CITY OF
LOS ANGELES
CALIFORNIA

P.O. BOX 4670, WEST HILLS, CA 91308
WWW.WESTHILLSNC.ORG
MAIL@WESTHILLSNC.ORG

WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND GOVERNMENT RELATIONS
SPECIAL MEETING AGENDA
MONDAY, FEBRUARY 23, 2026 @ 7:30PM
Chaminade College Preparatory – Condon Center 2nd Floor
23241 W. Cohasset Street, West Hills, CA 91304

Enter Chaminade through the Cohasset Street entrance between Woodlake and Platt Avenues. Drive through the parking lot, bear left and continue over the hill until you see the Condon Family Technology Center on the left. Park in the nearest lot.

In conformity with the January 1, 2026 enactment of California Senate Bill 707 (Durazo) and LA City Council File 23-1114, the West Hills Neighborhood Council Government Relations Committee Meeting, will be conducted virtually, telephonically and in person. All are invited to attend and participate.

- To attend online via Zoom Webinar: Click or paste the following link into your browser: **https://us02web.zoom.us/j/88391608200**
- To call in by phone, dial (669) 900-6833, then punch in this Webinar code when prompted: **883 9160 8200**, then press #.
- To attend in person, please attend Chaminade College Preparatory – Condon Center 2nd Floor, 23241 W. Cohasset Street, West Hills, CA 91304

This meeting is open to the public. Doors open 10 minutes before the meeting starts. Those who wish to speak during the meeting may be asked to complete a Speaker Card. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered.

1. Call to Order/ Establish Quorum: Joanne Yvanek-Garb, Co-Chair, Brenda Citrom, Co-Chair, Kim Koerber, Co-Chair Aida Abkarians, Saif Mogri, Joan Trent, Faye Barta, Brian Murray, Brad Vanderhoof, Secretary

2. Comments from the Chairs.

3. General Public Comment

4. Review and Approval of December 16, 2025 Meeting Minutes.

5. Discussion and possible action on City Clerk's wanting to extend NC elections until 2029

6. Discussion and possible action on February 18-2026 Charter Reform Commission meeting and progress

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet- based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1. California Government Code Section 54953.8(b)(3).

The legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. California Government Code Section 54953.8(b)(4).

Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of in internet website, or other online platform, not under the control of eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate. California Government Code Section 54953.8(b)(5).

A legislative body that provides a time public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to paragraph (5), to provide public comment until that timed public comment period has elapsed. California Government Code Section 54953.8(b)(6)(A).

A legislative body that does not provide a time public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to paragraph (5), or otherwise to be recognized for the purpose of providing public comment. California Government Code Section 54953.8(b)(6)(B).

Public Input: Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, an issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the committee.

The Americans With Disabilities Act - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

Public Posting of Agendas - WHNC agendas are posted for public review at Platt Village, on the Southside of Pavilions, closest to Nothing Bundt Cakes at 6534 Platt Avenue, West Hills, CA 91307 or at our website, www.westhillsnc.org You can also receive our agendas via email by subscribing to L.A. City's Early Notification System (ENS)

Notice to Paid Representatives -If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics@lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Public Access of Records - In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.westhillsnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the WHNC's executive director via email at michelle.ritchie@westhillsnc.org

Reconsideration and Grievance Process - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.westhillsnc.org

Servicios De Traduccion: Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Michelle.Ritchie@westhillsnc.org

West Hills Neighborhood Council
P.O. Box 4670, West Hills, CA 91308-4670
818-254-WEST

WWW.WESTHILLSNC.ORGMAIL@WESTHILLSNC.ORG

JOINT GOVERNMENT RELATIONS COMMITTEE/BOARD MEETING MINUTES
Chaminade High School
December 16, 2025
Revised December 18, 2025

The Committee shall take official action by a simple majority of yes and no votes cast by the committee members present at a duly noticed regular or special Government Relations Committee meeting, not to include abstentions. There shall be no proxy voting.

Attendance: Aida Abkarians, Faye Barta (virtual), Brenda Citrom, Glenn Jennings, Kim Koerber, Brian Murray, Joan Trent,
Brad Vanderhoof, and Joanne Yvanek-Garb
Committee Members Absent: Saif Mogri
Other Board Members Present: Penny Newmark

1. Call to Order / Establish a Quorum: Co-chair Joanne Yvanek-Garb called the meeting to order at 7:37 PM. A quorum was established.

2. Comments from the Co-Chairs: None

3. General Public Comment: None

4. Approval of November Meeting Minutes: No action taken.

5. Charter Reform meetings and progress: Brenda presented some additional language and edits to the proposed statement on charter reform.

> CIS in Support of CF 25-0869 with added 'West Hills Neighborhood Council City Charter Reform Recommendations.'
> Aida Abkarians – Yes, Faye Barta – Absent, Brenda Citrom – Yes, Kim Koerber – Yes,
> Saif Mogri – Absent, Brian Murray – Yes, Joan Trent – Yes, Brad Vanderhoof – Yes
> Joanne Yvanek-Garb – Yes
> Yes – 7, No – 0, Abstain – 0, Absent – 2, Recusal – 0
> The CIS will be sent to the WHNC Board.

Co-chair Kim Koerber adjourned the meeting at 8:15 PM.

The next meeting of this committee is scheduled for January 26, 2026, 7:30 PM, Chaminade High School.

Brenda Citrom
West Hills Neighborhood Council
February 18, 2026
Statement to the Charter Reform Commissioner's Meeting

Neighborhood councils must have equal powers and meaningful authority with the support of and respect from local government officials and agencies and be treated as meaningful partners, especially when decisions affect the unique communities they represent. They can fulfill their foundational purpose only when the City Charter clearly acknowledges the partnership between these local bodies and the City of Los Angeles. Strengthening that partnership is essential to rebuilding trust and ensuring civic engagement in Los Angeles is substantive rather than symbolic.

The recommendations of the West Hills Neighborhood Council (WHNC) address fiscal transparency and revenue authority, democratic representation within City Council governance, ethics and accountability reform, transparency and data infrastructure, infrastructure and governance modernization, system reform and local empowerment, strengthened community participation and access, greater local input on land use and planning appeals, and strategic collaboration with ongoing evaluation.

Many neighborhoods rely on services, infrastructure, and planning frameworks designed decades ago and rarely modernized. As a result, service levels have declined, transparency around contracts remains limited, and infrastructure struggles to keep pace with population growth. The deterioration is gradual but visible. Public safety resources are stretched thin, and land-use changes increasingly impact communities without adequate local input. Neighborhood councils should serve as the City's early-warning system and neighborhood voice—providing grounded insight to help shape decisions that reflect real community needs. However, this partnership remains inconsistent and underutilized.

Historically, the City of Los Angeles created and funded the neighborhood council system in response to concerns—particularly in the San Fernando Valley—that communities were contributing tax revenue without receiving proportional services. Many residents still feel that imbalance today. Meanwhile, City bureaucracy continues to expand while neighborhood councils face reduced funding and limited operational support. Members serve as unpaid volunteers elected by their communities, yet they are held to the standards of public officials. They must comply with the Brown Act, Public Records Act, and ethics requirements, often without legal counsel, robust administrative assistance, or meaningful authority. Despite these constraints, volunteers remain committed to improving their

neighborhoods. If charter reform is to succeed, it must genuinely incorporate local perspectives and grow from the grassroots upward—not solely from the top down.

Joanne Yvanek-Garb

West Hills Neighborhood Council

February 18, 2026

Statement to the Charter Reform Commissioner's Meeting

Our Neighborhood Council dates back to 2001 - one of the first council formed in the city. So we have seen much growth and many changes in our needs.

One thing that has not changed is that the board is elected by our constituents. As such we are elected volunteers with a term period of 4 years.

In the beginning it was probably a good idea to identify our scope of action to be advisory to the city. However, growth of our identity and the needs of our communities have come to rely more on the NC System. We can no longer be only advisory to the city but more participants in City, County, State and Federal jurisdictions.

To date we have worked with 5 City Councilmembers, our County Supervisors, State Assemblyman, our State Senator, Our Congressman as well as our Senators. They have recognized our value in the city. If they reconize are importance then the Charter should as well.

With the cleanup of the Santa Susana Field Lab, which borders our community, we have participated in cleanup solutions with the Department of Energy, Department of Toxic Control as well as other federal and state departments. Also, as they will be trucking radioactive materials through the middle of our community, we do have "a dog in this race." (a truck every 5 minutes down Woolsey Canyon to Roscoe and then to Topanga Canyon)

We are responsible citizens and we care about our city. Please do not minimize our contributions by saying we only advisory only.

City of Los Angeles
CALIFORNIA

PATRICE Y. LATTIMORE
CITY CLERK

RUBEN VIRAMONTES
EXECUTIVE OFFICER

KAREN BASS
MAYOR

OFFICE OF THE CITY CLERK

Executive Office
200 N. Spring Street, Room 360
Los Angeles, CA 90012
(213) 978-1020
FAX: (213) 978-1027

clerk.lacity.gov

November 21, 2025

The Honorable Karen Bass, Mayor
City of Los Angeles
Room 303, City Hall
Attention: Elyse Matson, Budget Director

SUBJECT: CITY CLERK FISCAL YEAR 2026-27 PROPOSED BUDGET

Dear Mayor Bass:

The Office of the City Clerk (City Clerk) respectfully transmits its Fiscal Year (FY) 2026-27 Proposed Budget for your consideration, adhering to the guidelines set forth in the Mayor's Budget Policy letter dated October 6, 2025, and the Office of the City Administrative Officer's (CAO's) instructions. We recognize that FY 2026-27 is expected to bring similar budgetary challenges as the previous year, characterized by rising liability costs, potentially lower revenues, and the need for fiscal stability.

This year's budget request totals **$30,996,258**. The budget prioritizes resource realignment and strategic investments necessary to maintain mandated services, ensure fiduciary oversight for elected offices, and uphold our mission of providing equitable access to City government for all Angelenos.

Addressing Fiscal Constraints and Mandatory Reductions

Departments were tasked with submitting a five percent reduction proposal as part of the FY 2026-27 budget. The City Clerk's General Fund target was set at $873,888. The City Clerk respectfully requests that this target be reduced to $640,508 as the original target included $4,667,598 in one-time Municipal Election costs, which should have been excluded from the calculation.

To meet the mandatory reduction target, the City Clerk proposes not conducting the Hybrid Neighborhood Council (NC) Elections in 2026-27, which would achieve $915,000 in savings. With no available vacancies, any alternative salary cuts would necessitate layoffs and inevitably impact the City Clerk's core functions. Furthermore, mandated contractual services—such as the operation of the Council File Management System and interpretation costs for City Council Committee Meetings—cannot be reduced without severely hindering critical services and public access to government.

Proceeding with the $915,000 reduction from NC Elections will prevent the City Clerk from staffing polling places and processing Vote-By-Mail (VBM) ballots. If NC Elections are

postponed, this delay will need to be extended for two fiscal years, as the permanent and seasonal staff who execute the NC Elections also perform all Municipal Election duties, including petition review for candidate certification, ballot initiatives, and referendums. This postponement would also likely result in current Board Members having to extend their terms from two years to four years, which violates NC bylaws.

Historically, NC Boards have experienced high turnover. The City Clerk anticipates that forcing volunteers who agreed to a two-year term to serve four years will result in a higher degree of turnover for the majority of NCs. Additionally, all 99 NCs include one or two Youth Board members. Postponement will disqualify most, if not all, of these youth, as they will become adults during the extended period.

FY 2026-27 Key Priorities and Strategic Resource Requests

To mitigate the impact of the necessary reductions, the City Clerk is focusing its strategic planning on core objectives for the upcoming fiscal year.

The department's budget proposal is guided by the City Clerk's long-term objectives of Online Service Expansion, an Informed Public, Administrative Efficiency, and Workforce Sustainability. We are prioritizing resource realignment and strategic investments necessary to maintain mandated services, ensure administrative support for elected offices, and uphold our mission of providing equitable access to City government.

1. Ensuring Workforce Sustainability and Administrative Efficiency

To mitigate staff retention issues and the need to build institutional knowledge, the City Clerk is making the following requests:

- **Management Analyst – Fiscal Support (Mayor and City Council Administrative Support Program 1407):** A Management Analyst is urgently requested to assume responsibilities in fiscal contracting. This is necessary because a 120-day appointee currently managing the high demands of processing accounting documents and contracts monthly for elected offices will not be extending their term. This request ensures service continuity, and that contracts are processed in a timely and accurate manner.
    - **Resource Repurposing Offset:** This position is fully offset by the deletion of a vacant Executive Administrative Assistant II, resulting in a net cost of $3,091. The existing duties of the deleted position will be absorbed internally.
- **Management Analyst – HR Support (General Administration and Support Program 1450):** A Management Analyst is requested to assist the Human Resource Services Section (HRSS) management team, resulting in a net cost of $10,619. This position is vital for managing the anticipated workload associated with the cyclical rollover of Council Offices and the imminent adoption of the Council Aide classification Memorandum of Understanding (MOU). The Management Analyst will also help implement new procedures to mitigate risk in Employee Relations and oversee the newly developed Mentorship Program.

- **Resource Repurposing Offset:** This request is offset by the deletion of a Senior Administrative Clerk. Efficiencies gained through the WorkDay system allow existing staff to absorb the deleted position's duties, enabling the department to pursue higher priority services like managerial development and program implementation.

2. Workforce Regularization to Preserve Institutional Knowledge (No added cost)

As part of the continuous effort to enhance staff retention and preserve institutional knowledge, the City Clerk proposes the regularization of eight (8) resolution authorities across various programs (at no added cost):

Division/Program	Positions to be Regularized	Authority Type
General Administration and Support (1450)	One (1) Accounting Records Supervisor I One (1) Personnel Records Supervisor One (1) Accountant One (1) Accounting Clerk	Resolution
Mayor and Council Support (1407)	Two (2) Accounting Clerks	Resolution
Records Management (1405)	One (1) Administrative Clerk	Resolution
Technology and Support (1449)	One (1) Information Systems Manager I	Resolution

The regularization of these positions is instrumental in providing continuity for human resources, fiscal, and accounting services to the elected offices and smaller departments.

3. Charter-Mandated Election Administration and Business Improvement Districts

This budget includes mandatory requests to meet election obligations and for the Business Improvement Districts (BIDs) for FY 2026-27:

- **November 2026 General Election County Costs:** The City Clerk projects that it will need $11,000,000 to pay the County of Los Angeles for conducting the November 2026 General Election. This is a mandatory expense and falls under the 1402-City Elections and Business Improvement Districts program, aligning with the Mayor's priority to "Make LA Shine."
- **Ballot Measure Voter Information Pamphlets (VIPs):** Anticipated costs for salaries, overtime, and expenses totaling $4,284,136 are requested for preparing VIPs for various ballot measures in 2026-27.
- **November 2026 General Election City Clerk Costs:** Funds amounting to $181,692 are required for the City Clerk's direct responsibilities related to the Election, including performing outreach, translating ballot measures, and printing voter information guides and postcards.

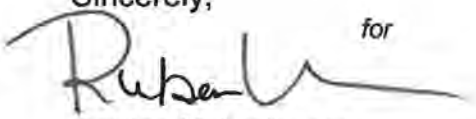
- **BIDs Trust Fund Obligations:** Due to a legally mandated obligation to pay assessments for City-owned parcels, general benefit obligations, public works, and CRA/LA costs, the City Clerk requests $5,322,197 for the BID Trust Fund.
- **As-Need Funding Restoration:** The City Clerk requests $292,213 to restore the Elections As-Needed (1070) base budget to prior year levels, necessary to avoid service impacts to the City's Municipal Elections.

4. Online Service Expansion and Transparency

The City Clerk continues its commitment to enhanced transparency and access to City governance. We plan to continue improving public-facing portals for better tracking of contracts and more efficient processing of payments. Furthermore, this budget sustains necessary funding for Spanish interpretation services for Council and Committee meetings to maintain transparency and address equity for mono-lingual Spanish stakeholders.

The City Clerk appreciates your commitment to developing a budget focused on positive outcomes and results. The proposals herein effectively leverage existing resources and address critical needs to ensure the continuity and effectiveness of the City Clerk's services as we strive to meet the demands of FY 2026-27.

Sincerely,



for

Patrice Y. Lattimore
City Clerk

PYL/RV/EM/BS:ih
EXE-051-25

CITY CLERK
ADMINISTRATIVE SERVICES DIVISION
PROPOSED FY 2026-27

GENERAL ADMINISTRATION AND MAYOR COUNCIL SUPPORT

* MANAGEMENT ASSISTANT IN-LIEU OF MANAGEMENT ANALYST

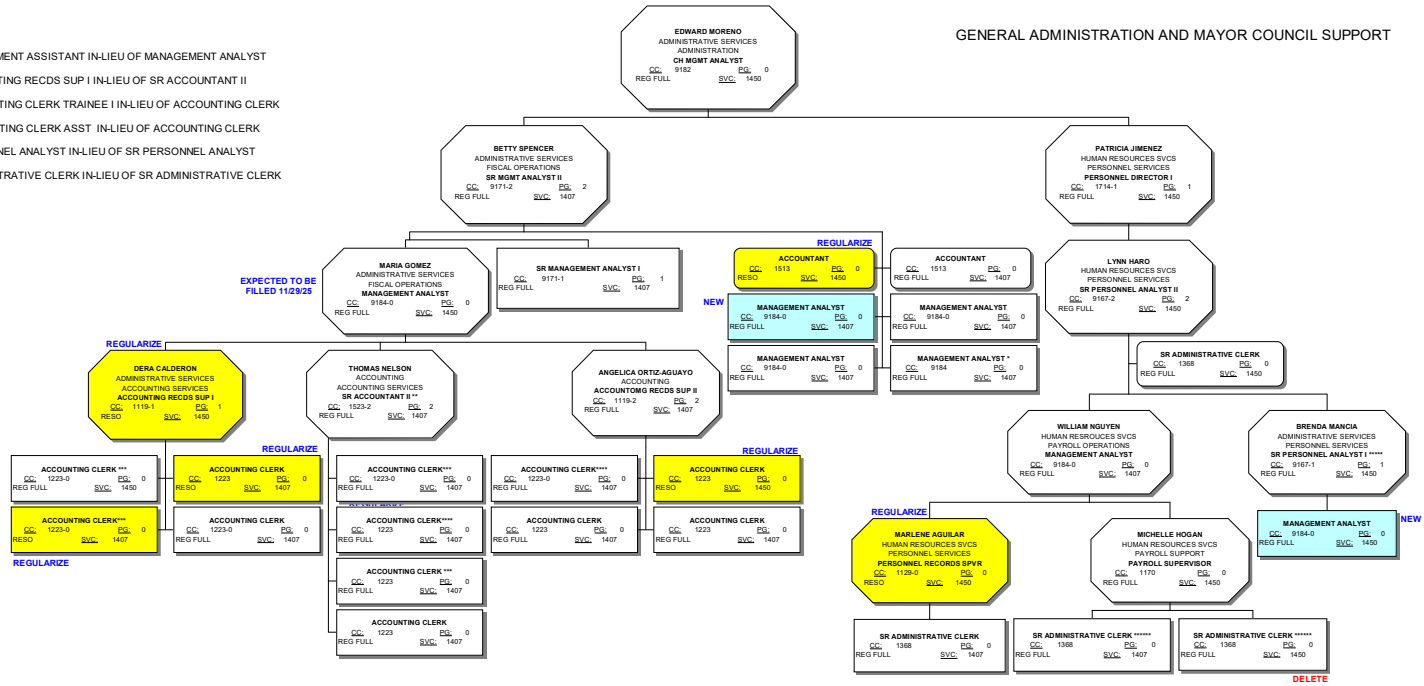
** ACCOUNTING RECDS SUP I IN-LIEU OF SR ACCOUNTANT II

*** ACCOUNTING CLERK TRAINEE I IN-LIEU OF ACCOUNTING CLERK

**** ACCOUNTING CLERK ASST IN-LIEU OF ACCOUNTING CLERK

***** PERSONNEL ANALYST IN-LIEU OF SR PERSONNEL ANALYST

****** ADMINISTRATIVE CLERK IN-LIEU OF SR ADMINISTRATIVE CLERK



Summary	Administratrative Services					
	CODE	REG	RESO	ADD	DEL	TOTAL
ACCOUNTING RECORDS SUPERVISOR I	1119-1	0	-1	1		1
ACCOUNTING RECORDS SUPERVISOR II	1119-2	1				1
PERSONNEL RECORDS SUPERVISOR	1129-0	0	-1	1		1
PAYROLL SUPERVISOR I	1170-0	1				1
ACCOUNTING CLERK	1223-0	9	-3	3		12
SENIOR ADMINISTRATIVE CLERK	1368-0	4			-1	3
ACCOUNTANT	1513-0	1	-1	1		2
SENIOR ACCOUNTANT II	1523-2	1				1
PERSONNEL DIRECTOR I	1714-1	1				1
SENIOR PERSONNEL ANALYST I	9167-1	1				1
SENIOR PERSONNEL ANALYST II	9167-T	1				1
SENIOR MANAGEMENT ANALYST I	9171-1	1				1
SENIOR MANAGEMENT ANALYST II	9171-2	1				1
CHIEF MANAGEMENT ANALYST	9182-0	1				1
MANAGEMENT ANALYST	9184-0	5		2		7
TOTAL		28	-6	8	-1	35

