- S91 City Attorney communication relative to a Charter implementation ordinance regarding technical changes to the L.A. Administrative and Municipal Codes concerning the Building and Safety Department, the General Plan Advisory Board, printing of the Budget, and related matters.

Fiscal Impact Statement Submitted: No

DISPOSITION _____

(4)

99-1800- S92 City Attorney report relative to the remaining provisions of Division 4 of the L.A. Administrative Code requiring revision to conform to the new Charter, and related matters.

Fiscal Impact Statement Submitted: No

DISPOSITION _____

COMMENTS FROM PUBLIC ON ITEMS OF PUBLIC INTEREST
UNDER COMMITTEE'S SUBJECT MATTER JURISDICTION

ci0612.agd

AD HOC COMMITTEE ON CHARTER IMPLEMENTATION, **SPECIAL MEETING**

MONDAY, MAY 22, 2000

ROOM 300, CITY HALL - 2 PM
200 N. MAIN ST., LOS ANGELES, CA 90012

MEMBERS: COUNCILMEMBER LAURA CHICK, CHAIR
COUNCILMEMBER MICHAEL FEUER
COUNCILMEMBER JACKIE GOLDBERG
COUNCILMEMBER NATE HOLDEN
COUNCILMEMBER JOEL WACHS

(Rhoda Lukjaniec - Legislative Assistant - 213-485-5732)

Note: Assistive listening devices are available at the meeting; upon 24 hour advance notice, other accommodations, such as sign language interpretation, and translation services will be provided. Contact the Legislative Assistant listed above for the needed services. TDD available at (213) 485-4735.

FILE NO.

SUBJECT

(1)

Continued from May 8, 2000

99-1800-
S28 City Administrative Officer (CAO), Chief Legislative Analyst (CLA) and City Attorney to report relative to timing and protocol regarding the transition to new General Manager Compensation Guidelines, and related matters. ~~(Scheduled for Council consideration on Tuesday, May 23, 2000)~~

Fiscal Impact Statement Submitted: No

DISPOSITION Continue 2 weeks to next mtg.

(2)

99-1800-
S68 &
S23 Consideration of Motion (Ferraro-Pacheco) relative to amending the Charter implementation ordinance regarding financial management responsibility, to assign the risk management function to the Office of Finance instead of to the Office of Administrative and Research Services, Motion (Goldberg-Chick) relative to Committee consideration of the assignment of the duty of risk management, and related matters. ~~(Scheduled for Council consideration on Tuesday, May 23, 2000)~~

Fiscal Impact Statement Submitted: No

DISPOSITION _____

FILE NO.

SUBJECT

(3)

99-1800-
S81 City Attorney to report, pursuant to Motion (Ferraro-Pacheco), relative to instructing preparation and presentation of an ordinance creating a department of emergency preparedness, and related matters. **(Scheduled for Council consideration on Tuesday, May 23, 2000)**

Fiscal Impact Statement Submitted: No

DISPOSITION _____

(4)

99-1800-
S64 Mayor's Office to report relative to recommendations regarding emergency response and emergency preparedness, and related matters.

Fiscal Impact Statement Submitted: No

DISPOSITION _____

(5)

99-1800-
S69 City Attorney communication relative to a Charter implementation ordinance regarding the technical amendment of the Los Angeles Municipal Code (LAMC) in regard to charges for handling aviation engine fuels, lubricants and solvents at Los Angeles International Airport, and related matters.
(Scheduled for Council consideration on Tuesday, May 23, 2000)

Fiscal Impact Statement Submitted: No

DISPOSITION _____

FILE NO.

SUBJECT

(3)

Continued from April 24, 2000

99-1800-
S45 City Attorney communication relative to a revised Charter implementation ordinance regarding the Board of Social Service Commissioners and Department of Social Service Commissioners, and related matters.

Fiscal Impact Statement Submitted: No

DISPOSITION _____

(4)

Continued from April 24, 2000

99-1800-
S44 Chief Legislative Analyst to report regarding current grant processes, City Attorney communication relative to a second revised Charter implementation ordinance regarding amending portions of the L.A. Administrative Code pertaining to the grants program, and related matters.

Fiscal Impact Statement Submitted: No

DISPOSITION _____

(5)

Continued from March 27, 2000

99-1800-
S28 City Administrative Officer report relative to General Manager Compensation Guidelines, Personnel Department to report relative to universal performance guidelines, and related matters.