Legend

Supervisor | Assistant | Staff

APPROVED: Signed with ClerkSign
Ruben Viramontes
Nov 19, 2025 6:20PM

DATE: 11/19/2025

11/17/2025

Digitally Signed using ClerkSign (Document: 7bf62801-f783-4c6e-a639-568f569ccd38)

CITY CLERK
COUNCIL & PUBLIC SERVICES DIVISION
PROPOSED FY 2026-27

COUNCIL & PUBLIC SERVICES

* SR MANAGEMENT ANALYST II IN-LIEU OF CH MANGEMENT ANALYST

** ADMINISTRATIVE CLERK IN-LIEU OF SR ADMINISTRATIVE CLERK

*** OFFICE SERVICES ASSISTANT IN-LIEU OF SR ADMININSTRATIVE CLERK

MELINDA NOVOA
COUNCIL & PUBLIC SERVICES
ADMINISTRATION
CH MGMT ANALYST *
CC: 9182 PG: 0
REG FULL SVC: 1401

ANDREW SUH
COUNCIL & PUBLIC SERVICES
COUNCIL COMMITTEE SERVICES
CNCL CMTE SVCS
SR LEGISLATIVE ASST
CC: 1187 PG: 0
REG FULL SVC: 1401

VACANT
COUNCIL & PUBLIC SERVICES
ADMINISTRATION
ADMINISTRATION
SR MANAGEMENT ANALYST II
CC: 9171-2 PG: 2
REG FULL SVC: 1401

LEGISLATIVE ASST
CC: 1182 PG: 0
REG FULL SVC: 1401

LEGISLATIVE ASST
CC: 1182 PG: 0
REG FULL SVC: 1401

LEGISLATIVE ASST
CC: 1182 PG: 0
REG FULL SVC: 1401

LEGISLATIVE ASST
CC: 1182 PG: 0
REG FULL SVC: 1401

LEGISLATIVE ASST
CC: 1182 PG: 0
REG FULL SVC: 1401

LEGISLATIVE ASST
CC: 1182 PG: 0
REG FULL SVC: 1401

LEGISLATIVE ASST
CC: 1182 PG: 0
REG FULL SVC: 1401

LEGISLATIVE ASST
CC: 1182 PG: 0
REG FULL SVC: 1401

LEGISLATIVE ASST
CC: 1182 PG: 0
REG FULL SVC: 1401

MARIA VIZCARRA
COUNCIL & PUBLIC SERVICES
LEGISLATIVE PROCESSING/ PASS...
PR CLERK
CC: 1201 PG:
REG FULL SVC: 1

MANAGEMENT ANALYST
CC: 9184 PG: 0
REG FULL SVC: 1401

SR ADMINISTRATIVE CLERK **
CC: 1368 PG: 0
REG FULL SVC: 1401

SR ADMINISTRATIVE CLERK
CC: 1368 PG: 0
REG FULL SVC: 1401

SR ADMINISTRATIVE CLERK **
CC: 1368 PG: 0
REG FULL SVC: 1401

SR ADMINISTRATIVE CLERK
CC: 1368 PG: 0
REG FULL SVC: 1401

SR ADMINISTRATIVE CLERK **
CC: 1368 PG: X
REG FULL SVC: 1401

SR ADMINISTRATIVE CLERK
CC: 1368 PG: 0
REG FULL SVC: 1401

SR ADMINISTRATIVE CLERK
CC: 1368 PG: 0
REG FULL SVC: 1401

SR ADMINISTRATIVE CLERK
CC: 1368 PG: 0
REG FULL SVC: 1401

SR ADMINISTRATIVE CLERK ***
CC: 1368 PG: 0
REG FULL SVC: 1401

ADMINISTRATIVE CLERK ***
CC: 1358 PG: 0
REG FULL SVC: 1401

Summary	Council & Public Services					
CLASS	CODE	REG	RESO	ADD	DEL	TOTAL
LEGISLATIVE ASSISTANT	1182-0	10				10
SENIOR LEGISLATIVE ASSISTANT	1187-0	1				1
PRINCIPAL CLERK	1201-0	1				1
ADMINISTRATIVE CLERK	1358-0	1				1
SENIOR ADMINISTRATIVE CLERK	1368-0	9				9
SR MANAGEMENT ANALYST II	9171-2	1				1
CHIEF MANAGEMENT ANALYST	9182-0	1				1
MANAGEMENT ANALYST	9184-0	1				1
TOTAL		25				25

Legend

Supervisor | Assistant | Staff

APPROVED: Ruben Viramontes DATE: 11/19/2025

Signed with ClerkSign
Nov 19, 2025 6:20PM

11/17/2025

Digitally Signed using ClerkSign (Document: 7bf62801-f783-4c6e-a639-568f569ccd38)

CITY CLERK
ELECTIONS & BUSINESS IMPROVEMENT DISTRICTS DIVISION
PROPOSED FY 2026-27

ADMINISTRATION OF CITY ELECTIONS

* SR ADMINISTRATIVE CLERK IN-LIEU OF PRINCIPAL CLERK

** ADMINISTRATIVE CLERK IN-LIEU OF SR ADMINISTRATIVE CLERK

*** MANAGEMENT ASSISTANT IN-LIEU OF MGMT ANALYST

**** MANAGEMENT AIDE IN-LIEU IF MGMT ANALYST

TO BE EMPLOYED AS NEEDED IN SUCH NUMBERS AS REQUIRED	
CODE	TITLE
0701	Custodian (Schools & Public Bldgs. Only)
0721	Election Clerk
0723	Intermediate Election Clerk
0725	Senior Election Clerk
0727	Principal Election Clerk
0728	Election Assistant I
0729	Election Assistant II
0730	Election Assistant III
0731	Election Assistant IV
0732	Intermediate Election Assistant
0733	Senior Election Assistant
0734	Election Assistant V
0735	Principal Election Assistant
0736	Chief Election Assistant
0740	Chief Election Clerk
0745	Clerk Precinct Board
0746	Inspector Precinct Board
0747	Judge Precinct Board

JINNY PAK
ELECTION & BIDS ADMINISTRATION
CH MGMT ANALYST
CC: 9182 PG: 0
REG FULL SVC: 1402

CHRISTOPHER GARCIA
ELECTION & BIDS ADMINISTRATION
SR MGMT ANALYST II
CC: 9171-2 PG: 2
REG FULL SVC: 1402

PATTY KAWADA-CHARUWAT
ELECTIONS ADMINISTRATION
SR MANAGEMENT ANALYST I
CC: 9171-1 PG: 1
REG FULL SVC: 1402

JOSUE MARCUS
ELECTION OPERATIONS OUTREACH
SR PROJECT COORDINATOR
CC: 1538 PG: 0
REG FULL SVC: 1402

YURIDA RAMOS
ELECTION BIDS
SR MGMT ANALYST I
CC: 9171-1 PG: 1
REG FULL SVC: 1402

JONATHAN ESQUIVEL
PUBLIC SERVICES AND PETITIONS
PR CLERK*
CC: 1201 PG: 0
REG FULL SVC: 1402

BERNARDINO MARISCAL
ELECTION ADMINISTRATION
MANAGEMENT ANALYST
CC: 9184 PG: 0
REG FULL SVC: 1402

PROJECT COORDINATOR
CC: 1537 PG: 0
REG FULL SVC: 1402

PROJECT COORDINATOR
CC: 1537 PG: 0
REG FULL SVC: 1402

MANAGEMENT ANALYST
CC: 9184 PG: 0
REG FULL SVC: 1407

MANAGEMENT ANALYST***
CC: 9184 PG: 0
REG FULL SVC: 1402

MACKY FORTU
NEIGHBORHOOD & BID ACCOUNTING
SR ACCOUNTANT I
CC: 1523-1 PG: 1
REG FULL SVC: 1402

SHANE BENTLEY
NEIGHBORHOOD & BID ASSESSMENTS UNIT
PR CLERK
CC: 1201 PG: 0
REG FULL SVC: 1402

MANAGEMENT ANALYST
CC: 9184-0 PG: 0
REG FULL SVC: 1407

MANAGMENT ANALYST
CC: 544.00 PG: 0
REG FULL SVC: 1402

MANAGEMENT ANALYST****
CC: 9184-0 PG: 0
REG FULL SVC: 1402

MANAGEMENT ANALYST
CC: 9184 PG: 0
REG FULL SVC: 1402

SR ADMINISTRATIVE CLERK**
CC: 1368 PG: 0
REG FULL SVC: 1402

PROGRAM AIDE
CC: 1550 PG: 0
REGULAR SVC: 1402

PROGRAM AIDE
CC: 1550 PG: 0
REGULAR SVC: 1402

GRAPHICS DESIGNER II
CC: 1670-2 PG: 2
REG FULL SVC: 1402

ACCOUNTING CLERK
CC: 1223-0 PG: 0
REG FULL SVC: 1402

ACCOUNTING CLERK
CC: 1223-0 PG: 0
REG FULL SVC: 1402

ACCOUNTING CLERK
CC: 1223-0 PG: 0
REG FULL SVC: 1402

SR ADMINISTRATIVE CLERK**
CC: 1368-0 PG: 0
REG FULL SVC: 1402

SR ADMINISTRATIVE CLERK
CC: 1368-0 PG: 0
REG FULL SVC: 1402

Summary	Elections and Business Improvement Districts					
CLASS	CODE	REG	RESO	ADD	DEL	TOTAL
PRINCIPAL CLERK	1201-0	2				2
ACCOUNTING CLERK	1223-0	3				3
SENIOR ADMINISTRATIVE CLERK	1368-0	3				3
SR ACCOUNTANT I	1523-1	1				1
PROJECT COORDINATOR	1537-0	2				2
SR PROJECT COORDINATOR	1538-0	1				1
PROGRAM AIDE	1550-0	2				2
GRAPHICS DESIGNER II	1670-2	1				1
SENIOR MANAGEMENT ANALYST I	9171-1	2				2
SENIOR MANAGEMENT ANALYST II	9171-2	1				1
CHIEF MANAGEMENT ANALYST	9182-0	1				1
MANAGEMENT ANALYST	9184-0	7				7
TOTAL		26				26

Legend
Supervisor | Assistant | Staff

APPROVED: Signed with ClerkSign Ruben Viramontes Nov 19, 2025 6:20PM DATE: 11/19/2025

11/17/2025

Digitally Signed using ClerkSign (Document: 7bf62801-f783-4c6e-a639-568f569ccd38)

CITY CLERK
CITY OF LOS ANGELES
PROPOSED FY 2026-27

GENERAL ADMINISTRATION AND SUPPORT

PATRICE LATTIMORE
CITY CLERK
EXECUTIVE OFFICE
INTERIM CITY CLERK
CC: 9255 PG: 0
REG EXEMPT SVC: 1450

EXEC ADMIN ASST III
CC: 1117-3 PG: 3
REG FULL SVC: 1450

RUBEN VIRAMONTES
CITY CLERK
EXECUTIVE OFFICE
EXEC OFCR CITY CLERK
CC: 9252 PG: 0
REG EXEMPT SVC: 1450

DELETE

EXEC ADMIN ASST II
CC: 1117-2 PG: 2
REG FULL SVC: 1450

EDWARD MORENO
ADMINISTRATIVE SERVICES
ADMINISTRATION
CH MGMT ANALYST
CC: 9182 PG: 0
REG FULL SVC: 1450

MELINDA NOVOA
COUNCIL & PUBLIC SERVICES
ADMINISTRATION
CH MGMT ANALYST *
CC: 9182 PG: 0
REG FULL SVC: 1401

SOFIA ANGUIANO
NC ELECTIONS & FUNDING
ADMINISTRATION
CH MGMT ANALYST
CC: 9182 PG: 0
REG FULL SVC: 1408

JINNY PAK
ELECTION & BIDS
ADMINISTRATION
CH MGMT ANALYST
CC: 9182 PG: 0
REG FULL SVC: 1402

MICHAEL HOLLAND
RECORDS MANAGEMENT
ADMINISTRATION
RECORDS MGMT OFFICER
CC: 1282 PG: 0
REG FULL SVC: 1405

PHENH LAM
SYSTEMS
ADMINISTRATION
DIR OF SYSTEMS
CC: 9375 PG: 0
REG FULL SVC: 1449

Summary	Executive					
CLASS	**CODE**	**REG**	**RESO**	**ADD**	**DEL**	**TOTAL**
CITY CLERK	9255-0	1				1
EXECUTIVE OFFICER CITY CLERK	9252-0	1				1
EXECUTIVE ADMN ASST II	1117-2	1			-1	0
EXECUTIVE ADMN ASST III	1117-3	1				1
TOTAL		4			-1	3

Legend

Supervisor | Assistant | Staff

Sky Blue = VACANT Position
Light Orange = MULTIPLE Positions
Yellow = SUBSTITUTE or RESOLUTION Position

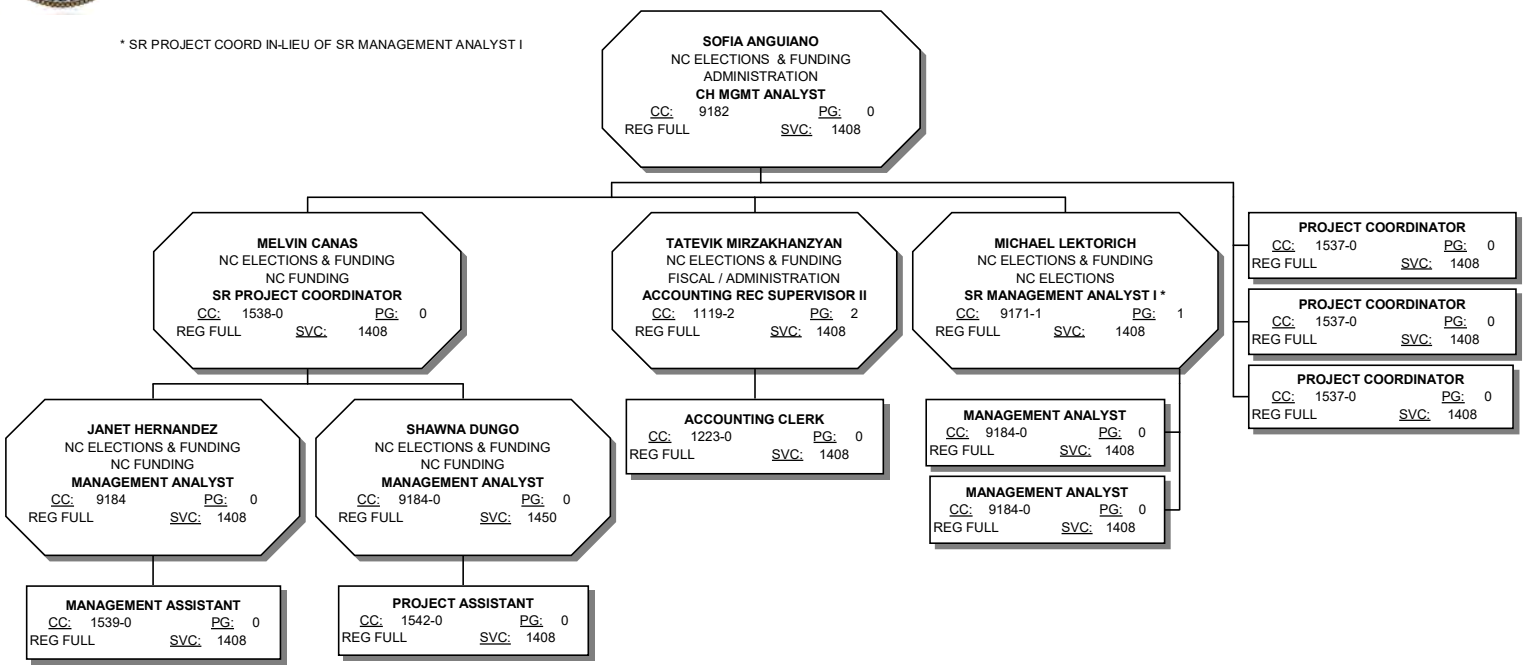
APPROVED: Signed with ClerkSign Ruben Viramontes Nov 19, 2025 6:20PM DATE: 11/19/2025

11/14/2025

Digitally Signed using ClerkSign (Document: 7bf62801-f783-4c6e-a639-568f569ccd38)

CITY CLERK
NEIGHBORHOOD COUNCIL ELECTIONS AND FUNDING DIVISION
PROPOSED FY 2026-27

* SR PROJECT COORD IN-LIEU OF SR MANAGEMENT ANALYST I



Summary	NC Funding and Elections					
CLASS	CODE	REG	RESO	ADD	DEL	TOTAL
ACCOUNTING RECORDS SUPERVISOR II	1119-2	1				1
SR MANAGEMENT ANALYST I	9171-1	1				1
ACCOUNTING CLERK	1223-0	1				1
PROJECT COORDINATOR	1537-0	3				3
SR PROJECT COORDINATOR	1538-0	1				1
MANAGEMENT ASSISTANT	1539-0	1				1
PROJECT ASSISTANT	1542-0	1				1
CH MANAGMENT ANALYST	9182-0	1				1
MANAGEMENT ANALYST	9184-0	4				4
TOTAL		14				14

Legend

Supervisor | Assistant | Staff

APPROVED: Signed with ClerkSign Ruben Viramontes Nov 19, 2025 6:20PM DATE: 11/19/2025

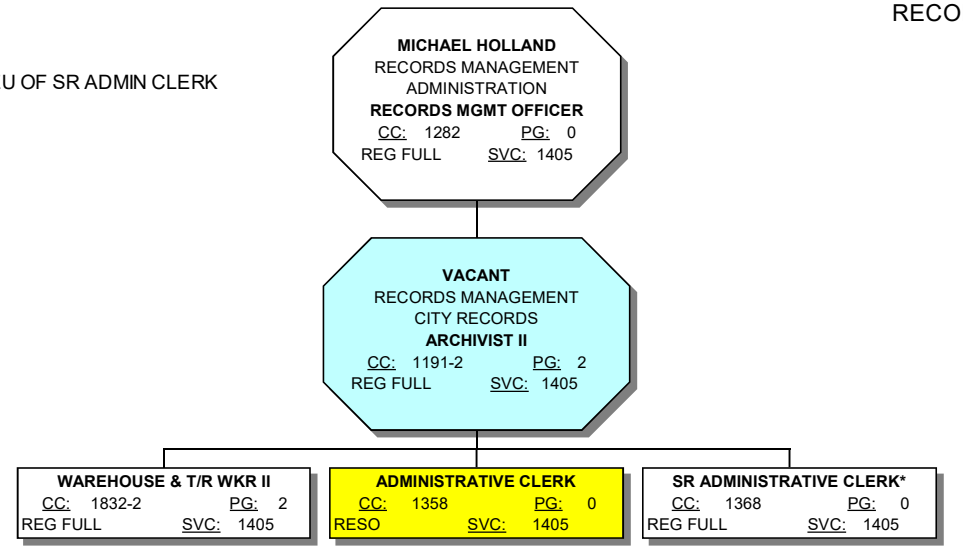
11/17/2025

Digitally Signed using ClerkSign (Document: 7bf62801-f783-4c6e-a639-568f569ccd38)

CITY CLERK
RECORDS MANAGEMENT DIVISION
PROPOSED FY 2026-27

RECORDS MANAGEMENT

*ADMIN CLERK IN-LIEU OF SR ADMIN CLERK



Summary	Records Management					
CLASS	CODE	REG	RESO	ADD	DEL	TOTAL
ARCHIVIST II	1191-2	1				1
RECORDS MANAGEMENT OFFICER	1282-0	1				1
ADMINISTRATIVE CLERK	1368-0	0	-1	1		1
SENIOR ADMINISTRATIVE TYPIST	1368-0	1				1
WAREHOUSE & TOOLROOM WORKER II	1832-2	1				1
TOTAL		4	-1			5

Legend

Supervisor | Assistant | Staff

APPROVED: Signed with ClerkSign Ruben Viramontes Nov 19, 2025 6:20PM DATE: 11/19/2025

11/17/2025

Digitally Signed using ClerkSign (Document: 7bf62801-f783-4c6e-a639-568f569ccd38)