Gold chick

Fiscal Impact Statement Submitted: No

DISPOSITION Continued 2 wks CAO, CIA, City Atty to rpt re: transition

(6)

99-1800-
S52 City Attorney communication relative to a Charter implementation ordinance regarding the governing body and Council meetings locations (Charter Section 242), and related matters.

Fiscal Impact Statement Submitted: No

DISPOSITION _____

AD HOC COMMITTEE ON CHARTER IMPLEMENTATION, **SPECIAL MEETING**

MONDAY, MAY 8, 2000

ROOM 315, CITY HALL - 2 PM
[PLEASE NOTE CHANGE IN MEETING LOCATION]
200 N. MAIN ST., LOS ANGELES, CA 90012

MEMBERS: COUNCILMEMBER LAURA CHICK, CHAIR
COUNCILMEMBER MICHAEL FEUER
COUNCILMEMBER JACKIE GOLDBERG
COUNCILMEMBER NATE HOLDEN
COUNCILMEMBER JOEL WACHS

(Rhoda Lukjaniec - Legislative Assistant - 213-485-5732)

Note: Assistive listening devices are available at the meeting; upon 24 hour advance notice, other accommodations, such as sign language interpretation, and translation services will be provided. Contact the Legislative Assistant listed above for the needed services. TDD available at (213) 485-4735.

FILE NO.

SUBJECT

(1)
99-1800- Ad Hoc Committee on Charter Implementation (Committee)
S16 report and Resolution relative to revising Council Rules to reflect new censure procedures for the Los Angeles City Council, and related matters. **(Referred back to Committee by Council action of May 2, 2000)**

Fiscal Impact Statement Submitted: No

DISPOSITION _____

(2)
99-1800- City Attorney communication relative to a Charter
S57 implementation ordinance regarding technical changes to Los Angeles Administrative Code provisions concerning health insurance, excess benefits plans, tax status of plans, the Los Angeles City Employees Retirement System as a department, and related matters.

Fiscal Impact Statement Submitted: No

DISPOSITION _____

AD HOC COMMITTEE ON CHARTER IMPLEMENTATION

Monday - May 8, 2000

Page 1

Los Angeles City General Managers Association

May 4, 2000

Ad Hoc Committee on Charter Implementation
Room 615, CHE
MS: 160

Dear Honorable Councilmembers:

The General Managers' Association has met and discussed the issues of compensation guidelines under the new City Charter. A subcommittee composed of Susan Kent, Mike Carey, and Larry Keller drafted recommendations to submit to you. Every General Manager had the opportunity to review and comment on those draft recommendations, and the attached memorandum is the result of our discussions and review.

Several General Managers will attend your Committee's discussion of compensation guidelines to answer any questions, and we are, of course, available to you at any time to discuss our recommendations.

Sincerely,



CON HOWE
President

Attachment

cc: Office of the Mayor
City Administrative Officer
General Managers

May 4, 2000

TO: Ad Hoc Committee on Charter Implementation

FROM: The General Managers' Association

SUBJECT: **EXECUTIVE COMPENSATION RECOMMENDATIONS FOR
GENERAL MANAGERS**

The General Managers' Association is forwarding its recommendations regarding General Manager compensation to the Ad Hoc Committee on Charter Implementation. We trust that the information we present to you will be seriously considered as the City's executive compensation for General Managers is formulated.

The basic premise that underlies these recommendations is that the City of Los Angeles needs to retain and recruit the strongest, most able and most talented people for leadership positions now and in the future. As we all know, the changes in the City Charter, the effects of term limits, and the increased external pressures and demands on appointed executives, as well as on City-elected officials have contributed to an atmosphere which is constantly changing and, therefore, increasingly challenging. We believe that the City should provide an executive compensation package for General Managers that allows it to promote and reward executive leadership so that it can function effectively in a highly competitive environment.

As a basic part of this consideration, we believe that salary ranges for General Managers need to be studied for realignment and adjustment. This has not been done, full scale, since at least the 1980s.

**EXECUTIVE COMPENSATION RECOMMENDATIONS FOR GENERAL
MANAGERS:**

1. The annual cost of living adjustments (COLA) should be provided for General Managers equal to those given to represented management employees. This simply keeps these positions even with inflation and the general movement of City staff.
2. General Managers should have an annual performance review. Merit Pay should be given for performance that meets or exceeds expectations as part of an annual performance evaluation. Merit Pay should continue to be added to the salary base because it has an impact on the individual's retirement base. There should be flexibility in the adjustments for Merit Pay for superior performance. However, we believe that any pay reduction that is greater than five percent constitutes, in effect, a termination and ought to be treated as such.