CITY CLERK
SYSTEMS DIVISION
PROPOSED FY 2026-27

GENERAL ADMINISTRATION AND SUPPORT

* SR SYSTEMS ANALYST II IN-LIEU OF INFO SYSTEMS MANAGER I

** SYSTEMS ADMINISTRATOR III IN-LIEU OF SR SYSTEMS ANALYST II

*** PROGRAMMER ANALYST III IN LIEU OF PROGRAMMER ANALYST V

**** PROGRAMMER ANALYST III IN-LIEU OF PROGRAMMER ANALYST IV

***** SYSTEMS ADMINISTRATOR I IN-LIEU OF SYSTEMS ADMINISTRATOR II

PHENH LAM
SYSTEMS
ADMINISTRATION
DIR OF SYSTEMS
CC: 9375 PG: 0
REG FULL SVC: 1449

DENNIS HOANG
SYSTEMS
ELECTION APP & OP SUPPORT
INFO SYSTEMS MANAGER I *
CC: 1409-1 PG: 1
RESO SVC: 1449

REGULARIZE

ALBERT LAO
SYSTEMS
INFRASTRUCTURE & COTS SUP...
SR SYSTEMS ANALYST II**
CC: 1597 PG: 2
REG FULL SVC: 1449

PROGRAMMER ANALYST V**
CC: 1431-5 PG: 5
REG FULL SVC: 1449

PROGRAMMER ANALYST IV****
CC: 1431-4 PG: 4
REG FULL SVC: 1449

SYSTEMS ADMINISTRATOR I
CC: 1455-1 PG: 1
REG FULL SVC: 1402

PROGRAMMER ANALYST V
CC: 1431-5 PG: 5
REG FULL SVC: 1449

SYSTEMS ADMINISTRATOR II*****
CC: 1455-2 PG: 2
REG FULL SVC: 1449

Summary		Systems				
CLASS	CODE	REG	RESO	ADD	DEL	TOTAL
INFORMATION SYSTEMS MANAGER I	1409-1	0	-1	1		1
PROGRAMMER ANALYST IV	1431-4	1				1
PROGRAMMER ANALYST V	1431-5	2				2
SYSTEMS PROGRAMMER I	1455-1	1				1
SYSTEMS PROGRAMMER II	1455-2	1				1
SENIOR SYSTEMS ANALYST II	1597-2	1				1
DIRECTOR OF SYSTEMS	9375-0	1				1
TOTAL		7	-1	1		8

Legend

Supervisor | Assistant | Staff

APPROVED: Signed with ClerkSign Ruben Viramontes Nov 19, 2025 6:20PM DATE: 11/19/2025

11/17/2025

Digitally Signed using ClerkSign (Document: 7bf62801-f783-4c6e-a639-568f569ccd38)

Office of the City Clerk
Proposed FY 2026-2027
Budget Summary

CLASS	CODE	# REG	# RESO	ADD	DEL	# TOTAL
EXECUTIVE ADMN ASST II	1117-2	1			-1	0
EXECUTIVE ADMN ASST III	1117-3	1				1
ACCOUNTING RECORDS SUPERVISOR I	1119-1	0	-1	1		1
ACCOUNTING RECORDS SUPERVISOR II	1119-2	2				2
PERSONNEL RECORDS SUPERVISOR	1129-0	0	-1	1		1
PAYROLL SUPERVISOR	1170-0	1				1
LEGISLATIVE ASSISTANT	1182-0	10				10
SR LEGISLATIVE ASSISTANT	1187-0	1				1
ARCHIVIST II	1191-2	1				1
PRINCIPAL CLERK	1201-0	3				3
ACCOUNTING CLERK	1223-0	13	-3	3		16
RECORDS MANAGEMENT OFFICER	1282-0	1				1
ADMINISTRATIVE CLERK	1358-0	1	-1	1		2
SENIOR ADMINISTRATIVE CLERK	1368-0	17			-1	16
INFORMATION SYSTEMS MANAGER I	1409-1	0	-1	1		1
PROGRAMMER ANALYST IV	1431-4	1				1
PROGRAMMER ANALYST V	1431-5	2				2
SYSTEMS ADMINISTRATOR I	1455-1	1				1
SYSTEMS ADMINISTRATOR II	1455-2	1				1
ACCOUNTANT	1513-0	1	-1	1		2
SR ACCOUNTANT I	1523-1	1				1
SR ACCOUNTANT II	1523-2	1				1
PROJECT COORDINATOR	1537-0	5				5
SR PROJECT COORDINATOR	1538-0	2				2
MANAGEMENT ASSISTANT	1539-0	1				1
PROJECT ASSISTANT	1542-0	1				1
PROGRAM AIDE	1550-0	2				2
SENIOR SYSTEMS ANALYST II	1597-2	1				1
GRAPHICS DESIGNER II	1670-2	1				1
PERSONNEL DIRECTOR I	1714-1	1				1
WAREHOUSE & TOOLROOM WORKER II	1832-2	1				1
SR PERSONNEL ANALYST I	9167-1	1				1
SR PERSONNEL ANALYST II	9167-T	1				1
SENIOR MANAGEMENT ANALYST I	9171-1	4				4
SENIOR MANAGEMENT ANALYST II	9171-2	3				3
CHIEF MANAGEMENT ANALYST	9182-0	4				4
MANAGEMENT ANALYST	9184-0	17		2		19
EXECUTIVE OFFICER CITY CLERK	9252-0	1				1
CITY CLERK	9255-0	1				1
DIRECTOR OF SYSTEMS	9375-0	1				1
TOTAL		**108**	**-8**	**10**	**-2**	**116**

Signed with ClerkSign

APPROVED: Ruben Viramontes DATE: 11/19/2025

Nov 19, 2025 6:20PM

Digitally Signed using ClerkSign (Document: 7bf62801-f783-4c6e-a639-568f569ccd38)

2026-27 Budget Request Summary and Ranking

Department: CITY CLERK Department No. 14

Approved by: Patrice Y Lattimore, City Clerk

	Positions Reg	Positions Reso	General Fund Revenue	Full-Time Salaries (001010 & 001012)	All Other Salaries (As-Needed, Hiring Hall, Overtime)	Expense & Special	Total Budget
2025-26 Adopted Department Budget:	108	8	$ 413,768	$ 13,226,082	$ 1,494,733	$ 3,954,059	$ 18,674,874

Departmental Requests

(List all requests individually in the Department's order of priority, including each section of the single program request form [base budget and requests A+] and each various program request.)

RANKING	Program Code	Request Code	Program Name (State "Various" for Various Program requests)	Request Name	Request Type	Positions Reg	Positions Reso	General Fund Revenue	Full-Time Salaries (001010 & 001012)	All Other Salaries (As-Needed, Hiring Hall, Overtime)	Expense & Special	Total Budget Request
1	1401	Base	Council and Public Services	Council & Public Services - Baseline	BASE	26		$ -	$ 3,239,374	$ 41,317	$ 221,491	$ 3,502,182
2	1402	Base	City Elections and BIDs	City Elections and BIDs - Baseline	BASE	26		$ 500,000	$ 2,990,896	$ (74,773)	$ 102,433	$ 3,018,556
3	1405	Base	Records Management	Records Management - Baseline	BASE	4		$ 1,349	$ 369,279	$ 93,197	$ 14,151	$ 476,627
4	1407	Base	Mayor and City Council	Mayor & Council Support - Baseline	BASE	21		$ 382,483	$ 2,035,798	$ 24,070	$ 6,946	$ 2,066,814
5	1408	Base	Neighborhood Elec & Funding	Neighbor Elec & Funding - Baseline	BASE	14		$ -	$ 1,610,564	$ -	$ -	$ 1,610,564
6	1449	Base	Technology Support	Technology Support - Baseline	BASE	4		$ -	$ 683,417	$ 4,018	$ 313,774	$ 1,001,209
7	1450	Base	General Administration and	General Admin Support - Baseline	BASE	13		$ -	$ 1,884,963	$ 19,625	$ 14,945	$ 1,919,533
8	1407	A	Various	Mgmt Analyst - Fiscal Supt/Delete Exec	NEW GF/SUB.	0		$ -	$ 3,091			$ 3,091
9	1450	A	General Administration and	Mgmt Analyst - HR Supt/Delete Sr	NEW GF/SUB.	0		$ -	$ 10,619			$ 10,619
11	1402	A	City Elections and BIDs	November General Election County	NEW GF/SUB.	0		$ -			$ 11,000,000	$ 11,000,000
12	1402	B	City Elections and BIDs	November General Election City Clerk	NEW GF/SUB.	0		$ -	$ -	$ 168,000	$ 13,692	$ 181,692
13	1402	C	City Elections and BIDs	Ballot Measure VIPs and BID Postage	NEW GF/SUB.	0		$ -	$ -	$ 224,049	$ 4,060,087	$ 4,284,136
14	1408	A	Neighborhood Elec & Funding	Hybrid NC Elections	NEW GF/SUB.	0		$ -	$ -	$ 833,442	$ 81,558	$ 915,000
15	1402	D	City Elections and BIDs	As-Need Funding Restoration	NEW GF/SUB.	0		$ -	$ 292,913			$ 292,913
16	1407	A	Mayor and City Council	Reg two Accounting Clerks	CONTINUE	2		$ -	$ 144,871			$ 144,871
17	1450	B	General Administration and	Reg General Admin and Support Reso	CONTINUE	4		$ -	$ 331,980			$ 331,980
18	1405	B	Records Management	Reg an Administrative Clerk	CONTINUE	1		$ -	$ 61,804			$ 61,804
19	1449	A	Technology Support	Reg an Information Systems Manager I	CONTINUE	1		$ -	$ 174,667			$ 174,667
20												$ -
21												$ -
22												$ -
				Total Departmental Budget Requests (New GF/Sub. SF):		0	0	$ -	$ 306,623	$ 1,225,491	$ 15,155,337	$ 16,687,451
				Total Departmental Budget Requests:		116	0	$ 883,832	$ 13,834,236	$ 1,332,945	$ 15,829,077	$ 30,996,258

Departmental Reduction Proposals

(List each Reduction Proposal individually)

Department: CITY CLERK **Reduction Target:** $ 925,939

RANKING	Program Code	Request Code	Program Name (State "Various" for Various Program requests)	Request Name	Request Type	Positions Reg	Positions Reso	General Fund Revenue	Full-Time Salaries (001010 & 001012)	All Other Salaries (As-Needed, Hiring	Expense & Special	Total Budget Request
1	1408		Neighborhood Elec & Funding	Delay NC Elections	A	0		$ -	$ -	$ (833,442)	$ (81,558)	$ (915,000)
2												$ -
3												$ -
4												$ -
5												$ -
6												$ -
7												$ -
8												$ -
9												$ -
10												$ -
				Total Departmental Budget Requests (Reduction):		0	0	$ -	$ -	$ (833,442)	$ (81,558)	$ (915,000)
											Total Departmental Budget Requests Needing Offset (New GF/Sub. SF)	$ 17,613,390
											Reduction Check	$ 16,698,390

Non-Departmental Requests

Non-Departmental Item Name	Request Type	GF Revenue	Total Budget Request
Business Improvement District Trust Fund	CONTINUE	0	$ 5,322,197
Neighborhood Council Funding	CONTINUE	0	$ 2,560,000
	Total Non-Departmental Requests	$ -	$ 7,882,197

	Positions			Full-Time		Expense &	
	Reg	Reso	GF Revenue	Salaries	All Other Salaries	Special	Total Budget
2026-27 Total Requested Departmental Budget (Departmental Requests + Reduction Proposals):	116	0	$ 883,832	$ 13,834,236	$ 499,503	$ 15,747,519	$ 30,081,258
Change from 2025-26 Adopted Department Budget:	8	-8	$ 470,064	$ 608,154	$ (995,230)	$ 11,793,460	$ 11,406,384
Percent Change:	7.4%	-100.0%	113.6%	4.6%	-66.6%	298.3%	61.1%
2026-27 Total Requested Non-Departmental Budget (from above):			$ -				$ 7,882,197
2026-27 Total Requested Departmental + Reduction Proposals + Non-Departmental Budget:			$ 883,832	$ 13,834,236	$ 499,503	$ 15,747,519	$ 37,963,455

Employment Level

Program:			
As of:	07/01/25	11/01/25	06/30/26
Number of Vacancies:	8	9	2
Number of Authorized Positions:	116	116	116
Vacancy Rate:	6.90%	7.76%	1.72%
Salary Savings Rate:	3%	3%	3%

2026-27 Budget Request Summary by Source of Funds

Department: CITY CLERK

Approved by: Patrice Y Lattimore, City Clerk

	Positions Reg	Positions Reso	General Fund Revenue	Total	General Fund 100	Total All Special Funds	Resources Revenue 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E
2025-26 Adopted Department Budget:	108	8	$ 413,768	$ 18,674,874	$ 17,477,762	$ 1,197,112	$ 39,026	$ 39,026	$ 1,041,010	$ 78,050

Departmental Requests

(List all requests individually, including each section of the single program request form [base budget and requests A+] and each various program request). Requests must be segregated into their appropriate section below - Base, Continued, and New.

BASELINE REQUESTS: List below all requests for Base level funding, as shown on the first section ("2026-27 Baseline Program Data") of each Single Program request form.

Program Code	Request Code	Program Name	Positions Reg	Positions Reso	General Fund Revenue	Total	General Fund 100	Total All Special Funds	Resources Revenue 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E
1401	Base	Council and Public Services	26		$ -	$ 3,502,182	$ 3,350,062	$ 152,120	$ 38,030	$ 38,030	$ -	$ 76,060
1402	Base	Elections & BIDS	26		$ 500,000	$ 3,018,556	$ 2,106,569	$ 911,987	$ -	$ -	$ 911,987	$ -
1405	Base	Records Management	4		$ 1,349	$ 476,627	$ 476,627	$ -	$ -	$ -	$ -	$ -
1407	Base	Mayor and City Council Administrative Support	21		$ 382,483	$ 2,066,814	$ 2,066,814	$ -	$ -	$ -	$ -	$ -
1408	Base	Neighborhood Elec & Funding	14		$ -	$ 1,610,564	$ 1,443,292	$ 167,272	$ -	$ -	$ 167,272	$ -
1450	Base	Technology Support	4		$ -	$ 1,001,209	$ 1,001,209	$ -	$ -	$ -	$ -	$ -
1450	Base	General Administration and Support	13		$ -	$ 1,919,533	$ 1,919,533	$ -	$ -	$ -	$ -	$ -
		Total Base Level Requests:	108	0	$ 883,832	$ 13,595,485	$ 12,364,106	$ 1,231,379	$ 38,030	$ 38,030	$ 1,079,259	$ 76,060

CONTINUATION REQUESTS: List below all requests to continue the 2025-26 service level (such as continuation of resolution authority positions), as indicated in each applicable Single Program form section and Va

Program Code	Request Code	Program/Request Name	Positions Reg	Positions Reso	General Fund Revenue	Total	General Fund 100	Total All Special Funds	Resources Revenue 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E
1407	A	Mayor and City Council Administrative Support/Reg two Accounting Clerks	2			$ 144,871	$ 144,871	$ -				
1450	B	General Administration and Support/Reg General Admin and Support Reso Positions	4			$ 331,980	$ 331,980	$ -				
1405	B	Records Management /Reg an Administrative Clerk	1			$ 61,804	$ 61,804	$ -				
1449	B	Technology Support/Reg an Information Systems Manager I	1			$ 174,667	$ 174,667	$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
		Total Continued Requests:	8	0	$ -	$ 713,322	$ 713,322	$ -	$ -	$ -	$ -	$ -

NEW GENERAL FUND/SUBSIDIZED SPECIAL FUNDS REQUEST FOR 2026-27: List below all requests to expand the 2025-26 service level or to add new services, as indicated in each applicable Single Program form

Program Code	Request Code	Program/Package Name	Positions Reg	Positions Reso	General Fund Revenue	Total	General Fund 100	Total All Special Funds	Resources Revenue 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				

						$ -		$ -						
						$ -		$ -						
						$ -		$ -						
						$ -		$ -						
						$ -		$ -						
						$ -		$ -						
		Total New GF/Subsidized SF Requests for 2024-25:	0	0	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		

NEW SPECIAL FUND REQUEST FOR 2026-27: List below all requests to expand the 2025-26 service level or to add new services, as indicated in each applicable Single Program form section or Various Programs for

Program Code	Request Code	Program/Package Name	Positions Reg	Positions Reso	General Fund Revenue	Total	General Fund 100	Total All Special Funds	Resources Revenue 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E
1407	A	Various/Mgmt Analyst - Fiscal Supt/Delete Exec Admin II	0			$ 3,091	$ 3,091	$ -				
1450	A	General Administration and Support/Mgmt Analyst - HR Supt/Delete Sr Admin Clerk	0			$ 10,619	$ 10,619	$ -				
1402	A	City Elections and BIDs/November General Election County Clerk Costs	0			$ 11,000,000	$ 11,000,000	$ -				
1402	B	City Elections and BIDs/November General Election City Clerk Costs	0			$ 181,692	$ 181,692	$ -				
1402	C	City Elections and BIDs/Ballot Measure VIPs and BID Postage	0			$ 4,284,136	$ 4,284,136	$ -				
1408	A	Neighborhood Elec & Funding/Hybrid NC Elections	0			$ 915,000	$ 915,000	$ -				
1407	A	City Elections and BIDs/As-Need Funding Restoration	0			$ 292,913	$ 292,913	$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
		Total New SF Requests for 2024-25:	0	0	$ -	$ 16,687,451	$ 16,687,451	$ -	$ -	$ -	$ -	$ -

REDUCTION PROPOSALS: List below each submitted Reduction proposal. Departments must submit proposed offsets in the same total $ amount as all proposed New GF Requests.

Program Code	Request Code	Program/Package Name	Positions Reg	Positions Reso	General Fund Revenue	Total	General Fund 100	Total All Special Funds	Resources Revenue 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E
1408		Delay NC Elections				$ (915,000)	$ (915,000)	$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
						$ -		$ -				
		Total Reduction Proposals:	0	0	$ -	$ (915,000)	$ (915,000)	$ -	$ -	$ -	$ -	$ -
		Reduction amount (below) / exceed New GF Requests:	0	0	$ -	$ 915,000	$ 915,000	$ -	$ -	$ -	$ -	$ -

	Positions Reg	Positions Reso	General Fund Revenue	Total	General Fund 100	Total All Special Funds	Resources Revenue 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E
2026-27 Total Requested Departmental Budget (Departmental Requests + Reduction Proposals):	116	0	$ 883,832	$ 30,081,258	$ 28,849,879	$ 1,231,379	$ 38,030	$ 38,030	$ 1,079,259	$ 76,060
Change from 2025-26 Adopted Department Budget:	8	-8	$ 470,064	$ 11,406,384	$ 11,372,117	$ 34,267	$ (996)	$ (996)	$ 38,249	$ (1,990)
Percent Change:	7.4%	######	113.6%	61.1%	65.1%	2.9%	-2.6%	-2.6%	3.7%	-2.5%

Non-Departmental Requests

(Use data from the Total Section of the Non-Departmental Form)

Non-Departmental Item	Positions Reg	Positions Reso	General Fund Revenue	Total	General Fund 100	Total All Special Funds	Resources Revenue 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E
Business Improvement District Trust Fund				$ 5,322,197	$ 5,322,197	$ -				
Neighborhood Council Funding				$ 2,560,000	$ 2,560,000	$ -				
Total Non-Departmental Requests:	0	0	$ -	$ 7,882,197	$ 7,882,197	$ -	$ -	$ -	$ -	$ -

	Positions Reg	Positions Reso	General Fund Revenue	Total	General Fund 100	Total All Special Funds	Resources Revenue 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E
2026-27 Total Requested Departmental + Reduction Proposals + Non-Departmental Budget:	116	0	$ 883,832	$ 37,963,455	$ 36,732,076	$ 1,231,379	$ 38,030	$ 38,030	$ 1,079,259	$ 76,060

2026-27 Budget Program Request

Department: **Office of the City Clerk**
Program Name: **Council and Public Services (CPS)**

2026-27 Baseline Program Data

Total Number of Regular Positions (Civilian): 26
Total Number of Regular Positions (Sworn):

Budget:

Account	Account Name	TOTAL	General Fund 100	Total All Special Funds	Resources Revenue Fund 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E	Special Fund E XXX	Special Fund F XXX	Special Fund G XXX	Special Fund H XXX	Special Fund I XXX
001010	Salaries General	$ 3,239,374	$ 3,087,254	$ 152,120	$ 38,030	$ 38,030		$ 76,060					
001012	Salaries - Sworn	$ -		$ -									
001070	Salaries As-Needed	$ 24,495	$ 24,495	$ -									
001090	Salaries Overtime	$ 16,822	$ 16,822	$ -									
001100	Hiring Hall Salaries	$ -		$ -									
002120	Printing and Binding	$ 5,341	$ 5,341	$ -									
003040	Contractual Services	$ 202,546	$ 202,546	$ -									
003310	Transportation	$ -		$ -									
004170	Elections	$ -		$ -									
006010	Office and Admin	$ 13,604	$ 13,604	$ -									
006020	Operating Supplies	$ -		$ -									
007300	Equipment	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
	TOTAL:	**$ 3,502,182**	$ 3,350,062	$ 152,120	$ 38,030	$ 38,030	$ -	$ 76,060	$ -	$ -	$ -	$ -	$ -

Pension/Health (Add/Delete Rate): $ 1,531,228
Applicable CAP rate: 104.59%
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ 159,102 $ 39,776 $ 39,776 $ - $ 79,551 $ - $ - $ - $ - $ -

BASE General Fund Revenue attributable to this Program: $ -

Request A **Name of Request:**
Continued or New?