Ad Hoc Committee on Charter Implementation

May 4, 2000

Page 2

3. One-time bonuses may be given for extraordinary or especially outstanding performance and/or for a General Manager who is at or near the top of the salary range. These bonuses might take the form of one lump sum payment or can be paid to the individual's deferred compensation plan or other tax-qualified plan, at the individual's discretion. These bonuses would not be used to calculate salary for pension benefits.
4. We know that the City's ability to recruit and retain General Managers has been a subject of concern to the City Council as evidenced by the Council motion of January 21, 2000. We believe that the provision of a severance package in case of termination is critical to recruitment and retention efforts. While individual circumstances and rights may vary and should be negotiated, we believe that, in case of termination of a General Manager, there should be included, at the very minimum, a severance equivalent to one year's salary. This a fair and humane approach which would permit a terminated General Manager to transition to a new job. (Review of the report by the CAO, CLA and Personnel Department to you, *General Manager Recruitment and Retention*, dated 2/25/00, will indicate that the City has already been providing, on an ad hoc basis, settlement agreements well in excess of the baseline provisions we are recommending.)
5. A flexible executive benefits package can be established which would allow General Managers to select options; e.g., match of deferred compensation to the legal limit, additional life or disability insurance, memberships, etc. to suit their individual needs. This would clearly have the benefit of closing the gap with private sector practices and offer real benefits to the managers.
6. Increase the number of hours of vacation time a General Manager could accumulate annually without "losing" time.

We trust that any General Manager compensation package will apply to all current General Managers, as well as those that will be hired in the future. We are available to answer any questions you may have and look forward to discussing this proposal with you.

CH:jlc

Los Angeles City General Managers Association

May 4, 2000

Ad Hoc Committee on Charter Implementation
Room 615, CHE
MS: 160

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Sincerely,



CON HOWE
President

Attachment

cc: Office of the Mayor
City Administrative Officer
General Managers

BA
CITY CLERK
COMM-F 64 1:18
MAY 11 2000

RECEIVED
CITY CLERK'S OFFICE

00 MAY -4 PM 1:18

BY _____
CITY CLERK
DEPUTY

May 4, 2000

TO: Ad Hoc Committee on Charter Implementation

FROM: The General Managers' Association

SUBJECT: **EXECUTIVE COMPENSATION RECOMMENDATIONS FOR
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We trust that any General Manager compensation package will apply to all current General Managers, as well as those that will be hired in the future. We are available to answer any questions you may have and look forward to discussing this proposal with you.

CH:jlc

J. MICHAEL CAREY
City Clerk

When making inquiries
relative to this matter
refer to File No.

CITY OF LOS ANGELES
CALIFORNIA



RICHARD J. RIORDAN
MAYOR

Office of the
CITY CLERK
Council and Public Services
Room 615, City Hall
Los Angeles, CA 90012
Council File Information - (213) 485-5703
General Information - (213) 485-5705

99-1800-S28

May 2, 2000

AD HOC COMMITTEE ON CHARTER IMPLEMENTATION

In accordance with Council Rules, communication from the City Administrative Officer relative to General Manager Compensation Guidelines, was referred on May 2, 2000, to the AD HOC COMMITTEE ON CHARTER IMPLEMENTATION.

J. Michael Carey

City Clerk
amm



REPORT
FROM



THE PERSONNEL
DEPARTMENT

TO: Ad Hoc Committee on Charter Implementation	DATE May 4, 2000
REFERENCE:	COUNCIL FILE CF 99-1800-S28
SUBJECT: Chief Administrative Officer Performance Evaluations	

Background

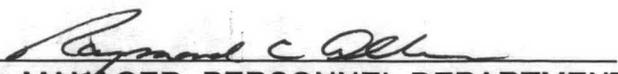
Under the provisions of the current Charter, Section 79 (d), the Mayor and the City Council are jointly responsible for evaluating the performance of chief administrative officers, i.e. General Managers. Pursuant to Charter Section 79, Los Angeles Administrative Code Sections 4.320 et seq., provided the administrative mechanism by which the Mayor and Council would fulfill this responsibility. The new Charter provides for the Mayor's Office (or commission with authority to appoint the chief administrative officer) to be solely responsible for the evaluation and salary setting of chief administrative officers. The City Council retains the authority to set the salary guidelines within which the Mayor's Office or commissions may make salary adjustments. The Ad Hoc Committee on Charter Implementation has requested the Personnel Department, with input from the City Attorney and the City Administrative Officer, to review and report on the universal performance factors of the current Merit Pay Plan.