Positions:

Workday Position Number	Quantity	Class Title	Class Code	Reg, Sworn, Reso, As-Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	Number of Months Funding Requested	Net Salary	Counts by FTE by Source of Funds (Positions will default to General Fund 100 if not allocated to) General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
	0	TOTALS						**$ -**	0.00	0.00	0.00	0.00	0.00	0.00

Budget:

Account	Account Name	TOTAL	General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E	Special Fund XXX	Special Fund F XXX	Special Fund XXX	Special Fund H XXX	Special Fund I XXX
001010	Salaries General	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001012	Salaries - Sworn	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001070	Salaries As-Needed	$ -		$ -									
001090	Salaries Overtime	$ -		$ -									
001100	Hiring Hall Salaries	$ -		$ -									

001120	Benefits Hiring Hall	$ -		$ -										
003040	Contractual Services	$ -		$ -										
003310	Transportation	$ -		$ -										
006010	Office and Admin	$ -		$ -										
006020	Operating Supplies	$ -		$ -										
XXXXXX	Other	$ -		$ -										
XXXXXX	Other	$ -		$ -										
XXXXXX	Other	$ -		$ -										
	TOTAL:	**$ -**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Pension/Health (Add/Delete Rate): $ -
Applicable CAP rate:
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ - $ - $ - $ - $ - $ - $ - $ - $ - $ - $ -

General Fund Revenue (Change): $ -

2026-27 Program Budget Cost SUMMARY (Total all Sections Above)

Positions:

Baseline Data	26
ALL Requests	0
TOTAL	**26**

Direct Cost:

	TOTAL	General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E	Special Fund XXX	Special Fund F XXX	Special Fund XXX	Special Fund H XXX	Special Fund I XXX
Baseline Data	**$ 3,502,182**	$ 3,350,062	$ 152,120	$ 38,030	$ 38,030	$ -	$ 76,060	$ -	$ -	$ -	$ -	$ -
TOTAL ALL REQUESTS	**$ -**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ 3,502,182**	**$ 3,350,062**	**$ 152,120**	**$ 38,030**	**$ 38,030**	**$ -**	**$ 76,060**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Pension/Health (Add/Delete Rate): $ 1,531,228
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ 159,102 $ 39,776 $ 39,776 $ - $ 79,551 $ - $ - $ - $ - $ -

Total General Fund Revenue: $ -

Net GF Cost (Budget - Revenue): **$ 3,350,062**

2026-27 Budget Program Overview

Department Name	Program Name	Program Code
Office of the City Clerk	Council and Public Services	FB1401

Purpose of Program / Background

The Council and Public Services Division provides legislative support services to the Mayor, City Council, and its committees. Staff prepare CIty Council and Council committee agendas, attend all Council and Committee meetings, and prepare final committee reports with legislative recommendations for full Council consideration. Staff members serve as Council Clerks and Voting Clerk, and are the official record keepers for all Council actions. Administrative staff provide research and data entry support on documents submitted electronically for Council consideration, provide transparency through internet access to all Council's legislative actions and support the Department in meeting its goals, and fulfilling required Charter mandates. Additional functions include receipt of damage claims, miscellaneous filings, and attesting of City Contracts.

Milestones Already Achieved

- Launch of online attestation process on LAPOP in partnership with the Office of Procurement.
- Expansion of interpretation and translation services offered.
- Planned implementation of a new subscription service for the City Clerk's Legislative Management System.

Issues / Challenges

- Redesign of the online public search portal housing all documents for Council consideration.
- Implementation of SB707 Brown Act updates that will begin January 1, 2026.
- Ensuring preparation and compliance with upcoming ADA requirements for April 2026.

The current description for this program is included in the 2025-26 Detail of Departmental Programs (Blue Book). Please review that description. If you would like to propose a revision to that description, or if this is a new program, please write your proposed program description language below:

Key Metric
Please provide the metric for this program. The department must have direct influence/control over the metric. The metric must measure either an output or outcome. This metric should be the one that is printed in the Detail of Departmental Programs (Blue Book), or reflect the new metric that you are proposing.

2026-27 Budget Program Request

Department: **Office of the City Clerk**
Program Name: **City Elections and BIDS**

2026-27 Baseline Program Data
Total Number of Regular Positions (Civilian): 26
Total Number of Regular Positions (Sworn):

Budget:

Account	Account Name	TOTAL	General Fund 100	Total All Special Funds	Resources Revenue Fund 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E	Special Fund E XXX	Special Fund F XXX	Special Fund G XXX	Special Fund H XXX	Special Fund I XXX
001010	Salaries General	$ 2,990,896	$ 2,078,909	$ 911,987			$ 911,987						
001012	Salaries - Sworn	$ -		$ -									
001070	Salaries As-Needed	$ (90,136)	$ (90,136)	$ -									
001090	Salaries Overtime	$ 15,363	$ 15,363	$ -									
001100	Hiring Hall Salaries	$ -		$ -									
002120	Printing and Binding	$ 85	$ 85	$ -									
003040	Contractual Services	$ -		$ -									
003310	Transportation	$ -		$ -									
004170	Elections	$ 98,111	$ 98,111	$ -									
006010	Office and Admin	$ 4,237	$ 4,237	$ -									
006020	Operating Supplies	$ -		$ -									
007300	Equipment	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
	TOTAL:	**$ 3,018,556**	$ 2,106,569	$ 911,987	$ -	$ -	$ 911,987	$ -	$ -	$ -	$ -	$ -	$ -
	Pension/Health (Add/Delete Rate):	$ 1,449,379											
	Applicable CAP rate:	113.35%											
	Estimated Related Cost Reimbursement from SFs (CAP Rate):			$ 1,033,737	$ -	$ -	$ 1,033,737	$ -	$ -	$ -	$ -	$ -	$ -
	BASE General Fund Revenue attributable to this Program:			$ 500,000									

Request A **Name of Request:** **November General Election County Costs**
Continued or New? New Request or Expansion of Existing Service

Positions:

Workday Position Number	Quantity	Class Title	Class Code	Reg, Sworn, Reso, As-Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	Number of Months Funding Requested	Net Salary	Counts by FTE by Source of Funds (Positions will default to General Fund 100 if not allocated to) General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
	0	TOTALS						**$ -**	0.00	0.00	0.00	0.00	0.00	0.00

Budget:

Account	Account Name	TOTAL	General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E	Special Fund XXX	Special Fund F XXX	Special Fund XXX	Special Fund H XXX	Special Fund I XXX
001010	Salaries General	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001012	Salaries - Sworn	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001070	Salaries As-Needed	$ -		$ -									
001090	Salaries Overtime	$ -		$ -									
001100	Hiring Hall Salaries	$ -		$ -									

001120	Benefits Hiring Hall	$ -		$ -										
003040	Contractual Services	$ -		$ -										
003310	Transportation	$ -		$ -										
004170	Elections	$ 11,000,000	$ 11,000,000	$ -										
006020	Operating Supplies	$ -		$ -										
XXXXXX	Other	$ -		$ -										
XXXXXX	Other	$ -		$ -										
XXXXXX	Other	$ -		$ -										
	TOTAL:	**$ 11,000,000**	$ 11,000,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Pension/Health (Add/Delete Rate): $ -
Applicable CAP rate: 113.35%
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ - $ - $ - $ - $ - $ - $ - $ - $ - $ -

General Fund Revenue (Change): $ -

Request B **Name of Request:** **November General Election City Clerk Costs**
Continued or New? New Request or Expansion of Existing Service

Positions:

Workday Position Number	Quantity	Class Title	Class Code	Reg, Sworn, Reso, As-Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	Number of Months Funding Requested	Net Salary	Counts by FTE by Source of Funds (Positions will default to General Fund 100 if not allocated to General Fund 100	Total All Special Funds	Resources Revenue Fund 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
0	TOTALS							**$ -**	0.00	0.00	0.00	0.00	0.00	0.00

Budget:

Acct	Account Name	TOTAL	General Fund 100	Total All Special Funds	Resources Revenue Fund 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E	Special Fund E XXX	Special Fund F XXX	Special Fund G XXX	Special Fund H XXX	Special Fund I XXX
001010	Salaries General	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001012	Salaries - Sworn	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001070	Salaries As-Needed	$ 151,000	$ 151,000	$ -									
001090	Salaries Overtime	$ 17,000	$ 17,000	$ -									
001100	Hiring Hall Salaries	$ -		$ -									
001120	Benefits Hiring Hall	$ -		$ -									
003040	Contractual Services	$ -		$ -									
004170	Elections	$ 13,692	$ 13,692	$ -									
006010	Office and Admin	$ -		$ -									
006020	Operating Supplies	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
	TOTAL:	**$ 181,692**	$ 181,692	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Pension/Health (Add/Delete Rate): $ -
Applicable CAP rate: 113.35%
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ - $ - $ - $ - $ - $ - $ - $ - $ - $ -

General Fund Revenue (Change): $ -

Request C **Name of Request:** **Ballot Measure VIPs and BIDS Postage**

Continued or New? New Request or Expansion of Existing Service

Positions:

Workday Position Number	Quantity	Class Title	Class Code	Reg, Sworn, Reso, As-Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	Number of Months Funding Requested	Net Salary	Counts by FTE by Source of Funds (Positions will default to General Fund 100 if not allocated to) General Fund 100	Total All Special Funds	Solid Waste Resources Revenue Fund 508	Sewer Operations & Maintenance 760	Business Improvement Trust Fund 659	Cannabis Regulation Special 60E
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
	0	TOTALS						**$ -**	0.00	0.00	0.00	0.00	0.00	0.00

Budget:

Acct	Account Name	TOTAL	General Fund 100	Total All Special Funds	Resources Revenue Fund 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E	Special Fund E XXX	Special Fund F XXX	Special Fund G XXX	Special Fund H XXX	Special Fund I XXX
001010	Salaries General	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001012	Salaries - Sworn	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001070	Salaries As-Needed	$ 206,313	$ 206,313	$ -									
001090	Salaries Overtime	$ 17,736	$ 17,736	$ -									
001100	Hiring Hall Salaries	$ -		$ -									
001120	Benefits Hiring Hall	$ -		$ -									
003040	Contractual Services	$ -		$ -									
004170	Elections	$ 4,060,087	$ 4,060,087	$ -									
006010	Office and Admin	$ -		$ -									
006020	Operating Supplies	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
	TOTAL:	**$ 4,284,136**	$ 4,284,136	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Pension/Health (Add/Delete Rate): $ -
Applicable CAP rate: 113.35%
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ -

General Fund Revenue (Change): $ -

Request D **Name of Request:** **As Need Funding Restoration**
Continued or New? New Request or Expansion of Existing Service

Positions:

Workday Position Number	Quantity	Class Title	Class Code	Reg, Sworn, Reso, As-Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	Number of Months Funding Requested	Net Salary	Counts by FTE by Source of Funds (Positions will default to General Fund 100 if not allocated to) General Fund 100	Total All Special Funds	Solid Waste Resources Revenue Fund 508	Sewer Operations & Maintenance 760	Business Improvement Trust Fund 659	Cannabis Regulation Special 60E
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				

								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
	0	TOTALS						**$ -**	0.00	0.00	0.00	0.00	0.00	0.00

Budget:

Acct	Account Name	TOTAL	General Fund 100	Total All Special Funds	Resources Revenue Fund 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E	Special Fund E XXX	Special Fund F XXX	Special Fund G XXX	Special Fund H XXX	Special Fund I XXX
001010	Salaries General	$ -		$ -						$ -	$ -	$ -	$ -
001012	Salaries - Sworn	$ -		$ -						$ -	$ -	$ -	$ -
001070	Salaries As-Needed	$ 292,913	$ 292,913	$ -									
001090	Salaries Overtime	$ -		$ -									
001100	Hiring Hall Salaries	$ -		$ -									
001120	Benefits Hiring Hall	$ -		$ -									
003040	Contractual Services	$ -		$ -									
003310	Transportation	$ -		$ -									
006010	Office and Admin	$ -		$ -									
006020	Operating Supplies	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
	TOTAL:	**$ 292,913**	$ 292,913	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Pension/Health (Add/Delete Rate): $ -
Applicable CAP rate: 113.35%
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ - $ - $ - $ - $ - $ - $ - $ - $ - $ - $ -

General Fund Revenue (Change): $ -

2026-27 Program Budget Cost SUMMARY (Total all Sections Above)

Positions:

Baseline Data	26
ALL Requests	0
TOTAL	**26**

Direct Cost:

	TOTAL	General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E	Special Fund XXX	Special Fund F XXX	Special Fund XXX	Special Fund H XXX	Special Fund I XXX
Baseline Data	**$ 3,018,556**	$ 2,106,569	$ 911,987	$ -	$ -	$ 911,987	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL ALL REQUESTS	**$ 15,758,741**	$ 15,758,741	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ 18,777,297**	**$ 17,865,310**	**$ 911,987**	**$ -**	**$ -**	**$ 911,987**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Pension/Health (Add/Delete Rate): $ 1,449,379
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ 1,033,737 $ - $ - $ 1,033,737 $ - $ - $ - $ - $ - $ -

Total General Fund Revenue: $ 500,000

Net GF Cost (Budget - Revenue): **$ 17,365,310**

2026-27 Budget Program Overview

Department Name	Program Name	Program Code
Office of the City Clerk	City Elections and BIDs Division	FB1402

Purpose of Program / Background

This program provides for the conduct of municipal election activities as specified by the Los Angeles City Charter, Election Code, Administrative Code and ordinances.

The Business Improvement District (BID) staff administers the Citywide Business Improvement District Program and the BID Trust Fund through the collection and processing of assessments amounting to more than $65 million annually.

Milestones Already Achieved

NC Elections

- Implemented an all-vote-by-mail (VBM) election model for the 2025 NC Elections.
- Received and processed a total of 1,522 NC candidate filing applications.
- Received 14,613 VBM applications and mailed a total of 12,100 VBM packets,resulting in a 61% return rate.

BIDs

- Established 1 new property-based BID (Little Tokyo PBID)
- Renewed 4 property-based BIDs, 4 merchant-based BIDs, and 2 BID modifications in 2025.
- Developed and released a Request for Proposal for Business Improvement District Consulting Services for the proposed Avalon Boulevard BID in Wilmington.

Issues / Challenges

Elections

In FY 24-25, the Division processed the following:

- Two (2) Recall attempts for the Mayor and Council District 6;
- One (1) Referendum petition that was determined to be insufficient. This petition was accompanied by 117,607 signature withdrawal forms that were filed with the Division to counteract the referendum petition.

As in previous years, an increase in petition reviews is difficult for the Department to gauge funding and staffing requirements.

In addition, the standard municipal election budget normally requests funding for up to four anticipated Council-sponsored measures. For the upcoming municipal election cycle, the Department anticipates between five and eight measures for the Voter Information Pamphlet, which will increase printing and mailing costs.

BIDs

For FY26-27, there may be as many as 10 BID renewals and/or establishments for staff to process and facilitate. While staff can manage a workload of this size, the increased interest to establish new BIDs throughout the City may increase a demand for seed money (via the BID Trust Fund - Fund 659) to hire qualified BID consultants who typically aid BID proponents with the establishment process.

However, in FY 24-25, discretionary funds from the BID Trust Fund were used to pay the City's assessment obligations in order to minimize the demand on the General Fund. The Division is in the process of replenishing the Trust Fund, but at the current rate, it will not be enough to cover both the City's projected assessment obligations ($4.5 million) and requests for seed money for new BIDs.

The current description for this program is included in the 2025-26 Detail of Departmental Programs (Blue Book). Please review that description. If you would like to propose a revision to that description, or if this is a new program, please write your proposed program description language below: N/A

Key Metric
Please provide the metric for this program. The department must have direct influence/control over the metric. The metric must measure either an output or outcome. This metric should be the one that is printed in the Detail of Departmental Programs (Blue Book), or reflect the new metric that you are proposing.

Use the Budget Request letter included in the Excel template (A, B, C, etc.) when referencing each Budget Request.

Request A

2026-27 Budget Program Request

Department Name	Program Name	Program Code	Total Request Amount*
Office of the City Clerk	City Elections and BIDs Division	FB1402	$ 11,000,000

Name/Description of Budget Request

November General Election County Costs

This program provides for the conduct of election activities as specified by the Los Angeles City Charter, Election Code, Administrative Code and ordinances.

Administer the Citywide Business Improvement District Program and the BID Trust Fund through the collection and processing of assessments amounting to more than $65 million annually.

[ ] Continuation Request [X] New Request or Expansion of Existing Services

Departmental Collaboration
If you developed this request in conjunction with other departments, list the departments below.

N/A

Justification

1

What problem will this request address? How is the problem resolved by this request?

Elections
Not adequately funding this high priority package would jeopardize the City Clerk's ability to conduct the City's portion of the 2026 municipal elections, pay the County's portion, meet all legal requirements and risk the outcome of the election, and damage voter confidence in the integrity of the election process as a whole.

BIDs
Not adequately funding the BID Program to pay the City's legally required assessment obligations may result in a violation of Article XIII(D) of the California State Constitution and each applicable BID's management district plan and administration contract with the City.

If this is a new request or a request for an expansion of existing services, discuss the specific efforts that were made to repurpose existing resources to provide the service instead of requesting for additional funding or positions. If the request involves repurposing existing resources, identify which services are being discontinued (provide the reduction form number) and why the new request is a higher priority for the department.
N/A

If this is a request for new position authorities, briefly discuss the current position authorities in the program and provide an overview of the current services.
N/A

Please describe how your proposal will positively impact equity among our residents – by addressing legacy or emerging inequities – or how your proposal will positively impact workplace equity. Please describe any disparity that will be addressed by this request.
Are there any specific communities, such as neighborhoods or key demographic groups, that this proposal will prioritize in order to achieve more equitable service delivery or address any disparities? To find where disparities may exist in a service or program, please refer to the CAO's MADE tool.

Adequately funding this request will improve the City Clerk's ability to conduct the City's portion of the 2026 municipal elections, pay the County's portion, meet all legal requirements for the election, and maintain voter confidence in the integrity of the election process as a whole.

2

What are the 2026-27 goals of this request?

Elections
The Department's goals are to run transparent and accessible elections. Since the County conducts the City's Municipal Elections, the City Clerk's specific goals are to ensure candidates have the resources and information to file for office and that all voters have the information (Voter Information Pamphlets available in 13 languages), needed to vote. Another goal is to increase voter awareness and encourage participation by targeted outreach throughout the City through the Division's various civic engagement and voter outreach programs.

BIDs
To administer the Citywide Business Improvement District Program and replenish the BID Trust Fund to allow for more funding opportunities for new BIDs throughout the City.

What are the long-term goals of this request?

Elections
The long-term goal for the administration of elections is always to ensure Angelenos are informed and encouraged to participate in any elections.

BIDs

3 *What special funds are eligible to be used for this request?*
N/A

Supporting Performance Metrics
Provide (a) metric(s) to support the above justification.

1. *Provide metrics that measure either the amount of services produced (output) and/or the impact of those services on your stakeholders (outcome). The department must have direct influence/control over each metric.*

   Conduct 400 outreach events (reach 100,000) to inform Angelenos about the General Municipal Elections in November 2026 and the 2027 NC Elections.

2. *Explain how the investment in resources will directly impact the metrics that measure the goals identified in question 2 of the Justification area above. Describe the impact on the metrics if the requested resources are not received. Provide numerical evidence.*

   Municipal Elections are legally mandated and should be fully funded. It is the NC Elections and Outreach operations that would be heavily impacted if the resources requested are not received. The conduct of both at-polls and VBM elections for up to 99 Neighborhood Councils will require a robust team of As-Needed staff to facilitate in-person voting as well as to administer labor-intensive Vote By Mail operations. Without proper funding, the Division will be unable to fully staff polling places, resulting in long lines to vote and will be unable to keep up with demand for VBM ballots. Similarly, without the resources requested for the Outreach operations, the Division will be unable to connect with voters for either Municipal or NC Elections and opportunities to remind Angelenos of their voting rights and to promote civic engagement will be lost.

3. *Provide and discuss any data or metrics used to determine if the services are equitably distributed or advance equity in communities with the greatest needs. Describe any learnings from the City's MADE Index and Tool. Will this request improve data collection in order to better measure equity and disparities?*
   N/A
4. *Please describe any stakeholder feedback used to develop this request and/or any stakeholder engagement planned if this request is approved.*
   N/A

Indicate if the request aligns with one of the areas below:

[ ] Urgently House Angelenos
[ ] Keep Angelenos Safe

Use the Budget Request letter included in the Excel template (A, B, C, etc.) when referencing each Budget Request.

Request A

[ ] Make LA Shine
[ ] Foster Opportunity
[ ] Bolster Crisis Response
[X] Major Events
[ ] Equity Focused Request
[ ] Greenhouse gas (GHG) emissions reduction or climate change adaptation

Please describe how this proposal will impact any of the areas indicated above.
Municipal and NC Elections can be characterized as major civic events that require adequate funding.

Use the Budget Request letter included in the Excel template (A, B, C, etc.) when referencing each Budget Request.

Request B

2026-27 Budget Program Request

Department Name	Program Name	Program Code	Total Request Amount*
Office of the City Clerk	City Elections and BIDs Division	FB1402	$ 181,692

Name/Description of Budget Request

November General Election City Clerk Costs

While the County of Los Angeles conducts elections for the City, the City Clerk is responsible for performing outreach, translating ballot measures, and printing voter information guides and postcards.

[ ] Continuation Request [X] New Request or Expansion of Existing Services

Departmental Collaboration
If you developed this request in conjunction with other departments, list the departments below.

N/A

Justification

1

What problem will this request address? How is the problem resolved by this request?

Elections

Not adequately funding this high priority package would jeopardize the City Clerk's ability to conduct the City's portion of the 2026 municipal elections and meet all legal requirements and risk the outcome of the election, and damage voter confidence in the integrity of the election process as a whole.

If this is a new request or a request for an expansion of existing services, discuss the specific efforts that were made to repurpose existing resources to provide the service instead of requesting for additional funding or positions. If the request involves repurposing existing resources, identify which services are being discontinued (provide the reduction form number) and why the new request is a higher priority for the department.

Not Applicable

If this is a request for new position authorities, briefly discuss the current position authorities in

the program and provide an overview of the current services.
Not Applicable

Please describe how your proposal will positively impact equity among our residents – by addressing legacy or emerging inequities – or how your proposal will positively impact workplace equity. Please describe any disparity that will be addressed by this request.
Are there any specific communities, such as neighborhoods or key demographic groups, that this proposal will prioritize in order to achieve more equitable service delivery or address any disparities? To find where disparities may exist in a service or program, please refer to the CAO's MADE tool.

Adequately funding this request will improve the City Clerk's ability to conduct the City's portion of the 2026 municipal elections, meet all legal requirements for the election, and maintain voter confidence in the integrity of the election process as a whole.

2

What are the 2026-27 goals of this request?

Elections
The Department's goals are to run transparent and accessible elections. Since the County conducts the City's Municipal Elections, the City Clerk's specific goals are to ensure candidates have the resources and information to file for office and that all voters have the information (Voter Information Pamphlets available in 13 languages), needed to vote. Another goal is to increase voter awareness and encourage participation by targeted outreach throughout the City through the Division's various civic engagement and voter outreach programs.

What are the long-term goals of this request?

The long-term goal for the administration of elections is always to ensure Angelenos are informed and encouraged to participate in any elections.

3

What special funds are eligible to be used for this request?

Not Applicable

Supporting Performance Metrics
Provide (a) metric(s) to support the above justification.

1. *Provide metrics that measure either the amount of services produced (output) and/or the impact of those services on your stakeholders (outcome). The department must have direct influence/control over each metric.*

   Conduct 400 outreach events (reach 100,000) to inform Angelenos about the General Municipal Elections in November 2026 and the 2027 NC Elections.

2. *Explain how the investment in resources will directly impact the metrics that measure*

the goals identified in question 2 of the Justification area above. Describe the impact on the metrics if the requested resources are not received. Provide numerical evidence.

Municipal Elections are legally mandated and should be fully funded. Without the resources requested for the election operations, the Division will be unable to connect with voters for Municipal or NC Elections and opportunities to remind Angelenos of their voting rights and to promote civic engagement will be lost.

3. *Provide and discuss any data or metrics used to determine if the services are equitably distributed or advance equity in communities with the greatest needs. Describe any learnings from the City's MADE Index and Tool. Will this request improve data collection in order to better measure equity and disparities?*
   Not Applicable

4. *Please describe any stakeholder feedback used to develop this request and/or any stakeholder engagement planned if this request is approved.*
   Not Applicable

Indicate if the request aligns with one of the areas below:

[ ] Urgently House Angelenos
[ ] Keep Angelenos Safe
[X] Make LA Shine
[ ] Foster Opportunity
[ ] Bolster Crisis Response
[ ] Major Events
[ ] Equity Focused Request
[ ] Greenhouse gas (GHG) emissions reduction or climate change adaptation

Please describe how this proposal will impact any of the areas indicated above.
The City of Los Angeles' Municipal Elections are central to the functioning of our City and our democracy. The proper funding and conduct of these elections will demonstrate to our citizens and beyond that the City is a shining example of how the democratic process should work in the City, the State, and the Country.

Use the Budget Request letter included in the Excel template (A, B, C, etc.) when referencing each Budget Request.

Request C

2026-27 Budget Program Request

Department Name	Program Name	Program Code	Total Request Amount*
Office of the City Clerk	City Elections and BIDs Division	FB1402	$ 4,284,136

Name/Description of Budget Request:

Ballot Measure VIPs and BID Postage

The City Clerk is requesting $4,274,136 to produce and mail up to 2.4 million Voter Information Pamphlets (VIP) for the City of Los Angeles' General Municipal. In addition to providing the VIP in English, the City is required to translate, print, and mail VIPs and other election-related materials in Armenian, Chinese, Farsi, Hindi, Japanese, Khmer, Korean, Russian, Spanish, Thai, Tagalog, and Vietnamese. (NOTE: additional languages may be required in the future.)

In addition, $10,000 for additional postage to account for the increase in the number of new BIDs and upcoming BID term renewals that have a larger amount of parcels.

The City Clerk anticipates costs for salaries, OT, expense account, and Voter Information Pamphlets for various ballot measures in 2026-27.

[ ] Continuation Request [X] New Request or Expansion of Existing Services

Departmental Collaboration
If you developed this request in conjunction with other departments, list the departments below.

N/A

Justification

1

What problem will this request address? How is the problem resolved by this request?

Elections

Not adequately funding this high priority package would jeopardize the City's ability to inform registered voters of ballot measures for the 2026 municipal elections and meet all mandated legal requirements, and risk the outcome of the election, and damage voter confidence in the integrity of the election process as a whole.

BIDS

If this is a new request or a request for an expansion of existing services, discuss the specific

efforts that were made to repurpose existing resources to provide the service instead of requesting for additional funding or positions. If the request involves repurposing existing resources, identify which services are being discontinued (provide the reduction form number) and why the new request is a higher priority for the department.
N/A

If this is a request for new position authorities, briefly discuss the current position authorities in the program and provide an overview of the current services.
N/A

Please describe how your proposal will positively impact equity among our residents – by addressing legacy or emerging inequities – or how your proposal will positively impact workplace equity. Please describe any disparity that will be addressed by this request.
Are there any specific communities, such as neighborhoods or key demographic groups, that this proposal will prioritize in order to achieve more equitable service delivery or address any disparities? To find where disparities may exist in a service or program, please refer to the CAO's MADE tool.

Adequately funding this request will improve the City Clerk's ability to conduct the City's portion of the 2026 municipal elections, meet all legal requirements for the election, and maintain voter confidence in the integrity of the election process as a whole.

2

What are the 2026-27 goals of this request?

Elections
The Department's goals are to run transparent and accessible elections. Since the County conducts the City's Municipal Elections, the City Clerk's specific goals are to ensure that all voters have the information (Voter Information Pamphlets available in 13 languages) needed to vote.

What are the long-term goals of this request?

Elections
The long-term goal for the administration of elections is always to ensure Angelenos are informed and encouraged to participate in any elections.

3

What special funds are eligible to be used for this request?
N/A

Supporting Performance Metrics
Provide (a) metric(s) to support the above justification.

1. *Provide metrics that measure either the amount of services produced (output) and/or the impact of those services on your stakeholders (outcome). The department must*

have direct influence/control over each metric.

Produce and mail approximately 2.4 million Voter Information Pamphlets, in 13 languages (as required by law) to registered voters throughout the City for the 2026 General Municipal Election.

2. *Explain how the investment in resources will directly impact the metrics that measure the goals identified in question 2 of the Justification area above. Describe the impact on the metrics if the requested resources are not received. Provide numerical evidence.*

   Producing and mailing Voter Information Pamphlets are legally required by The City's Code Chapter IV and should be fully funded.

3. *Provide and discuss any data or metrics used to determine if the services are equitably distributed or advance equity in communities with the greatest needs. Describe any learnings from the City's MADE Index and Tool. Will this request improve data collection in order to better measure equity and disparities?*

   N/A

4. *Please describe any stakeholder feedback used to develop this request and/or any stakeholder engagement planned if this request is approved.*
   N/A

Indicate if the request aligns with one of the areas below:

[ ] Urgently House Angelenos
[ ] Keep Angelenos Safe
[X] Make LA Shine
[ ] Foster Opportunity
[ ] Bolster Crisis Response
[ ] Major Events
[ ] Equity Focused Request
[ ] Greenhouse gas (GHG) emissions reduction or climate change adaptation

Please describe how this proposal will impact any of the areas indicated above.
The City of Los Angeles' Municipal Elections are central to the functioning of our City and our democracy, and this begins with informing voters of the election and the measures that would potentially be on the ballot. Proper funding will demonstrate to our citizens and beyond that the City is a shining example of how the democratic process should work in the City, the State, and the Country.

Use the Budget Request letter included in the Excel template (A, B, C, etc.) when referencing each Budget Request.

Request D

2026-27 Budget Program Request

Department Name	Program Name	Program Code	Total Request Amount*
Office of the City Clerk	City Elections and BIDs Division	FB1402	$ 292,213

Name/Description of Budget Request: As-Needed Funding Restoration

As-Needed Funding Restoration

As part of the FY 2024-25 budget reductions, the City Clerk proposed to offset the CAO's personnel layoffs with commensurate reductions in its municipal elections as-needed budget. The City Clerk believed that reductions would be limited to the annual appropriation of municipal election funds. However, the Elections As-Needed (1070) base budget was reduced by $292,213 resulting in a negative base budget of ($90,136) to the Elections As-Needed(1070) account. The City Clerk respectfully requests to restore the base budget to prior year levels in order to avoid service impacts to the City's municipal elections.

[ ] Continuation Request [X] New Request or Expansion of Existing Services

Departmental Collaboration
If you developed this request in conjunction with other departments, list the departments below.

N/A

Justification

1

What problem will this request address? How is the problem resolved by this request?

Not restoring these funds would jeopardize the City Clerk’s ability to conduct the City’s portion of the 2026 municipal election, meet all legal requirements and risk the outcome of the election, and damage voter confidence in the integrity of the election process as a whole.

If this is a new request or a request for an expansion of existing services, discuss the specific efforts that were made to repurpose existing resources to provide the service instead of requesting for additional funding or positions. If the request involves repurposing existing resources, identify which services are being discontinued (provide the reduction form number)

and why the new request is a higher priority for the department.
N/A

If this is a request for new position authorities, briefly discuss the current position authorities in the program and provide an overview of the current services.
N/A

Please describe how your proposal will positively impact equity among our residents – by addressing legacy or emerging inequities – or how your proposal will positively impact workplace equity. Please describe any disparity that will be addressed by this request.
Are there any specific communities, such as neighborhoods or key demographic groups, that this proposal will prioritize in order to achieve more equitable service delivery or address any disparities? To find where disparities may exist in a service or program, please refer to the CAO's MADE tool.

Restoring funding will improve the City Clerk's ability to conduct the City's portion of the 2026 municipal elections, meet all legal requirements for the election, and maintain voter confidence in the integrity of the election process as a whole.

2

What are the 2026-27 goals of this request?

To restore funding to the Elections As-Needed (1070) base budget, which will ensure that candidates have the resources and information to file for office and that all voters have the information (Voter Information Pamphlets available in 13 languages), needed to vote. Another goal is to increase voter awareness and encourage participation by targeted outreach throughout the City through the Division's various civic engagement and voter outreach programs.

What are the long-term goals of this request?

The long-term goal for the administration of elections is always to ensure there is enough staff to keep Angelenos informed and encouraged to participate in any elections.

3

What special funds are eligible to be used for this request?
N/A

Supporting Performance Metrics
Provide (a) metric(s) to support the above justification.

1. *Provide metrics that measure either the amount of services produced (output) and/or the impact of those services on your stakeholders (outcome). The department must have direct influence/control over each metric.*

To hire at least 13 as-needed employees in FY 2025-2026 for the conduct the 2026 Municipal Election and the 2027 NC Elections.

2. *Explain how the investment in resources will directly impact the metrics that measure the goals identified in question 2 of the Justification area above. Describe the impact on the metrics if the requested resources are not received. Provide numerical evidence.*

   Municipal Elections are legally mandated and should be fully funded. It is the NC Elections and Outreach operations that would be heavily impacted if the requested funding is not received. The conduct of both at-polls and VBM elections for up to 99 Neighborhood Councils will require a robust team of As-Needed staff to facilitate in-person voting as well as to administer labor-intensive Vote By Mail operations. Without proper funding, the Division will be unable to fully staff polling places, resulting in long lines to vote and will be unable to keep up with demand for VBM ballots. Similarly, without the resources requested for the Outreach operations, the Division will be unable to connect with voters for either Municipal or NC Elections and opportunities to remind Angelenos of their voting rights and to promote civic engagement will be lost.

3. *Provide and discuss any data or metrics used to determine if the services are equitably distributed or advance equity in communities with the greatest needs. Describe any learnings from the City's MADE Index and Tool. Will this request improve data collection in order to better measure equity and disparities?*
   N/A
4. *Please describe any stakeholder feedback used to develop this request and/or any stakeholder engagement planned if this request is approved.*
   N/A

Indicate if the request aligns with one of the areas below:

[ ] Urgently House Angelenos
[ ] Keep Angelenos Safe
[X] Make LA Shine
[ ] Foster Opportunity
[ ] Bolster Crisis Response
[ ] Major Events
[ ] Equity Focused Request
[ ] Greenhouse gas (GHG) emissions reduction or climate change adaptation

Please describe how this proposal will impact any of the areas indicated above.
The City of Los Angeles' Municipal Elections are central to the functioning of our City and our democracy. The proper funding and conduct of these elections will demonstrate to our citizens and beyond that the City is a shining example of how the democratic process should work in the City, the State, and the Country.

2026-27 Budget Program Request

Department: **Office of the City Clerk**
Program Name: **Records Management**

2026-27 Baseline Program Data
Total Number of Regular Positions (Civilian): 4
Total Number of Regular Positions (Sworn):

Budget:

Account	Account Name	TOTAL	General Fund 100	Total All Special Funds	Resources Revenue Fund 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E	Special Fund E XXX	Special Fund F XXX	Special Fund G XXX	Special Fund H XXX	Special Fund I XXX
001010	Salaries General	$ 369,279	$ 369,279	$ -									
001012	Salaries - Sworn	$ -		$ -									
001070	Salaries As-Needed	$ 93,197	$ 93,197	$ -									
001090	Salaries Overtime	$ -		$ -									
001100	Hiring Hall Salaries	$ -		$ -									
002120	Printing and Binding	$ 706	$ 706	$ -									
003040	Contractual Services	$ 7,641	$ 7,641	$ -									
003310	Transportation	$ -		$ -									
004170	Elections	$ -		$ -									
006010	Office and Admin	$ 5,804	$ 5,804	$ -									
006020	Operating Supplies	$ -		$ -									
007300	Equipment	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
	TOTAL:	**$ 476,627**	$ 476,627	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Pension/Health (Add/Delete Rate): $ 193,053
Applicable CAP rate: 196.59%
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ - $ - $ - $ - $ - $ - $ - $ - $ - $ -

BASE General Fund Revenue attributable to this Program: 1,349

Request A **Name of Request:** **Regularize an Administrative Clerk (1358-1)**
Continued or New? Continuation Request

Positions:

Workday Position Number	Quantity	Class Title	Class Code	Reg, Sworn, Reso, As-Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	Number of Months Funding Requested	Net Salary	Counts by FTE by Source of Funds (Positions will default to General Fund 100 if not allocated to) General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E
P148527	1	Administrative Clerk	1358-0	Civ-Reg	$ 63,715	3.0%	12	$ 61,804	1.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
1	TOTALS							**$ 61,804**	1.00	0.00	0.00	0.00	0.00	0.00

Budget:

Account	Account Name	TOTAL	General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E	Special Fund XXX	Special Fund F XXX	Special Fund XXX	Special Fund H XXX	Special Fund I XXX
001010	Salaries General	$ 61,804	$ 61,804	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001012	Salaries - Sworn	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001070	Salaries As-Needed	$ -		$ -									
001090	Salaries Overtime	$ -		$ -									
001100	Hiring Hall Salaries	$ -		$ -									

001120	Benefits Hiring Hall	$ -		$ -											
003040	Contractual Services	$ -		$ -											
003310	Transportation	$ -		$ -											
006010	Office and Admin	$ -		$ -											
006020	Operating Supplies	$ -		$ -											
XXXXXX	Other	$ -		$ -											
XXXXXX	Other	$ -		$ -											
XXXXXX	Other	$ -		$ -											
	TOTAL:	**$ 61,804**	$ 61,804	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	

Pension/Health (Add/Delete Rate): $ 38,211
Applicable CAP rate: 196.59%
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ - $ - $ - $ - $ - $ - $ - $ - $ - $ - $ -

General Fund Revenue (Change): $ -

2026-27 Program Budget Cost SUMMARY (Total all Sections Above)

Positions:

Baseline Data	4
ALL Requests	1
TOTAL	**5**

Direct Cost:

	TOTAL	General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E	Special Fund XXX	Special Fund F XXX	Special Fund XXX	Special Fund H XXX	Special Fund I XXX
Baseline Data	**$ 476,627**	$ 476,627	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL ALL REQUESTS	**$ 61,804**	$ 61,804	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ 538,431**	**$ 538,431**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Pension/Health (Add/Delete Rate): $ 231,264
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ - $ - $ - $ - $ - $ - $ - $ - $ - $ - $ -

Total General Fund Revenue: $ 1,349

Net GF Cost (Budget - Revenue): **$ 537,081**

2026-27 Budget Program Overview

Department Name	Program Name	Program Code
Office of the City Clerk	Records Management	FI1405

Purpose of Program / Background

This program administers the City's Records Management program, including storage, reference services, retention tracking, and disposition of inactive City records and provides for the permanent retention of the City's historical valuable records. Retention and disposition is completed in accordance with established departmental records disposition schedules developed by the departments and the Records Management Division.

Milestones Already Achieved

- Archivist II position funded and onboarding underway
- Council Files scanned through 1992.
- Council meetings digitized through 1999

Issues / Challenges

- Available funding for Council File scanning only permits scanning one year of files per fiscal year
- Long term sustainability staffing plan.

The current description for this program is included in the 2025-26 Detail of Departmental Programs (Blue Book). Please review that description. If you would like to propose a revision to that description, or if this is a new program, please write your proposed program description language below:

Key Metric
Please provide the metric for this program. The department must have direct influence/control over the metric. The metric must measure either an output or outcome. This metric should be the one that is printed in the Detail of Departmental Programs (Blue Book), or reflect the new metric that you are proposing.

Use the Budget Request letter included in the Excel template (A, B, C, etc.) when referencing each Budget Request.

Request A

2026-27 Budget Program Request

Department Name	Program Name	Program Code	Total Request Amount*
Office of the City Clerk	Records Management	FI1405	$61,804

Name/Description of Budget Request

Name: **Regularize an Administrative Clerk (1358-1)**

An Administrative Clerk performs general office clerical work, which may include customer service, basic word processing, data entry, filing and organizing and related work. The incumbents in this classification perform work which varies from routine and repetitive tasks to those requiring some independent judgment. They normally follow established procedures and may assist the public and other City employees; they may also help to train other clerical employees.

[ ] Continuation Request [x] New Request or Expansion of Existing Services

Departmental Collaboration
If you developed this request in conjunction with other departments, list the departments below.

Describe any impact to other City departments associated with the implementation of this proposal. If this request was developed in conjunction with other departments, list the departments below

None

Justification

1

What problem will this request address? How is the problem resolved by this request?

The Administrative Clerk will serve to increase the Division's efficiency. The Division as a whole will be able to process more requests for information from City departments or requests from outside agencies or the general public. This position is entry level and can be filled through Targeted Local Hire (TLH).

All constituencies are served by this Division. Any increase in archival staffing will have a positive effect. Our constituents include private citizens, urban planning professionals, academic scholars and journalists are among those using our resources for information gathering. Specific city departments in specialized information searches include LAPD, the City Attorney and Mayor's Offices. The storage or retrieval of departmental records in a professional and secure environment will likewise benefit from an increase in staff. The specialized nature

of the Archivist will serve more detailed research that focuses on context and historical significance.

If this is a new request or a request for an expansion of existing services, discuss the specific efforts that were made to repurpose existing resources to provide the service instead of requesting for additional funding or positions. If the request involves repurposing existing resources, identify which services are being discontinued (provide the reduction form number) and why the new request is a higher priority for the department.

This is a request to regularize an existing resolution authority. It will not result in new services. This will regularize the position that is already occupied by existing staff,

If this is a request for new position authorities, briefly discuss the current position authorities in the program and provide an overview of the current services.

This is a request to regularize an existing resolution. It will not expand services provided, but it will change the annual budget request from being continuous to permanent.

2

What are the 2026-27 goals of this request?

The goal is to provide better coverage and support of increasing demand for accurate and timely information that is only accessible at the City Records Center (CRC) and Archives.

What are the long-term goals of this request?

Ongoing staff support that will increase the efficiency and professional response to information requests. Specialized information that is only available in the Archive will continue to be cataloged, preserved and made accessible through various physical and digital means to the largest constituencies available.

3

What special funds are eligible to be used for this request?

No special funding is eligible for a staffing request such as this.

Supporting Performance Metrics
Provide (a) metric(s) to support the above justification.

1. *Provide metrics that measure either the amount of services produced (output) and/or*

the impact of those services on your stakeholders (outcome). The department must have direct influence/control over each metric.

Performance will be measured by the number of city departments and constituents served.

2. *Explain how the investment in resources will directly impact the metrics that measure the goals identified in question 2 of the Justification area above. Describe the impact on the metrics if the requested resources are not received. Provide numerical evidence.*

   Without this position, we will be unable to provide timely information to our constituents or be able to serve the city departments with timely and accurate information

3. *Provide and discuss any data or metrics used to determine if the services are equitably distributed or advance equity in communities with the greatest needs. Describe any learnings from the City's MADE Index and Tool. Will this request improve data collection in order to better measure equity and disparities?*

   This position will allow us to provide equitable access to our services across the entire constituent population.