UNIVERSAL GOALS

In an ideal performance appraisal system every relevant factor of an employee's performance would be measurable with distinct quantifiable data. However for chief administrative officer positions, that is not possible due to the subjective nature of some of the performance factors that are critical to success. In 1996, in recognition of some of these more subjective factors, the Merit Pay Plan was amended to include the current universal performance factors. While the primary focus of the Merit Pay Plan is on the department-specific goals that are quantifiable and measurable, universal performance factors have tended to provide an essential mechanism to assess performance in important policy areas. However, by their very nature, those factors are more difficult to measure.

The current universal performance factors for chief administrative officers are broadly defined as "management", with the sub-factors being identified as "vision, leadership and accountability". (Attachment 1) Clearly these factors are critical to successful performance as a chief administrative officer. To provide additional guidance to the rater and the chief administrative officer, the current universal performance factors contain a series of guidelines on how these subjective rating factors should be considered to ensure equity and consistent application. The Personnel Department has reviewed the universal performance factors and the additional guidelines and recommends they be retained. The universal performance factors provide an effective methodology for assessing the more subjective elements of chief administrative officers' performance.

AD HOC COMMITTEE ON
CHARTER IMPLEMENTATION


GENERAL MANAGER, PERSONNEL DEPARTMENT

MAY 5 2000

MAY 2 3000

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CITY CLERK'S OFFICE
00 MAY -4 PM 2:16

CITY CLERK
BY _____
DEPUTY

Since 1996, new goals have been added to the evaluation factors of the Merit Pay Plan (item c in the attachment). These newer goals address the critical public policy areas of emergency operations, living wage administration, diversity of contractors and the reduction of workers compensation injuries. In adding these goals, it was the intent of the City Council to reinforce the importance of these issues to the City. The evaluation of chief administrative officers must be sufficiently flexible to address new issues of public policy significance as they arise. Therefore, maintaining the ability to add new universal goals is appropriate. However, care should be taken to ensure that a universal goal is applicable to all chief administrative officers and that it is the best method to reinforce adherence to public policy. In 1998, the Council adopted a universal goal to reduce workers' compensation injuries and develop an effective return to work program. This is clearly a critical goal for the City, but inclusion as a universal goal was unsuccessful. This goal could perhaps have been more appropriately placed under the department specific goal section. This would allow the goal to be applied to the unique aspects of each department's work program, with distinct measurable outcomes.

Lastly, the Personnel Department would recommend that additional universal goals be reviewed on a yearly basis to ensure that they continue to be timely and germane.

ADOPTED**UNIVERSAL PERFORMANCE FACTORS FOR GENERAL MANAGERS****MANAGEMENT
(Vision, Leadership, Accountability)**

The most important task of a General Manager is to deliver high-quality services and products to the department's customers. In order to achieve this goal, the manager must have vision, demonstrate leadership, and be accountable for everything that happens in the department. The assessment process will focus on how effectively and efficiently services and products are delivered and will include: vision and planning; development and utilization of human resources; communication skills; fiscal responsibility; and personal integrity and professionalism. In the current environment, creativity, support for new ideas and practices, and effective use of new technologies is essential. In essence, managers must become agents of change in addition to stewards of the City's resources.

- A. Promptly deliver quality services/products to internal and external customers.**
1. Establish and articulate a vision for the department and generate the support, at all levels, to carry it out.
 2. Initiate and implement a strategic plan for the department in order to effectively and efficiently carry out the goals and tasks of the department.
 - a. Develop organizational and personal goals and priorities for the department.
 - b. Champion breakthrough programs, ideas, processes and services that will positively contribute to the organization.
 - c. Effectively communicate the need for action which includes effective organization of resources, policies and procedures and possible changes in the department's organization that will be necessary to achieve the organizational and personal goals.
 - d. Generate support and enthusiasm and focus employees' energies toward achieving organizational and personal goals.
 3. Submit a well-conceived budget which is consistent with the Mayor and Council direction and department operating conditions; implement the adopted budget to achieve established targets for sound fiscal management.

- a. Exhibit creativity in seeking and capitalizing on opportunities.
- b. Implement internal controls to assure that there is no waste, abuse or fraud.
- c. Implement reporting procedures which maintain control and accountability.
- d. Assign appropriate responsibility and delegate authority to subordinates and hold subordinates accountable for their performance.
- e. Ensure smooth operation of the department.
- f. Exhibit integrity and professionalism and assume responsibility for decisions and outcomes.
- g. Implement and/or improve policies and programs that encourage waste reductions and environmental protection and conservation

B. Recruit, select, train and support a quality work force that reflects the diversity of racial, ethnic, cultural, gender and sexual orientation of the population of the City of Los Angeles, and which maximizes productivity and effectiveness.