4. *Please describe any stakeholder feedback used to develop this request and/or any stakeholder engagement planned if this request is approved.*

   None requested. However, greater access and collaboration with outside departments and agencies will increase over time.

Indicate if the request aligns with one of the areas below:

[ ] Urgently House Angelenos
[ ] Keep Angelenos Safe
[ ] Make LA Shine
[ ] Foster Opportunity
[ ] Bolster Crisis Response
[X] Major Events
[ ] Equity Focused Request
[ ] Greenhouse gas (GHG) emissions reduction or climate change adaptation

Please describe how this proposal will impact any of the areas indicated above.

Continuing support for departments working on wildfire recovery and the upcoming 2028 Olympic Games through access to materials housed and archived in the City Archives and City Record Center

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
	Administrative Clerk (1358-0)	$2197.60

4. Reason for Preparing Description:
- [ ] New Position
- [X] Change in Existing Position
- [ ] Routine Report of Duties
- [ ] Review for Proper Allocation

Date Prepared: 11/19/25

5. Location of office or place of work:

6. Name of Department: City Clerk
Division: Records Management Section:

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
Name: Title: Archivist I

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
30%	Serves as support staff employee for Records Management Officer, Archivist and other administrative staff. Answers phone calls,receives and distributes mail facilitates and arranges transfer of city records from various departments and assists in organization and logs records information as needed.
30%	Assist the Archivist with contacting and coordinating with universities and other historial organizations, helps facilitate, gather and distribute materials and schedule meeting dates and locations for intern and volunteer trainings and program. Assist in maintaining internal archive documentation database.
20%	Assists in the procurement of materials for preservation of historial records. Assits in maintaining database of historial records. Fields calls from public and other city departments to answer questions as they relate to records retention and historial record designation.
10%	Assists in retaining and receiving departmental records retention schedules to ensure the permanent retention of historically significant records;
10%	Assist in organizing departmental requests to destroy obsolete records to identify and preserve historically valuable records; Other special projects as needed

9. How long have the duties been substantially as described above? 1 Years

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
Standard office equipment

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A

12. Indicate the number of employees supervised by class titles.
N/A

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature: Date: Phone No.:

Digitally Signed using ClerkSign (Document: e1a42cb3-98ce-4b59-badd-4e7a4646df88)

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties are accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Work independently within defined standards and policies, and reviewed in terms of results.

16. REQUIREMENTS. Indicate the minimum requrements to perform the duties of this position:

(a) Education (include specific matter).

N/A

(b) Experience (type and length; list appropriate city classes, if any).

N/A

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

- [x] Strength to: X Lift ____ Push ____ Pull
  Average weight 5 Heaviest weight 15
- [ ] Climbing (stairs, ladders, poles)
  How far ____
- [ ] Face severe work conditions
  Outdoors ____ on/near water ____
  Other/explain ____

SPECIAL NEED FOR:

- [x] Vision, to read fine print/numbers
- [x] Hearing, for telephone/alarms
- [ ] Balance, for working heights

Other/explain

EXTENSIVE USE OF: (Hours per week)

- [x] Legs, for walking/standing — frequent
- [x] Hands and fingers — frequent
- [ ] Back, for strenuous labor

Other/explain

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

Assistive devices may be used.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Responsible for adhearance to Departmental accounting principals and procedures .

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Responsibile for economy of time and materials.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Responsibile for prudent use of machinery and equipment.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond $ N/A

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Daily contact with City Clerk personnel. Extensive contact with the public, Councilmembers, Council staff, City departments, executive management, Neighborhood Councils, and the media.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Prepares Council legislative and Committee reports, agendas, motions, minutes, memoranda, letters, and statistical reports.

Signature of the immediate supervisor ____ Date ____

Class Title Archivist I Phone No. ____

Signature of department head Signed with ClerkSign Ruben Viramontes Nov 19, 2025 4:52PM Date 11/19/2025

Digitally Signed using ClerkSign (Document: e1a42cb3-98ce-4b59-badd-4e7a4646df88)

2026-27 Budget Program Request

Department: **Office of the City Clerk**
Program Name: **Neighborhood Council Election and Funding**

2026-27 Baseline Program Data
Total Number of Regular Positions (Civilian): 14
Total Number of Regular Positions (Sworn):

Budget:

Account	Account Name	TOTAL	General Fund 100	Total All Special Funds	Resources Revenue Fund 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E	Special Fund E XXX	Special Fund F XXX	Special Fund G XXX	Special Fund H XXX	Special Fund I XXX
001010	Salaries General	$ 1,610,564	$ 1,443,292	$ 167,272			$ 167,272						
001012	Salaries - Sworn	$ -		$ -									
001070	Salaries As-Needed	$ -		$ -									
001090	Salaries Overtime	$ -		$ -									
001100	Hiring Hall Salaries	$ -		$ -									
002120	Printing and Binding	$ -		$ -									
003040	Contractual Services	$ -		$ -									
003310	Transportation	$ -		$ -									
004170	Elections	$ -		$ -									
006010	Office and Admin	$ -		$ -									
006020	Operating Supplies	$ -		$ -									
007300	Equipment	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
	TOTAL:	**$ 1,610,564**	$ 1,443,292	$ 167,272	$ -	$ -	$ 167,272	$ -	$ -	$ -	$ -	$ -	$ -
	Pension/Health (Add/Delete Rate):	$ 780,462											
	Applicable CAP rate:	145.67%											
	Estimated Related Cost Reimbursement from SFs (CAP Rate):			$ 243,665	$ -	$ -	$ 243,665	$ -	$ -	$ -	$ -	$ -	$ -

BASE General Fund Revenue attributable to this Program: $ -

Request A **Name of Request:** **Hybrid Elections**
Continued or New? New Request or Expansion of Existing Service

Positions:

Workday Position Number	Quantity	Class Title	Class Code	Reg, Sworn, Reso, As-Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	Number of Months Funding Requested	Net Salary	Counts by FTE by Source of Funds (Positions will default to General Fund 100 if not allocated to) General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
	0	TOTALS						**$ -**	0.00	0.00	0.00	0.00	0.00	0.00

Budget:

	Account Name	TOTAL	General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E	Special Fund XXX	Special Fund F XXX	Special Fund XXX	Special Fund H XXX	Special Fund I XXX
001010	Salaries General	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001012	Salaries - Sworn	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001070	Salaries As-Needed	$ 554,763	$ 554,763	$ -									
001090	Salaries Overtime	$ 278,679	$ 278,679	$ -									
001100	Hiring Hall Salaries	$ -		$ -									

001120	Benefits Hiring Hall	$ -		$ -										
003040	Contractual Services	$ -		$ -										
004170	Election	$ 81,558	$ 81,558	$ -										
006010	Office and Admin	$ -		$ -										
006020	Operating Supplies	$ -		$ -										
XXXXXX	Other	$ -		$ -										
XXXXXX	Other	$ -		$ -										
XXXXXX	Other	$ -		$ -										
	TOTAL:	**$ 915,000**	$ 915,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Pension/Health (Add/Delete Rate): $ -
Applicable CAP rate: 145.67%
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ - $ - $ - $ - $ - $ - $ - $ - $ - $ - $ -

General Fund Revenue (Change): $ -

2026-27 Program Budget Cost SUMMARY (Total all Sections Above)

Positions:

Baseline Data	14
ALL Requests	0
TOTAL	**14**

Direct Cost:

	TOTAL	General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E	Special Fund XXX	Special Fund F XXX	Special Fund XXX	Special Fund H XXX	Special Fund I XXX
Baseline Data	**$ 1,610,564**	$ 1,443,292	$ 167,272	$ -	$ -	$ 167,272	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL ALL REQUESTS	**$ 915,000**	$ 915,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ 2,525,564**	**$ 2,358,292**	**$ 167,272**	**$ -**	**$ -**	**$ 167,272**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Pension/Health (Add/Delete Rate): $ 780,462
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ 243,665 $ - $ - $ 243,665 $ - $ - $ - $ - $ - $ -

Total General Fund Revenue: $ -

Net GF Cost (Budget - Revenue): **$ 2,358,292**

2026-27 Budget Program Overview

Department Name	Program Name	Program Code
Office of the City Clerk	Neighborhood Council Elections & Funding	1408

Purpose of Program / Background

This program provides for the conduct of Neighborhood Council (NC) Election activities as specified by the Los Angeles City Charter, Election Code, Administrative Code and ordinances.

Milestones Already Achieved

- In previous election years, the City Clerk has successfully implemented a hybrid election where at poll voting and Vote-By-Mail (VBM) was offered to voters for all 99 NCs.
- During this past election year, the City Clerk implemented an all Vote-By-Mail (VBM) election model for the 2025 NC Elections.
- The NC Portal was enhanced for NC Elections including management of candidate and voter applications, to develop ballots, and to provide a mechanism for voters to track their mailed ballots, and NC reporting features.
- Simplified the NC Portal for improved stakeholder experience, including streamlined documentation uploads and a ballot tracking system.
- The City Clerk conducted region specific training for all 12 regions (99 NCs) to disseminate information about NC Elections.

Issues / Challenges

Voters expressed dissatisfaction with the inability to vote at a polling location. The intricate nature of NC bylaws necessitates substantial support during the registration process, which is difficult to provide without in-person voting. Given the City's diverse stakeholder population, a voting model that offers flexibility for all stakeholders to cast ballots either at a polling place or by mail is essential to ensure maximum participation, consistent with standard federal and municipal elections.

The current description for this program is included in the 2025-26 Detail of Departmental Programs (Blue Book). Please review that description. If you would like to propose a revision to that description, or if this is a new program, please write your proposed program description language below:

Key Metric
Please provide the metric for this program. The department must have direct influence/control over the metric. The metric must measure either an output or outcome. This metric should be the one that is printed in the Detail of Departmental Programs (Blue Book), or reflect the new metric that you are proposing.

Use the Budget Request letter included in the Excel template (A, B, C, etc.) when referencing each Budget Request.

Request A

2026-27 Budget Program Request

Department Name	Program Name	Program Code	Total Request Amount*
Hybrid NC Elections	NC Elections and Funding	1408	$915,000

Name/Description of Budget Request

Name: Neighborhood Council Elections

Provide a general description of the resources you are requesting. If the positions requested are exempt, explain why an existing civil service classification cannot perform these functions. If the request requires a multi-year funding plan, provide a detailed funding breakdown that illustrates the cost for each year and the total cost of full implementation. If the request is for equipment or vehicles, current estimates must be included as backup documentation. If the request is due to increased non-salary costs due to inflation, report on the causes of the increase.

This program provides for the conduct of Neighborhood Council (NC) Elections as outlined in the Administrative Code. Responsibilities include reviewing NC bylaws, creating ballots, assisting stakeholders through the candidate filing process, and assisting stakeholders through the registration and voting process.

[ ] Continuation Request [X] New Request or Expansion of Existing Services

Departmental Collaboration
If you developed this request in conjunction with other departments, list the departments below.

Describe any impact to other City departments associated with the implementation of this proposal. If this request was developed in conjunction with other departments, list the departments below

Justification

1

What problem will this request address? How is the problem resolved by this request?

The hybrid election model provides stakeholders in all NCs the option of voting in-person or voting-by-mail and eliminates the concerns expressed by voters of voter disenfranchisement as a result of eliminating in person voting during the previous election. A hybrid election model provides flexibility to voters ensuring increased participation. This request will provide the City Clerk the ability to conduct quality elections for up to 99 NCs and meet the legal obligations as set forth in Los Angeles Administrative Code 20.36.

If this is a new request or a request for an expansion of existing services, discuss the specific efforts that were made to repurpose existing resources to provide the service instead of requesting for additional funding or positions. If the request involves repurposing existing resources, identify which services are being discontinued (provide the reduction form number) and why the new request is a higher priority for the department.

N/A.

If this is a request for new position authorities, briefly discuss the current position authorities in the program and provide an overview of the current services.

N/A.

Please describe how your proposal will positively impact equity among our residents – by addressing legacy or emerging inequities – or how your proposal will positively impact workplace equity. Please describe any disparity that will be addressed by this request.
Are there any specific communities, such as neighborhoods or key demographic groups, that this proposal will prioritize in order to achieve more equitable service delivery or address any disparities? To find where disparities may exist in a service or program, please refer to the CAO's MADE tool.
To accommodate the diverse stakeholders within the NC system, the City Clerk will offer candidate and voter resources in multiple languages. Additionally, staff will be available at polling locations to assist monolingual stakeholders in various languages, as requested by NCs. All staff will receive training to support stakeholders throughout the candidate filing and voting process.

2

What are the 2026-27 goals of this request?

The 2027 NC Elections aim to administer well-run, inclusive elections that promote civic engagement throughout the NC system. The City Clerk is committed to conducting transparent and accessible elections, assisting candidates throughout the application process, and boosting voter awareness and participation through collaborations with Neighborhood Councils.

What are the long-term goals of this request?

The long-term goal for the administration of NC Elections is to ensure Angelenos are informed and encouraged to participate in the election process of these grass root elections. In addition, to assure all NC Elections are conducted with integrity and transparency.

3

What special funds are eligible to be used for this request?

N/A.

Supporting Performance Metrics
Provide (a) metric(s) to support the above justification.

1. *Provide metrics that measure either the amount of services produced (output) and/or the impact of those services on your stakeholders (outcome). The department must have direct influence/control over each metric.*

   Increase the number of candidates and voters by assisting with candidate and voter applications, certification of candidates, and voter education. During the previous election cycle, we had a total of 22 Board affirmations due to a lack of candidates to trigger competitive races. For the upcoming election cycle, our office will work closely with NCs to educate the community on candidate and voter qualifications to increase candidate and voter turnout.

2. *Explain how the investment in resources will directly impact the metrics that measure the goals identified in question 2 of the Justification area above. Describe the impact on the metrics if the requested resources are not received. Provide numerical evidence.*

   The NC Election operations would be negatively impacted if the resources requested are not received. The conduct of both at-polls and VBM elections for up to 99 Neighborhood Councils will require a team of as-needed staff to facilitate in-person voting as well as to administer VBM operations. Without proper funding, the City Clerk will be unable to fully staff polling places, resulting in long lines to vote and will be unable to keep up with demand for VBM ballots. Further, without the resources requested the City Clerk will be unable to connect with NC stakeholders to provide information on their eligibility to be a candidate and voter in NC Elections, further disenfranchising the community, specifically the under represented and monolingual population.

3. *Provide and discuss any data or metrics used to determine if the services are equitably distributed or advance equity in communities with the greatest needs. Describe any learnings from the City's MADE Index and Tool. Will this request improve data collection in order to better measure equity and disparities?*

   NA

4. *Please describe any stakeholder feedback used to develop this request and/or any stakeholder engagement planned if this request is approved.*

   The City Clerk received feedback from NC stakeholders and Board of

Neighborhood Commissioners (BONC) requesting the City Clerk conduct At-Polls elections along with providing VBM. It was also requested for the City Clerk to work with NCs to assist with the candidates and voters through the application process in-person.

Indicate if the request aligns with one of the areas below:

[ ] Urgently House Angelenos
[ ] Keep Angelenos Safe
[X] Make LA Shine
[ ] Foster Opportunity
[ ] Bolster Crisis Response
[ ] Major Events
[ ] Equity Focused Request
[ ] Greenhouse gas (GHG) emissions reduction or climate change adaptation

Please describe how this proposal will impact any of the areas indicated above.
Adequately funding this high priority package will allow the City Clerk to effectively administer NC elections while incorporating further enhancements developed during the previous election cycle that will improve the services our office provides to NCs, candidates, and stakeholders to provide a more inclusive election experience for all Angelos who shall participate in the 2027 Neighborhood Council Elections.

Inadequate funding will jeopardize the City's ability to successfully conduct the 2027 NC Elections. Specifically, underfunding this package would risk the quality and outcome of approximately 99 NC elections and hinder the City Clerk's ability to meet its legal obligations set forth in Los Angeles Administrative Code 20.36. Any reduction to the proposed NC election budget will have the potential to adversely affect internal NC affairs by not adequately staffing NC boards, a loss in trust from the public due to this office's inability to connect with low propensity voters, and damage stakeholder confidence in the integrity of the entire NC system.

2026-27 Budget Program Request

Department: **Office of the City Clerk**
Program Name: **Mayor and City Council Administrative Support**

2026-27 Baseline Program Data
Total Number of Regular Positions (Civilian): 21
Total Number of Regular Positions (Sworn):

Budget:

Account	Account Name	TOTAL	General Fund 100	Total All Special Funds	Resources Revenue Fund 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E	Special Fund E XXX	Special Fund F XXX	Special Fund G XXX	Special Fund H XXX	Special Fund I XXX
001010	Salaries General	$ 2,035,798	$ 2,035,798	$ -									
001012	Salaries - Sworn	$ -		$ -									
001070	Salaries As-Needed	$ 23,000	$ 23,000	$ -									
001090	Salaries Overtime	$ 1,070	$ 1,070	$ -									
001100	Hiring Hall Salaries	$ -		$ -									
002120	Printing and Binding	$ 935	$ 935	$ -									
003040	Contractual Services	$ 3,265	$ 3,265	$ -									
003310	Transportation	$ -		$ -									
004170	Elections	$ -		$ -									
006010	Office and Admin	$ 2,746	$ 2,746	$ -									
006020	Operating Supplies	$ -		$ -									
007300	Equipment	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
	TOTAL:	**$ 2,066,814**	$ 2,066,814	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Pension/Health (Add/Delete Rate): $ 1,045,505
Applicable CAP rate: 145.67%
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ - $ - $ - $ - $ - $ - $ - $ - $ - $ -

BASE General Fund Revenue attributable to this Program: $ 382,483

Request A **Name of Request:** **Regularize two Accounting Clerks**
Continued or New? Continuation Request

Positions:

Workday Position Number	Quantity	Class Title	Class Code	Reg, Sworn, Reso, As-Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	Number of Months Funding Requested	Net Salary	Counts by FTE by Source of Funds (Positions will default to General Fund 100 if not allocated to) General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E
P148529	1	Accounting Clerk	1223-0	Civ-Reg	$ 74,676	3.0%	12	$ 72,436	1.00	0.00				
P148528	1	Accounting Clerk	1223-0	Civ-Reg	$ 74,676	3.0%	12	$ 72,436	1.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
2	TOTALS							**$ 144,871**	2.00	0.00	0.00	0.00	0.00	0.00

Budget:

Account	Account Name	TOTAL	General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E	Special Fund XXX	Special Fund F XXX	Special Fund XXX	Special Fund H XXX	Special Fund I XXX
001010	Salaries General	$ 144,871	$ 144,871	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001012	Salaries - Sworn	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001070	Salaries As-Needed	$ -		$ -									
001090	Salaries Overtime	$ -		$ -									
001100	Hiring Hall Salaries	$ -		$ -									

001120	Benefits Hiring Hall	$ -		$ -											
003040	Contractual Services	$ -		$ -											
003310	Transportation	$ -		$ -											
006010	Office and Admin	$ -		$ -											
006020	Operating Supplies	$ -		$ -											
XXXXXX	Other	$ -		$ -											
XXXXXX	Other	$ -		$ -											
XXXXXX	Other	$ -		$ -											
	TOTAL:	**$ 144,871**	$ 144,871	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	

Pension/Health (Add/Delete Rate): $ 83,427
Applicable CAP rate: 145.67%
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ - $ - $ - $ - $ - $ - $ - $ - $ - $ - $ -

General Fund Revenue (Change): $ -

Request B **Name of Request:**
Continued or New? New Request or Expansion of Existing Service

Positions:

Workday Position Number	Quantity	Class Title	Class Code	Reg, Sworn, Reso, As-Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	Number of Months Funding Requested	Net Salary	Counts by FTE by Source of Funds (Positions will default to General Fund 100 if not allocated to General Fund 100	Total All Special Funds	Resources Revenue Fund 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
	0	TOTALS						**$ -**	0.00	0.00	0.00	0.00	0.00	0.00

Budget:

Acct	Account Name	TOTAL	General Fund 100	Total All Special Funds	Resources Revenue Fund 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E	Special Fund E XXX	Special Fund F XXX	Special Fund G XXX	Special Fund H XXX	Special Fund I XXX
001010	Salaries General	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001012	Salaries - Sworn	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001070	Salaries As-Needed	$ -		$ -									
001090	Salaries Overtime	$ -		$ -									
001100	Hiring Hall Salaries	$ -		$ -									
001120	Benefits Hiring Hall	$ -		$ -									
003040	Contractual Services	$ -		$ -									
003310	Transportation	$ -		$ -									
006010	Office and Admin	$ -		$ -									
006020	Operating Supplies	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
	TOTAL:	**$ -**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Pension/Health (Add/Delete Rate): $ -
Applicable CAP rate:
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ - $ - $ - $ - $ - $ - $ - $ - $ - $ - $ -

General Fund Revenue (Change):

2026-27 Program Budget Cost SUMMARY (Total all Sections Above)

Positions:

Baseline Data	21
ALL Requests	2
TOTAL	**23**

Direct Cost:	TOTAL	General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E	Special Fund XXX	Special Fund F XXX	Special Fund XXX	Special Fund H XXX	Special Fund I XXX
Baseline Data	**$ 2,066,814**	$ 2,066,814	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL ALL REQUESTS	**$ 144,871**	$ 144,871	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ 2,211,685**	**$ 2,211,685**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Pension/Health (Add/Delete Rate):	$ 1,128,932											
Estimated Related Cost Reimbursement from SFs (CAP Rate):			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Total General Fund Revenue: $ 382,483

Net GF Cost (Budget - Revenue): **$ 1,829,202**

2026-27 Budget Program Overview

Department Name	Program Name	Program Code
Office of the City Clerk	Mayor and Council	FB 1407

Purpose of Program / Background

As part of this program, the City Clerk provides general administrative and fiscal support to the offices of the City Council and Mayor. The City Clerk plays an integral role in ensuring public funds are accessible to elected offices, that expenditures comply with the City's financial policies, and reporting requirements.

City Clerk staff duties include: Payment review and approvals, fund management, contract administration, expenditure analysis, and issuing annual funds on behalf of the City Council Offices and Mayor. Staff also process travel requests and associated reimbursements when they are submitted by individuals in the elected offices. Overall, the City Clerk makes sure any payment request accurately uses the chosen funding source requested by an elected office, such as AB 1290 or General City Purpose Funding.

Milestones Already Achieved

City Clerk staff process between 1,500 to 2,000 accounting documents and 8 contracts monthly. In furtherance of expediting payment times, achieving more efficiency, and providing more transparency, the City Clerk has launched an online dashboard that allows elected offices to submit payment requests online and allows them to monitor status of funds in near real time.

Issues / Challenges

This Office continues to struggle with increases in workload for contract and payment requests from the City Council and Mayor's Office. Additionally, City Clerk provides administrative support to smaller departments, which also contribute to the increase in workloads. Recently, the City Clerk was also tasked with providing administrative support to the Charter Reform Commission, and increasing support for new staff of the Office of Public Accountability. We anticipate a 120-day staff member that currently supports contracts will not continue to work for the City Clerk. As such, we are requesting one management analyst to take over the duties and release the accounting clerk position the 120-day appointee filled to its respective section in accounting.

The current description for this program is included in the 2025-26 Detail of Departmental Programs (Blue Book). Please review that description. If you would like to propose a revision to that description, or if this is a new program, please write your proposed program description language below:

Key Metric
Please provide the metric for this program. The department must have direct influence/control over the metric. The metric must measure either an output or outcome. This metric should be the one that is printed in the Detail of Departmental Programs (Blue Book), or reflect the new metric that you are proposing.

$

2026-27 Budget Program Request

Department Name	Program Name	Program Code	Total Request Amount*
Office of the City Clerk	Mayor and Council Support	FB1407	$144,871

Name/Description of Budget Request

Name: **Regularize two Accounting Clerks**

To reflect the department's operational needs for fund reconciliation and overall account management. The Mayor and Council Support provides support to departments who request timely and often expedited payments that directly impact the lives of constituents and stakeholders. This resource provides for the continuation of critical and timely administrative services provided to the 15 Council Office and the Office of the Mayor.

[ ] Continuation Request [X] New Request or Expansion of Existing Services

Departmental Collaboration
If you developed this request in conjunction with other departments, list the departments below.

Describe any impact to other City departments associated with the implementation of this proposal. If this request was developed in conjunction with other departments, list the departments below

NA

Justification

1

What problem will this request address? How is the problem resolved by this request?

Regularizing the Accounting Clerk positions will help our goal of decreasing staff turnover and keep building on our institutional knowledge. The two accounting clerks will help alleviate the backlog of work and processing times for payments requested by the 15 Council Offices and the Office of the Mayor for General City Purposes funds and AB1290 fund. Additionally, these two positions assist with processing invoices related to the Homelessness Inside Safe Initiative as well as travel documents for the Mayor's Office.

If this is a new request or a request for an expansion of existing services, discuss the specific efforts that were made to repurpose existing resources to provide the service instead of requesting for additional funding or positions. If the request involves repurposing existing resources, identify which services are being discontinued (provide the reduction form number)

and why the new request is a higher priority for the department.
NA

If this is a request for new position authorities, briefly discuss the current position authorities in the program and provide an overview of the current services.
T
Please describe how your proposal will positively impact equity among our residents – by addressing legacy or emerging inequities – or how your proposal will positively impact workplace equity. Please describe any disparity that will be addressed by this request.

By ensuring that City Council Offices and the Office of the Mayor's payment requests are processed timely directly affect underserved and homeless populations. Goals of the Inside Safe Initiative include reducing loss of life on City streets, increasing access to mental health and substance abuse treatment for those living in encampments and eliminating street encampments. Additionally, department staff process requests to non-profit agencies that provide critical services directly to underserved communities

Are there any specific communities, such as neighborhoods or key demographic groups, that this proposal will prioritize in order to achieve more equitable service delivery or address any disparities? To find where disparities may exist in a service or program, please refer to the CAO's MADE tool.

NA

What are the 2026-27 goals of this request?
The primary objectives for 2026-27 are to deliver timely and precise administrative support to the Mayor and City Council, enhance operational efficiency and compliance with City financial policies, and foster an equitable workplace that appeals to and retains high-caliber job candidates.

2 *What are the long-term goals of this request?*

The long-term vision is for the Mayor and City Council Administrative Support program to consistently adapt its services to meet the changing needs of the Mayor and City Council, while also maintaining the highest standards of financial compliance and ensuring a fair distribution of work among employees.

What special funds are eligible to be used for this request?

3

Not Applicable

Use the Budget Request letter included in the Excel template (A, B, C, etc.) when referencing each Budget Request.

Request A

Supporting Performance Metrics
Provide (a) metric(s) to support the above justification.

1. *Provide metrics that measure either the amount of services produced (output) and/or the impact of those services on your stakeholders (outcome). The department must have direct influence/control over each metric.*

   Timely payments of invoices within 30 days of receiving approved requests for payment.

2. *Explain how the investment in resources will directly impact the metrics that measure the goals identified in question 2 of the Justification area above. Describe the impact on the metrics if the requested resources are not received. Provide numerical evidence.*
   Providing these positions will expedite the payment process and help alleviate the backlog of work assignments.

3. *Provide and discuss any data or metrics used to determine if the services are equitably distributed or advance equity in communities with the greatest needs. Describe any learnings from the City's MADE Index and Tool. Will this request improve data collection in order to better measure equity and disparities?*

   Constituents in the City of Los Angeles, including individuals experiencing homelessness and underserved communities will receive the appropriate funding allocated to them by the Council Offices and the Office of the Mayor.

4. *Please describe any stakeholder feedback used to develop this request and/or any stakeholder engagement planned if this request is approved.*

Indicate if the request aligns with one of the areas below:

[ ] Urgently House Angelenos
[ ] Keep Angelenos Safe
[X] Make LA Shine
[ ] Foster Opportunity
[ ] Bolster Crisis Response
[ ] Major Events
[ ] Equity Focused Request
[ ] Greenhouse gas (GHG) emissions reduction or climate change adaptation

For PDES 3ef Rev. 7/07

POSITION DESCRIPTION

C L Ange e

DO NOT USE THIS SPACE

1. Na e of E ployee:	2. E ployee s Present Class Title/Co e:	3. Present Salary or age Rate:
	Accounting Clerk (1223)	$2856.00

4. Reason for Preparing Des ription:
- [ ] New Position
- [X] Change in E isting Position
- [ ] Routine Report of Duties
- [ ] Review for Proper Allo ation

Date Prepare: 11/19/25

5. Lo ation of offi e or pla e of work:
200 North Spring Street, Room 224
Los Angeles, CA 90012

6. Na e of Depart ent: City Clerk
Division: ASD
Se tion: Fiscal

7. Na e an title of the person fro who you or inarily re eive instru tions an who supervises or reviews your work:
Na e:
Title: Accounting Records Supervisor II

8. Des ri e in etail the uties an work of this position es ri ing ea h uty in a separate paragraph. Begin with the uties that nor ally take ost of your ti e an then es ri e the uties that are infre uent. Be ertain to tell what is one how it is one an what aterials or e uip ent are use . Using per entages show the istri ution of the total working ti e. Also if the uties an responsi ilities of the position have hange in i ate how an when the hanges o urre .

PERCENT OF TIME	DUTIES
70%	Prepares and processes accounting documents such as encumbrances (PO), close-outs and payment vouchers (PV) for Attorney Conflict contracts from the General City Purposes (GCP) budget. Prepares accounting documents such as encumbrances (PO), close-outs and payment vouchers (PV) for Council District Community Services accounts that provides funds for Council use and for official notices advertising from the General City Purposes budget.
20%	Prepares Allotment Adjustment and Transfer of Appropriation documents, and monitors fund balances on all GCP and Attorney Conflict contracts to ensure sufficient funds are available for payment. Generates a fund approval letter using information from GCP allocation memo, makes a copy of the letter, sends out the letter to organization with application package, and update onto GCP database; interfaces with representatives of community and non-profit agencies, vendors, staff of elected officials, Controller's Office, City Administrative Officer, City Attorney's Office and other City departments as needed; maintains accounting records and records retention.Updates payment information in the Administrative Services Division's cost center databases.
10%	Maintains and updates all current GCP and Attorney Conflict contracts to comply with Controller's requirements such as Vendor Maintenance, Insurance, Equal Benefits Ordinance (EBO), Living Wage Ordinance (LWO), Business Tax Registration Certificate (BTRC) number and other necessary required documents. Assists other Accounting Clerk II's as needed due to workload priorities or temporary workload shifts, and performs other duties as required.

9. How long have the uties een su stantially as es ri e a ove: N/A

10. List any a hinery or e uip ent operate an any unusual or ha ar ous working on itions.
Standard office equipment

11. Per ent of ti e spent supervising training an evaluating e ployees assigning an reviewing work . N/A

12. In i ate the nu er of e ployees supervise y lass titles.
N/A

13. I ertify that the a ove state ents are y own an to the est of y knowle ge are a urate an o plete.

Signature: Date: Phone No.:

Digitally Signed using ClerkSign (Document: 28874e43-dd33-4fb7-93e9-0af8e7a0068c)

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. In i ate in what respe ts if any the uties an responsi ilities on the other si e are not suffi iently or a urately es ri e .

Duties are accurately described.

15. SUPERVISION RECEIVED. Des ri e the nature fre uen y or loseness of supervision re eive y the e ployee in lu ing the way that the e ployee s work is assigne an reviewe .

Work independently within defined standards and policies, and reviewed in terms of results.

16. RE UIREMENTS. In i ate the ini u re ure ents to perfor the uties of this position:
a E u ation in lu e spe ifi atter .

Accounting Principals

E perien e type an length list appropriate ity lasses if any .

Some experience in accounting practices.

17. PHYSICAL RE UIREMENTS. Che k elow all physi al apa ilities nee e to o this o .

- [x] Strength to: X Lift ____ Push ____ Pull
  Average weight 5 Heaviest weight 15
- [ ] Cli ing stairs la ers poles
  How far ____
- [ ] Fa e severe work on itions
  Out oors ____ on/near water ____
  Other/e plain ____

SPECIAL NEED FOR:

- [x] Vision to rea fine print/nu ers
- [x] Hearing for telephone/alar s
- [ ] Balan e for working heights

Other/e plain

EXTENSIVE USE OF:	H e ee
[x] Legs for walking/stan ing	frequent
[x] Han s an fingers	frequent
[ ] Ba k for strenuous la or	

Other/e plain

a List any alternative etho s or evi es that an e use to ai in eeting the physi al re uire ents he ke a ove.

Assistive devices may be used.

18. RESPONSIBILITIES

a Poli y an Metho s: Des ri e the responsi ility for the interpretation an enfor e ent of poli y an etho s in i ate the e tent of parti ipation in evelop ent if any an approval y higher authority re uire .

Responsible for adhearance to Departmental accounting principals and procedures .

Materials an Pro u ts: Des ri e the responsi ility an opportunity for ringing a out e ono ies an /or preventing losses through effe tive han ling pro essing or storing of aterials or pro u ts or through planning or engineering in onne tion with sa e.

Responsibile for economy of time and materials.

Ma hinery an e uip ent: Des ri e the responsi ility for the operation use repair or are of a hinery e uip ent or fa ilities or for planning or engineering in onne tion with the sa e in i ate the si e an kin of su h a hinery an e uip ent es ri e the opportunity for preventing losses or a hieving e ono ies.

Responsibile for prudent use of machinery and equipment.

Money: Des ri e the responsi ility for an a ess to ash sta ps or other negotia les or the responsi ility for authori ing the e pen iture of fun s in i ate the average value of negotia les han e ea h onth or the a ounts whi h are authori e to e e pen e ea h onth.

Is position on e No a ount of on N/A

e Personal Conta ts: Des ri e the purpose an fre uen y of personal onta t with others oth within an outsi e the organi ation in i ate the types of onta ts purpose thereof an the i portan e of persons onta te .

Daily contact with City Clerk personnel. Extensive contact with the public, Councilmembers, Council staff, City departments, executive management, Neighborhood Councils, and the media.

f Re or s an Reports: Des ri e the re or s an reports in lu ing the kin an value of re or s in es riptive ter s an the a tion e ployee takes in respe t thereto

Prepares Council legislative and Committee reports, agendas, motions, minutes, memoranda, letters, and statistical reports.

Signature of the i e iate supervisor ____ Date ____

Class Title Accounting Records Supervisor II Phone No. ____

Signature of epart ent hea Signed with ClerkSign Ruben Viramontes Nov 19, 2025 4:11PM Date 11/19/2025

Digitally Signed using ClerkSign (Document: 28874e43-dd33-4fb7-93e9-0af8e7a0068c)

For PDES 3ef Rev. 7/07

POSITION DESCRIPTION

C L Ange e

DO NOT USE THIS SPACE

1. Na e of E ployee:	2. E ployee s Present Class Title/Co e:	3. Present Salary or age Rate:
	Accounting Clerk (1223)	$2856.00

4. Reason for Preparing Des ription:
- [ ] New Position
- [X] Change in E isting Position
- [ ] Routine Report of Duties
- [ ] Review for Proper Allo ation

Date Prepare: 11/19/25

5. Lo ation of offi e or pla e of work:
200 North Spring Street, Room 224
Los Angeles, CA 90012

6. Na e of Depart ent: City Clerk
Division: ASD
Se tion: Fiscal

7. Na e an title of the person fro who you or inarily re eive instru tions an who supervises or reviews your work:
Na e:
Title: Accounting Records Supervisor II

8. Des ri e in etail the uties an work of this position es ri ing ea h uty in a separate paragraph. Begin with the uties that nor ally take ost of your ti e an then es ri e the uties that are infre uent. Be ertain to tell what is one how it is one an what aterials or e uip ent are use . Using per entages show the istri ution of the total working ti e. Also if the uties an responsi ilities of the position have hange in i ate how an when the hanges o urre .

PERCENT OF TIME	DUTIES
70%	Prepares and processes accounting documents such as encumbrances (PO), close-outs and payment vouchers (PV) for Attorney Conflict contracts from the General City Purposes (GCP) budget. Prepares accounting documents such as encumbrances (PO), close-outs and payment vouchers (PV) for Council District Community Services accounts that provides funds for Council use and for official notices advertising from the General City Purposes budget.
20%	Prepares Allotment Adjustment and Transfer of Appropriation documents, and monitors fund balances on all GCP and Attorney Conflict contracts to ensure sufficient funds are available for payment. Generates a fund approval letter using information from GCP allocation memo, makes a copy of the letter, sends out the letter to organization with application package, and update onto GCP database; interfaces with representatives of community and non-profit agencies, vendors, staff of elected officials, Controller's Office, City Administrative Officer, City Attorney's Office and other City departments as needed; maintains accounting records and records retention.Updates payment information in the Administrative Services Division's cost center databases.
10%	Maintains and updates all current GCP and Attorney Conflict contracts to comply with Controller's requirements such as Vendor Maintenance, Insurance, Equal Benefits Ordinance (EBO), Living Wage Ordinance (LWO), Business Tax Registration Certificate (BTRC) number and other necessary required documents. Assists other Accounting Clerk II's as needed due to workload priorities or temporary workload shifts, and performs other duties as required.

9. How long have the uties een su stantially as es ri e a ove: N/A

10. List any a hinery or e uip ent operate an any unusual or ha ar ous working on itions.
Standard office equipment

11. Per ent of ti e spent supervising training an evaluating e ployees assigning an reviewing work . N/A

12. In i ate the nu er of e ployees supervise y lass titles.
N/A

13. I ertify that the a ove state ents are y own an to the est of y knowle ge are a urate an o plete.

Signature: Date: Phone No.:

Digitally Signed using ClerkSign (Document: 28874e43-dd33-4fb7-93e9-0af8e7a0068c)

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. In i ate in what respe ts if any the uties an responsi ilities on the other si e are not suffi iently or a urately es ri e .

Duties are accurately described.

15. SUPERVISION RECEIVED. Des ri e the nature fre uen y or loseness of supervision re eive y the e ployee in lu ing the way that the e ployee s work is assigne an reviewe .

Work independently within defined standards and policies, and reviewed in terms of results.

16. RE UIREMENTS. In i ate the ini u re ure ents to perfor the uties of this position:
a E u ation in lu e spe ifi atter .

Accounting Principals

E perien e type an length list appropriate ity lasses if any .

Some experience in accounting practices.

17. PHYSICAL RE UIREMENTS. Che k elow all physi al apa ilities nee e to o this o .

- [x] Strength to: X Lift ____ Push ____ Pull
  Average weight 5 Heaviest weight 15
- [ ] Cli ing stairs la ers poles
  How far ____
- [ ] Fa e severe work on itions
  Out oors ____ on/near water ____
  Other/e plain ____

SPECIAL NEED FOR:

- [x] Vision to rea fine print/nu ers
- [x] Hearing for telephone/alar s
- [ ] Balan e for working heights

Other/e plain

EXTENSIVE USE OF:	H e ee
[x] Legs for walking/stan ing	frequent
[x] Han s an fingers	frequent
[ ] Ba k for strenuous la or	

Other/e plain

a List any alternative etho s or evi es that an e use to ai in eeting the physi al re uire ents he ke a ove.

Assistive devices may be used.

18. RESPONSIBILITIES

a Poli y an Metho s: Des ri e the responsi ility for the interpretation an enfor e ent of poli y an etho s in i ate the e tent of parti ipation in evelop ent if any an approval y higher authority re uire .

Responsible for adhearance to Departmental accounting principals and procedures .

Materials an Pro u ts: Des ri e the responsi ility an opportunity for ringing a out e ono ies an /or preventing losses through effe tive han ling pro essing or storing of aterials or pro u ts or through planning or engineering in onne tion with sa e.

Responsibile for economy of time and materials.

Ma hinery an e uip ent: Des ri e the responsi ility for the operation use repair or are of a hinery e uip ent or fa ilities or for planning or engineering in onne tion with the sa e in i ate the si e an kin of su h a hinery an e uip ent es ri e the opportunity for preventing losses or a hieving e ono ies.

Responsibile for prudent use of machinery and equipment.

Money: Des ri e the responsi ility for an a ess to ash sta ps or other negotia les or the responsi ility for authori ing the e pen iture of fun s in i ate the average value of negotia les han e ea h onth or the a ounts whi h are authori e to e e pen e ea h onth.

Is position on e No a ount of on N/A

e Personal Conta ts: Des ri e the purpose an fre uen y of personal onta t with others oth within an outsi e the organi ation in i ate the types of onta ts purpose thereof an the i portan e of persons onta te .

Daily contact with City Clerk personnel. Extensive contact with the public, Councilmembers, Council staff, City departments, executive management, Neighborhood Councils, and the media.

f Re or s an Reports: Des ri e the re or s an reports in lu ing the kin an value of re or s in es riptive ter s an the a tion e ployee takes in respe t thereto

Prepares Council legislative and Committee reports, agendas, motions, minutes, memoranda, letters, and statistical reports.