- 1. Demonstrate a commitment to affirmative action policies and ensure a work environment that is free from all forms of discrimination and harassment.
- 2. Develop fair, understandable and uniform personnel policies and practices which effectively utilize department human resources.
- 3. Create an environment that enables all employees to achieve their highest potential.
- 4. Establish opportunities for participation in decision making at all employee levels.
- 5. Assess the departmental staff needs at all levels and plan and oversee a department-wide training program which builds the necessary skills and knowledge to meet those needs. This may include interpersonal and customer service skills, new technologies, specific job-related skills and others as appropriate.

Adopted by the City Council on 12/11/96.

C. Additional goals

1. Comply with Emergency Operations Master Plan and Procedures training requirements. (Adopted by the City Council 8/27/97)
2. Provide timely and complete information regarding contracts to the City Administrative Officer for determination of compliance with the Living Wage and Service Contract Workers Retention ordinance. (Adopted by the City Council 6/10/98)
3. Offer contractual opportunities to a diverse range of business contractors. (Adopted by the City Council 10/9/98)
4. Reduce workers' compensation injuries and develop an effective back-to-work program. (Adopted by the City Council 11/20/98)

ERD01123

CITY OF LOS ANGELES

II. INTER-DEPARTMENTAL CORRESPONDENCE

Date: April 28, 2000

To: The Ad Hoc Committee on Charter Implementation

From: William T Fujioka, City Administrative Officer

Subject: **GENERAL MANAGER COMPENSATION GUIDELINES**

RECEIVED
CITY CLERK'S OFFICE
00 APR 28 AM 9:32
BY
CITY CLERK
DEPUTY

Section 508(d) of the new Charter provides that the Mayor shall set or adjust the compensation for chief administrative officers within guidelines established by the City Council after recommendations concerning those guidelines have been made to the Council by the Director of the Office of Administrative and Research Services (currently the City Administrative Officer). The Charter also allows certain commissions to evaluate and adjust compensation for their respective general managers following Council-approved guidelines.

To attract and retain a pool of highly qualified general managers, and encourage excellence and innovation, a more progressive management compensation program is needed. In the process of developing guidelines, input has been obtained from the General Managers Association and individual general managers. There is a consensus among the general managers that greater flexibility is desirable and that the current 5% cap on merit adjustments should be expanded. The general managers also support the concept of lump sum bonuses to supplement regular merit pay adjustments, in specific circumstances related to extraordinary performance.

This Office is submitting the following recommendations regarding the compensation guidelines.

Salary Ranges

- Salary ranges will be approved by the City Council.
- Ranges will continue to increase with the cost of living adjustment.
- OARS will review the salary ranges every three years to determine if the General Manager positions are within the proper ranges and if the ranges themselves are appropriate. The Council or Mayor may request an ad hoc review at any time.

Cost of Living Adjustments

- Maintain practice of providing cost of living adjustments within the range which are equal to those given to represented management employees. OARS, on behalf of the Mayor, shall notify the Controller of such adjustments.

AD HOC COM TON
CHARTER IMPLEMENTATION

APR 28 2000

Merit Pay Adjustments

- The Mayor may provide an adjustment, not to exceed 10% above or 5% below the General Manager's existing salary, based upon annual review of performance.
- Adjustments will be effective July 1 of each year.

Bonuses

- The Mayor may provide lump sum cash bonuses for the following reasons:
 - Merit pay for a manager who is at or near the top of the salary range.
 - Extraordinary performance.
- The lump sum bonus may not exceed 10% above the top of the range.
- Lump sum bonuses will not be used to calculate salary for retirement benefits.
- Bonuses may be provided in addition to, or in lieu of, an annual merit pay adjustment.
- The Mayor may elect to direct bonuses to a tax qualified plan (see below).

Salary Upon Appointment

- The Mayor may set the starting salary for a new General Manager at any point in the range.

Commission Evaluations and Salary Setting/Adjustments

The new Charter provides that the Board of Commissioners for the Police Department, Department of Water and Power, Harbor Department, Airports Department, City Employees Retirement System (LACERS), and Fire and Police Pension System will annually evaluate their respective general managers and set or adjust the compensation of the general manager. The guidelines established by the Council for adjusting compensation by the Mayor should also apply to these Commissions.

Evaluation Criteria

The new Charter gives the Mayor the responsibility for annually evaluating chief administrative officers. The Mayor will continue to evaluate general managers' performance on the basis of annual goals specific to each of their respective departments and the Universal Performance Factors and Goals. The Council may suggest additions or revisions to the Universal Goals.

Executive Director Positions

The new Charter prescribes that certain Executive Director positions will be chief administrative officers and that the Council may designate others as such by ordinance. All of the Executive Director positions are on five-step salary ranges and none are included in the current merit pay plan. In order to provide flexibility for merit pay

adjustments an alternative to the current salary ranges would need to be adopted. Additionally, some of these positions are represented. Therefore, changes to the salary ranges or method of evaluation for these positions are subject to negotiation. This issue will be brought to the EERC for the purpose of determining new salary ranges or determining an alternative method for making salary adjustments within the range.

Tax Qualified Plan for Bonuses

In connection with the recommendation that the Mayor have the ability to provide lump sum bonuses, it is also recommended that the City establish a tax qualified plan where such bonuses may be deposited. This type of plan will defer the tax consequences of a lump sum bonus. The plan, tentatively entitled the General Manager Incentive Plan, would be administered similarly to the current Limited Term Plan, which is a retirement plan option for elected officials whose time with the City is restricted by term limits. Implementing the new plan will require a qualification letter from the IRS, which the City should receive four to five months from the date of request.

Other Compensation Issues

It should be noted that the proposed guidelines apply to salary issues only. Other compensation matters, such as vacation and sick leave, are covered by ordinances which will remain in place unless revised or repealed. It is recommended that these benefits not be included in the guidelines at this time.

Implementation

The Charter is silent regarding the means of implementing the guidelines. Traditionally, compensation and benefits have been implemented by ordinance.

WTF:SLH:sh
gdlines

AD HOC COMMITTEE ON CHARTER IMPLEMENTATION, SPECIAL MEETING

MONDAY, MARCH 27, 2000

ROOM 300, CITY HALL - 2 PM
200 N. MAIN ST., LOS ANGELES, CA 90012

MEMBERS: COUNCILMEMBER LAURA CHICK, CHAIR
COUNCILMEMBER MICHAEL FEUER
COUNCILMEMBER JACKIE GOLDBERG
COUNCILMEMBER NATE HOLDEN
COUNCILMEMBER JOEL WACHS

(Rhoda Lukjaniec - Legislative Assistant - 213-485-5732)

Note: Assistive listening devices are available at the meeting; upon 24 hour advance notice, other accommodations, such as sign language interpretation, and translation services will be provided. Contact the Legislative Assistant listed above for the needed services. TDD available at (213) 485-4735.

FILE NO.

SUBJECT

(1)
~~Continued from February 28, 2000~~
99-1800- City Attorney to report regarding Charter
S23 implementation ordinances required relative to the
division of financial management responsibilities under
the new Charter, and related matters.

Fiscal Impact Statement Submitted: No

DISPOSITION _____

(2)
Continued from January 10, 2000
99-1800- City Administrative Officer (CAO) to report relative to
S28 a Charter implementation ordinance regarding evaluation
and compensation of chief administrative officers of City
departments, and related matters.

Fiscal Impact Statement Submitted: No

DISPOSITION CAO to str 2 wks w/
guidelines for evaluation

AD HOC COMMITTEE ON CHARTER IMPLEMENTATION

Monday - March 27, 2000

Page 1

J. MICHAEL CAREY
City Clerk

When making inquiries
relative to this matter
refer to File No.

CF 99-1800-S28

March 29, 2000

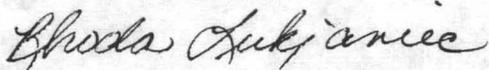
Mr. Raymond C. Allen
General Manager
Personnel Department
700 East Temple Street
MAIL STOP: 391

Greetings,

At its meeting of March 27, 2000, the Ad Hoc Committee on Charter Implementation (Committee) considered the attached City Attorney report relative to the evaluation and compensation adjustment of Chief Administrative Officers. The Committee Chair requested that you consult with the City Administrative Officer and the City Attorney relative to evaluation guidelines and recommended criteria and report to the Committee at its next meeting of April 10, 2000. Attached is a copy of the City Attorney's report.

If you have any questions, please contact me at (213)485-5732. Thanks for your assistance in this matter.

Sincerely,



Rhoda Lukjaniec, Legislative Assistant
Ad Hoc Committee on Charter Implementation

Attachment

cc: Councilmember Laura Chick
Attn: Steve Meister

Chief Legislative Analyst
Attn: Michael Barclay
Paul Girard

CITY OF LOS ANGELES
CALIFORNIA



RICHARD J. RIORDAN
MAYOR

Office of the
CITY CLERK
Council and Public Services
Room 615, City Hall
Los Angeles, CA 90012
Council File Information - (213) 485-5703
General Information - (213) 485-5705





JAMES K. HAHN
CITY ATTORNEY

Office of the City Attorney
Los Angeles, California

WRITER'S DIRECT DIAL: (213) 485-6380

FAX: (213) 485-6560

TTY:

REPORT NO. 199-0428
DEC 30 1999

REPORT RE:

CHARTER IMPLEMENTATION MATTER -
EVALUATION AND COMPENSATION ADJUSTMENT
OF CHIEF ADMINISTRATIVE OFFICERS OF
CITY DEPARTMENTS

The Honorable City Council
of the City of Los Angeles
Room 615, City Hall
200 North Main Street
Los Angeles, CA 90012

The Honorable Richard J. Riordan, Mayor
Room 800, City Hall
200 North Main Street
Los Angeles, CA 90012

Re: Council File No. 99-1800

Dear Mayor Riordan and Members of Council:

The new Charter introduces a different mechanism for the evaluation and compensation of the City's chief administrative officers (also referred to as "general managers") which requires certain actions and decisions by the Council. The current Charter (see §§ 33, 66) provides for the setting of compensation by ordinance. Pursuant to this authority, the current "Compensation and Merit Pay Plan for General Managers" was added to the Administrative Code. See Los Angeles Administrative Code §§ 4.320 et seq. The Plan provides for, among other things, adoption of salary ranges by ordinance (see § 4.322(a)(1)), a salary rate upon appointment or designation (§ 4.322(b)), salary range adjustments (§ 4.322(c), (d)), and merit adjustments by the Executive Employee Relations Committee. (§ 4.322(e)). The Plan also establishes an evaluation procedure. (§ 4.323).

AD HOC COM T ON
CHARTER IMPLEMENTATION
AN EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

JAN 3 2000



The Honorable City Council
Mayor Richard J. Riordan
December 30, 1999
Page 2

The New Charter approaches the evaluation of and compensation for the City's chief administrative officers in a different fashion. In several similar sections, the new Charter provides that the Mayor or other appointing authority is annually to evaluate the chief administrative officer and "set or adjust" compensation within "guidelines" established by the Council. See Charter §§ 508(d), 508(f), 571(b)(2), 604(b), 1108(c).

All the noted Charter sections (with the exception of Section 1108 covering the City's two pension departments) provide for guidelines to be established by Council "after recommendations concerning those guidelines have been made to the Council by the Director of the Office of Administrative and Research Services."

- Charter Section 508(d) states:

"The Mayor shall evaluate each chief administrative officer annually. The Mayor shall set or adjust the amount of compensation for the chief administrative officer within the guidelines established by Council, after recommendations concerning those guidelines have been made to the Council by the Director of the Office of Administrative and Research Services."

- Charter Section 508(f) provides:

"Any chief administrative officer or executive director appointed by a commission pursuant to ordinance shall be annually reviewed by the appointing commission. That commission shall set or adjust the compensation for the chief administrative officer or executive director within the salary guidelines established by Council, after recommendations concerning those guidelines have been made to the Council by the Director of the Office of Administrative and Research Services. The commission shall forward a copy of the evaluation and salary determination to the Mayor and Council for information."

- Charter Section 571(b)(2) provides:

"The Board of Police Commissioners shall have the power to evaluate the Chief of Police annually, set or adjust the compensation for the Chief of Police within the salary guidelines established by Council after recommendations concerning those guidelines have been made to the Council by the Director of the Office of Administrative and Research Services; and forward a copy of the evaluation and salary determination to the Mayor and Council for information."

- Charter Section 604(b) provides:

"The board of each proprietary department shall evaluate its general manager at least annually and shall set or adjust the compensation of the general manager within guidelines established by Council, after recommendations concerning those guidelines have been made to the Council by the Director of the Office of Administrative and Research Services. The board shall forward a copy of its performance evaluation and salary determination to the Mayor and Council."

- Charter Section 1108(c) provides:

"The Board of Fire and Police Pension Commissioners and the Board of Administration for the Los Angeles City Employees' Retirement System shall evaluate their respective general manager at least annually and shall set or adjust the compensation of the General Manager within guidelines established by Council. Each board shall forward a copy of its performance evaluation and salary determination to the Mayor and Council."

The matter which should be considered at this time is the need for adoption of the "guidelines" required by the new Charter.

The Honorable City Council
Mayor Richard J. Riordan
December 30, 1999
Page 4

We note that the new Charter contemplates a new process and provides for the Mayor's evaluation of the City's chief administrative officers after July 1, 2000. Therefore, assuming the Plan set out in the current Administrative Code provisions is not changed in a substantive way, any evaluation of chief administrative officers for their performance during the current fiscal year would apply the current substantive provisions, even if that evaluation occurs in the next fiscal year.

The guidelines for the purpose required in the new Charter cannot be adopted until the Director of the Office of Administrative and Research Services ("OARS") has presented recommendations for such guidelines to the Council. The Council's guidelines for the chief administrative officers of the two pension departments need not await such recommendations but the Council may choose to consider the recommendations before establishing guidelines for those two positions. Accordingly, the guidelines can be prepared in final form and adopted upon receipt of appropriate instructions from the Council after the Council has had the opportunity to review the recommendations from the Director of OARS.

In view of the Charter requirement that the Council receive input from the Director of OARS and that there will be no such position in the City until July 1, 2000, before establishing such guidelines the Council may wish to (1) direct that the City Administrative Officer provide recommendations on the guidelines to the Council for review by a designated deadline; (2) provide some direction to the City Administrative Officer regarding the scope of the recommendations the Council would like to consider; and (3) set a date early in the next fiscal year for final Council consideration of the recommendations and adopt an instruction for the then Director of OARS to transmit recommendations regarding the guidelines by that date so that Council may act on the matter.

Copies of this report are being provided to affected City departments and offices so that they may comment when the ordinance is considered by the Council and its committees.

The Honorable City Council
Mayor Richard J. Riordan
December 30, 1999
Page 5

An attorney from this Office will be available when you consider this matter to answer any questions you may have.

Very truly yours,

JAMES K. HAHN, City Attorney

By



DIANE N. WENTWORTH
Assistant City Attorney

DW:RPB:cp
Attachment

cc: All Members of the Council
City Controller
City Administrative Officer
Chief Legislative Analyst
City Clerk

#50766

FILE NO.

SUBJECT

99-1800-
S28

(7)

City Attorney communication relative to the Charter implementation matter of evaluation and compensation of chief administrative officers of City departments, and related matters.

Fiscal Impact Statement Submitted: No

2 rpts. requested

DISPOSITION

Continue

max. 2 1/2 mos.

COMMENTS FROM PUBLIC ON ITEMS OF PUBLIC INTEREST
UNDER COMMITTEE'S SUBJECT MATTER JURISDICTION

ci0110.agd

Rpts. requested

1. CAO - suggestions & guidelines for evaluations & compensation Wk w/ CLA w/ feedbk from dept. GMs in formulating them - include list of current, "universal" criteria now in place.
2. Joint CAO/CLA rpt. on current eval. process & recs on how to phase that process out & issue of timeline & date ~~when~~ for start of new guidelines & new process

Mary Higgins
offered possibly
6 wks

- [3. Q: Can, by ord or any other significant means, Cel request / require the mgt to share GM evals. w/ Cel as an FYI ?

All max. of 2 1/2 mos.

3/20 - Not ready

3/23 - " "

99-1800-528

15



WRITER'S DIRECT DIAL: (213) 485-6380

FAX: (213) 485-6560

TTY:

Office of the City Attorney
Los Angeles, California

JAMES K. HAHN
CITY ATTORNEY

REPORT NO. 99-0428
DEC 30 1999

REPORT RE:

**CHARTER IMPLEMENTATION MATTER -
EVALUATION AND COMPENSATION ADJUSTMENT
OF CHIEF ADMINISTRATIVE OFFICERS OF
CITY DEPARTMENTS**

The Honorable City Council
of the City of Los Angeles
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200 North Main Street
Los Angeles, CA 90012

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AD HOC COMT ON
CHARTER IMPLEMENTATION

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The Honorable City Council
Mayor Richard J. Riordan
December 30, 1999
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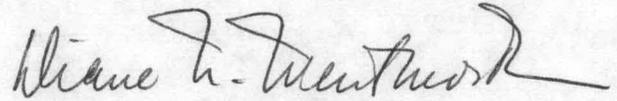
The Honorable City Council
Mayor Richard J. Riordan
December 30, 1999
Page 5

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JAMES K. HAHN, City Attorney

By



DIANE N. WENTWORTH
Assistant City Attorney

DW:RPB:cp
Attachment

cc: All Members of the Council
City Controller
City Administrative Officer
Chief Legislative Analyst
City Clerk

#50766

CAPITOL BOND

50% Revolved