Signature of the i e iate supervisor ____ Date ____

Class Title Accounting Records Supervisor II Phone No. ____

Signature of epart ent hea Signed with ClerkSign Ruben Viramontes Nov 19, 2025 4:11PM Date 11/19/2025

Digitally Signed using ClerkSign (Document: 28874e43-dd33-4fb7-93e9-0af8e7a0068c)

2026-27 Budget Program Request

Department: **Office of the City Clerk**
Program Name: **Technology Support**

2026-27 Baseline Program Data
Total Number of Regular Positions (Civilian): 4
Total Number of Regular Positions (Sworn):

Budget:

Account	Account Name	TOTAL	General Fund 100	Total All Special Funds	Resources Revenue Fund 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E	Special Fund E XXX	Special Fund F XXX	Special Fund G XXX	Special Fund H XXX	Special Fund I XXX
001010	Salaries General	$ 683,417	$ 683,417	$ -									
001012	Salaries - Sworn	$ -		$ -									
001070	Salaries As-Needed	$ -		$ -									
001090	Salaries Overtime	$ 4,018	$ 4,018	$ -									
001100	Hiring Hall Salaries	$ -		$ -									
002120	Printing and Binding	$ 39	$ 39	$ -									
003040	Contractual Services	$ 276,080	$ 276,080	$ -									
003310	Transportation	$ -		$ -									
004170	Elections	$ -		$ -									
006010	Office and Admin	$ 37,655	$ 37,655	$ -									
006020	Operating Supplies	$ -		$ -									
007300	Equipment	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
	TOTAL:	**$ 1,001,209**	$ 1,001,209	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Pension/Health (Add/Delete Rate): $ 296,530
Applicable CAP rate: 145.67%
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ - $ - $ - $ - $ - $ - $ - $ - $ - $ -

BASE General Fund Revenue attributable to this Program: $ -

Request A **Name of Request:** Regularize Information Systems Manager I
Continued or New? Continuation Request

Positions:

Workday Position Number	Quantity	Class Title	Class Code	Reg, Sworn, Reso, As-Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	Number of Months Funding Requested	Net Salary	Counts by FTE by Source of Funds (Positions will default to General Fund 100 if not allocated to) General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E
P076431	1	Info System Mgr I	1409-1	Civ-Reg	$ 180,069	3.0%	12	$ 174,667	1.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
	1	TOTALS						**$ 174,667**	1.00	0.00	0.00	0.00	0.00	0.00

Budget:

Account	Account Name	TOTAL	General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E	Special Fund XXX	Special Fund F XXX	Special Fund XXX	Special Fund H XXX	Special Fund I XXX
001010	Salaries General	$ 174,667	$ 174,667	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001012	Salaries - Sworn	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001070	Salaries As-Needed	$ -		$ -									
001090	Salaries Overtime	$ -		$ -									
001100	Hiring Hall Salaries	$ -		$ -									

001120	Benefits Hiring Hall	$ -		$ -										
003040	Contractual Services	$ -	$ -	$ -										
003310	Transportation	$ -		$ -										
006010	Office and Admin	$ -		$ -										
006020	Operating Supplies	$ -		$ -										
XXXXXX	Other	$ -		$ -										
XXXXXX	Other	$ -		$ -										
XXXXXX	Other	$ -		$ -										
	TOTAL:	**$ 174,667**	$ 174,667	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Pension/Health (Add/Delete Rate): $ 75,388
Applicable CAP rate:
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ - $ - $ - $ - $ - $ - $ - $ - $ - $ -

General Fund Revenue (Change): $ -

2026-27 Program Budget Cost SUMMARY (Total all Sections Above)

Positions:

Baseline Data	4
ALL Requests	1
TOTAL	**5**

Direct Cost:

	TOTAL	General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E	Special Fund XXX	Special Fund F XXX	Special Fund XXX	Special Fund H XXX	Special Fund I XXX
Baseline Data	**$ 1,001,209**	$ 1,001,209	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL ALL REQUESTS	**$ 174,667**	$ 174,667	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ 1,175,876**	**$ 1,175,876**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Pension/Health (Add/Delete Rate): $ 371,918
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ - $ - $ - $ - $ - $ - $ - $ - $ - $ -

Total General Fund Revenue: $ -

Net GF Cost (Budget - Revenue): **$ 1,175,876**

2026-27 Budget Program Overview

Department Name	Program Name	Program Code
Office of the City Clerk	Technology Support	FF1449

Purpose of Program / Background

This program provides technology support for the Department's six divisions, including application design and development, system integration, infrastructure and data storage, computer and technical support, election systems and software maintenance and development, GIS maps, live stream of Council and Committee meetings, and PC support.

Milestones Already Achieved

- Implemented HR Case Management Portal
- Implemented Intake Request portal to provide transparency to Mayor's and Council's offices.
- Implemented Digital Retention Storage for Elected Officials achieves
- Implemented the Neighborhood Council (NC) Election portal to streamline the NC election's process
- Address ADA Compliance on all public-facing websites

Issues / Challenges

- Provide a stable and high-quality live stream of Council and Council Committee meetings in English and Spanish
- Demands from the public for more online services
- Demands from internal divisions for automation to streamline workflow, resulting in workload increase
- Maintaining ADA compliance for all websites (internal and public-facing)

The current description for this program is included in the 2025-26 Detail of Departmental Programs (Blue Book). Please review that description. If you would like to propose a revision to that description, or if this is a new program, please write your proposed program description language below:

Key Metric
Please provide the metric for this program. The department must have direct influence/control over the metric. The metric must measure either an output or outcome. This metric should be the one that is printed in the Detail of Departmental Programs (Blue Book), or reflect the new metric that you are proposing.

Use the Budget Request letter included in the Excel template (A, B, C, etc.) when referencing each Budget Request.

Request A

2026-27 Budget Program Request

Department Name	Program Name	Program Code	Total Request Amount*
Office of the City Clerk	Technology Support	FF1449	$174,667

Name/Description of Budget Request

Name: **Regularize Information Systems Manager I (1409-1)**

Our Office requests the regularization of an Information Systems Manager I resolution authority in Fiscal Year 2026-27. This position provides in-depth expertise in project planning, system architecture, configuration, and solution recommendations while reviewing and evaluating employee performance, developing and assigning work, monitoring, and adjusting work performance in this complex environment. Additionally, this position functions independently with minimal supervision and supervises 5 technical staff. The duties of this position are on-going, and will continue permanently in future years, which necessitates the need to regularize this authority. Furthermore, this position serves as the Systems Division manager in the absence of the Director of Systems.

[x] Continuation Request [x] New Request or Expansion of Existing Services

Departmental Collaboration
If you developed this request in conjunction with other departments, list the departments below.

Describe any impact to other City departments associated with the implementation of this proposal. If this request was developed in conjunction with other departments, list the departments below

Justification

1

What problem will this request address? How is the problem resolved by this request?

This request will prevent a single point of failure and preserve institutional knowledge and strengthen the organization's ability to adapt to future challenges. Continual operation in the absence of the Director of Systems.

If this is a new request or a request for an expansion of existing services, discuss the specific efforts that were made to repurpose existing resources to provide the service instead of requesting for additional funding or positions. If the request involves repurposing existing

resources, identify which services are being discontinued (provide the reduction form number) and why the new request is a higher priority for the department.

If this is a request for new position authorities, briefly discuss the current position authorities in the program and provide an overview of the current services.

NA

Please describe how your proposal will positively impact equity among our residents – by addressing legacy or emerging inequities – or how your proposal will positively impact workplace equity. Please describe any disparity that will be addressed by this request.
Are there any specific communities, such as neighborhoods or key demographic groups, that this proposal will prioritize in order to achieve more equitable service delivery or address any disparities? To find where disparities may exist in a service or program, please refer to the CAO's MADE tool.

NA

2

What are the 2026-27 goals of this request?

The goal is to ensure the current incumbent gets the benefit of knowledge sharing/transfer from the current Director of Systems as well as receiving management experience as the incumbent is assisting with oversight of the systems division team.

What are the long-term goals of this request?

The long term goal of this request is to solidify succession planning by providing the experienced member of the team the opportunity of retention and promotion in the division, which reduces operational disruptions and maintains stability

3

What special funds are eligible to be used for this request?

None

Supporting Performance Metrics
Provide (a) metric(s) to support the above justification.

1. *Provide metrics that measure either the amount of services produced (output) and/or the impact of those services on your stakeholders (outcome). The department must have direct influence/control over each metric.*

   Not applicable

2. *Explain how the investment in resources will directly impact the metrics that measure the goals identified in question 2 of the Justification area above. Describe the impact on the metrics if the requested resources are not received. Provide numerical evidence.*

   Not applicable

3. *Provide and discuss any data or metrics used to determine if the services are equitably distributed or advance equity in communities with the greatest needs. Describe any learnings from the City's MADE Index and Tool. Will this request improve data collection in order to better measure equity and disparities?*

   Not applicable

4. *Please describe any stakeholder feedback used to develop this request and/or any stakeholder engagement planned if this request is approved.*

   Not applicable

Indicate if the request aligns with one of the areas below:

[ ] Urgently House Angelenos
[ ] Keep Angelenos Safe
[X] Make LA Shine
[ ] Foster Opportunity
[ ] Bolster Crisis Response
[ ] Major Events
[ ] Equity Focused Request
[ ] Greenhouse gas (GHG) emissions reduction or climate change adaptation

Please describe how this proposal will impact any of the areas indicated above.

Not applicable

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
	Information Systems Manager (1409-1)	$6497 .00

4. Reason for Preparing Description:
- ☐ New Position
- ☑ Change in Existing Position
- ☐ Routine Report of Duties
- ☐ Review for Proper Allocation

Date Prepared: 11/19/25

5. Location of office or place of work:
200 North Spring Street, Room 224
Los Angeles, CA 90012

6. Name of Department: City Clerk
Division: Systems Section:

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
Name: Title: Director of Systems

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
45%	Plans, directs and reviews the work of a major section performing information systems work; provides technical and analytical assistance in solving difficult and complex information systems problems; defines the scope and tasks of project activities and reviews and reports activity status to management; assists in development of budgets, intermediate and long-range plans; and assists in the formulation and organization of information systems training programs and performs related duties. An Information Systems Manager is responsible for the planning direction and supervision of a major functional area for a large computer facility and must ensure that subordinates effectively perform the tasks that are required to maintain a responsive and productive information processing operation. Assignments are generally received in terms of desired result.
30%	Directs and coordinates the activities of project groups involved in studying, designing, developing, implementing and reviewing information systems, or controlling, processing and operating information systems; Defines the scope and task of project ativities; Schedules and assigns personnel; Reviews progress and reports to management; Presents recommendations to information systems and user management;
15%	Evaluates operating advantages and cost savings of systems; Defines system logic and identifies equipment requirements; Reviews system performance and directs corrective action; Assists in the formulation and organization of information systems training programs and participates in training programs and training sessions;
10%	Supervises and assists in performing research and planning activities for developing advanced, improved and new systems; Assists in budget preparation and intermediate and long-range plans; Reviews, analyzes, evaluates and prepares recommendations on proposals submitted by consultants, service organizations, component suppliers and equipment manufactures; Participates in various systems integrations and analysis and may occasionally be assigned to other training and emergency duties as assigned for emergency purposes.

9. How long have the duties been substantially as described above? 3 years

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
Standard office equipment

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A

12. Indicate the number of employees supervised by class titles.
1 Systems Administrator II

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature: Date: Phone No.:

Digitally Signed using ClerkSign (Document: 46956317-caec-405e-a193-5bee2a88f54e)

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties are accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Work independently within defined standards and policies, and reviewed in terms of results.

16. REQUIREMENTS. Indicate the minimum requrements to perform the duties of this position:

(a) Education (include specific matter).

N/A

(b) Experience (type and length; list appropriate city classes, if any).

N/A

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

- [x] Strength to: X Lift ____ Push ____ Pull
  Average weight 5 Heaviest weight 15
- [ ] Climbing (stairs, ladders, poles)
  How far ____
- [ ] Face severe work conditions
  Outdoors ____ on/near water ____
  Other/explain ____

SPECIAL NEED FOR:

- [x] Vision, to read fine print/numbers
- [x] Hearing, for telephone/alarms
- [ ] Balance, for working heights

Other/explain

EXTENSIVE USE OF:	Hours per week
[x] Legs, for walking/standing	frequent
[x] Hands and fingers	frequent
[ ] Back, for strenuous labor	

Other/explain

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

Assistive devices may be used.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Responsible for adhearance to Departmental accounting principals and procedures .

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Responsibile for economy of time and materials.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Responsibile for prudent use of machinery and equipment.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond $ N/A

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Daily contact with City Clerk personnel. Extensive contact with the public, Councilmembers, Council staff, City departments, executive management, Neighborhood Councils, and the media.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Prepares Council legislative and Committee reports, agendas, motions, minutes, memoranda, letters, and statistical reports.

Signature of the immediate supervisor ____ Date ____

Class Title Director of Systems

Signed with ClerkSign
Ruben Viramontes
Nov 19, 2025 4:44PM

Phone No. ____

Signature of department head ____ Date 11/19/2025

Digitally Signed using ClerkSign (Document: 46956317-caec-405e-a193-5bee2a88f54e)

2026-27 Budget Program Request

Department: **Office of the City Clerk**
Program Name: **General Administration and Support**

2026-27 Baseline Program Data
Total Number of Regular Positions (Civilian): 13
Total Number of Regular Positions (Sworn):

Budget:

Account	Account Name	TOTAL	General Fund 100	Total All Special Funds	Resources Revenue Fund 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E	Special Fund E XXX	Special Fund F XXX	Special Fund G XXX	Special Fund H XXX	Special Fund I XXX
001010	Salaries General	$ 1,884,963	$ 1,884,963	$ -									
001012	Salaries - Sworn	$ -		$ -									
001070	Salaries As-Needed	$ -		$ -									
001090	Salaries Overtime	$ 19,625	$ 19,625	$ -									
001100	Hiring Hall Salaries	$ -		$ -									
002120	Printing and Binding	$ 1,388	$ 1,388	$ -									
003040	Contractual Services	$ -		$ -									
003310	Transportation	$ 6,500	$ 6,500	$ -									
004170	Elections	$ -		$ -									
006010	Office and Admin	$ 7,057	$ 7,057	$ -									
006020	Operating Supplies	$ -		$ -									
007300	Equipment	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
	TOTAL:	**$ 1,919,533**	$ 1,919,533	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Pension/Health (Add/Delete Rate): $ 852,996
Applicable CAP rate: 145.67%
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ - $ - $ - $ - $ - $ - $ - $ - $ - $ -

BASE General Fund Revenue attributable to this Program:

Request A **Name of Request:** Add a Management Analyst (9784-0)
Continued or New? New Request or Expansion of Existing Service

Positions:

Workday Position Number	Quantity	Class Title	Class Code	Reg, Sworn, Reso, As-Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	Number of Months Funding Requested	Net Salary	Count by FTE by Source of Funds (Positions will default to General Fund 100 if not allocated to) General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E
	1	Management Analyst	9184-0	Civ-Reg	$ 118,197	3.0%	9	$ 85,988	1.00	0.00				
P076448	-1	Sr. Aministration Clerk	1368-0	Civ-Reg	$ 77,700	3.0%	12	$ (75,369)	-1.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
	0	TOTALS						**$ 10,619**	0.00	0.00	0.00	0.00	0.00	0.00

Budget:

Account	Account Name	TOTAL	General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E	Special Fund XXX	Special Fund F XXX	Special Fund XXX	Special Fund H XXX	Special Fund I XXX
001010	Salaries General	$ 10,619	$ 10,619	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001012	Salaries - Sworn	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001070	Salaries As-Needed	$ -		$ -									
001090	Salaries Overtime	$ -		$ -									
001100	Hiring Hall Salaries	$ -		$ -									
001120	Benefits Hiring Hall	$ -		$ -									
003040	Contractual Services	$ -		$ -									

003310	Transportation	$ -		$ -											
006010	Office and Admin	$ -		$ -											
006020	Operating Supplies	$ -		$ -											
XXXXXX	Other	$ -		$ -											
XXXXXX	Other	$ -		$ -											
XXXXXX	Other	$ -		$ -											
	TOTAL:	**$ 10,619**	$ 10,619	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Pension/Health (Add/Delete Rate): $ 3,498
Applicable CAP rate:
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ - $ - $ - $ - $ - $ - $ - $ - $ - $ -

General Fund Revenue (Change): $ -

Request B **Name of Request:** Regularize General Admin and Support Reso Positions
Continued or New? Continuation Request

Positions:

Workday Position Number	Quantity	Class Title	Class Code	Reg, Sworn, Reso, As-Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	Number of Months Funding Requested	Net Salary	General Fund 100	Total All Special Funds	Resources Revenue Fund 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E
									n Counts by FTE by Source of Funds (Positions will default to General Fund 100 if not allocated to					
P138805	1	Personnel Records Supervisor	1129-0	Civ-Reg	$ 95,985	3.0%	12	$ 93,106	1.00	0.00				
P076510	1	Accounting Clerk	1223-0	Civ-Reg	$ 74,676	3.0%	12	$ 72,436	1.00	0.00				
P156978	1	Accounting Records Supervisor I	1119-1	Civ-Reg	$ 90,014	3.0%	12	$ 87,314	1.00	0.00				
P158078	1	Accountant	1513-0	Civ-Reg	$ 81,572	3.0%	12	$ 79,125	1.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
								$ -	0.00	0.00				
	4	TOTALS						**$ 331,980**	4.00	0.00	0.00	0.00	0.00	0.00

Budget:

Acct	Account Name	TOTAL	General Fund 100	Total All Special Funds	Resources Revenue Fund 508	Operations & Maintenance 760	Improvement Trust Fund 659	Regulation Special 60E	Special Fund E XXX	Special Fund F XXX	Special Fund G XXX	Special Fund H XXX	Special Fund I XXX
001010	Salaries General	$ 331,980	$ 331,980	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001012	Salaries - Sworn	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001070	Salaries As-Needed	$ -		$ -									
001090	Salaries Overtime	$ -		$ -									
001100	Hiring Hall Salaries	$ -		$ -									
001120	Benefits Hiring Hall	$ -		$ -									
003040	Contractual Services	$ -		$ -									
003310	Transportation	$ -		$ -									
006010	Office and Admin	$ -		$ -									
006020	Operating Supplies	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
XXXXXX	Other	$ -		$ -									
	TOTAL:	**$ 331,980**	$ 331,980	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Pension/Health (Add/Delete Rate): $ 180,766
Applicable CAP rate:
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ - $ - $ - $ - $ - $ - $ - $ - $ - $ -

General Fund Revenue (Change):

2026-27 Program Budget Cost SUMMARY (Total all Sections Above)

Positions:
Baseline Data 13

ALL Requests		4
	TOTAL	**17**

Direct Cost:		TOTAL	General Fund 100	Total All Special Funds	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E	Special Fund XXX	Special Fund F XXX	Special Fund XXX	Special Fund H XXX	Special Fund I XXX
Baseline Data		**$ 1,919,533**	$ 1,919,533	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL ALL REQUESTS		**$ 342,599**	$ 342,599	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL	**$ 2,262,132**	**$ 2,262,132**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Pension/Health (Add/Delete Rate):		$ 1,037,260											
Estimated Related Cost Reimbursement from SFs (CAP Rate):				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total General Fund Revenue:		$ -											
Net GF Cost (Budget - Revenue):		**$ 2,262,132**											

2026-27 Budget Program Overview

Department Name	Program Name	Program Code
Office of the City Clerk	General Admin Support Program	FB1450

Purpose of Program / Background

The purpose of the General Admin Support Program is to provide dedicated fiscal, payroll and human resource services to the Office of the Mayor, all Council offices including the Chief Legislative Analyst, Office of the City Clerk and to provide other administrative payroll support to small departments including Civil and Human Rights Department, Youth Development Department, Cannabis Regulation Department and Department of Neighborhood Empowerment. These services include but are not limited to payroll audit and processing, Onboarding , Offboarding, Salary adjustments, Ethics compliance, EEO compliance, assuring Workplace Equity and Inclusion, investigations as needed and Human Resource advisory assistance.

Milestones Already Achieved

The HRSS team has successfully created a comprehensive onboarding and exit training process that allows more efficient workflow including ensuring completion of all WorkDay tasks in the onboarding and offboarding process, inventory dissemination and retrieval compliance and badge and mileage placard approval and dissemination. Our team has successfully onboarded and consulted with the new Council administration and is preparing for and updating the management orientation for upcoming elected cyclical rollover . The HRSS management team has successfully partnered with the Systems Division to create a comprehensive HR Case Management Portal to assist the EEO team with investigations, follow up and report writing. This portal also includes Family Medical Leave, Reasonable Accommodations and Workers Compensation tracking to ensure state and federal compliance in these processes.

Issues / Challenges

The current HRSS management team consists of 1 Personnel Director, 1 Sr. Personnel Analyst II and 1 Personnel Analyst I. All the investigations, interventions and mediation for the elected offices are handled by the Sr. Personnel Analyst II and the Personnel Analyst I. The determinations and recommendations are then approved or revised by the Personnel Director. It is important to note that due to lack of adequate staffing upper management in the HRSS section continue to support other areas of operations including payroll, WorkDay functions and risk management, therefore are unable to exclusively focus on the employee relations and litigation aspect of the section.

The current description for this program is included in the 2025-26 Detail of Departmental Programs (Blue Book). Please review that description. If you would like to propose a revision to that description, or if this is a new program, please write your proposed program description language below:

Key Metric
Please provide the metric for this program. The department must have direct

Use the Budget Request letter included in the Excel template (A, B, C, etc.) when referencing each Budget Request.

Request A

influence/control over the metric. The metric must measure either an output or outcome. This metric should be the one that is printed in the Detail of Departmental Programs (Blue Book), or reflect the new metric that you are proposing.

2026-27 Budget Program Request

Department Name	Program Name	Program Code	Total Request Amount*
Office of the City Clerk	General Admin Support Program	FB1450	$10,619

Name/Description of Budget Request

Name: Add a Management Analyst (9784-0)

The HRSS section of the Office of the City Clerk is requesting a Management Analyst to assist with the oversight of the increasing administrative support for the elected offices including continued payroll oversight and most critically, assistance with EEO/Workplace Equity and Inclusion compliance. This position will also assist and oversee the implementation of the new Mentorship Program in the Office of the City Clerk.

Provide a general description of the resources you are requesting. If the positions requested are exempt, explain why an existing civil service classification cannot perform these functions. If the request requires a multi-year funding plan, provide a detailed funding breakdown that illustrates the cost for each year and the total cost of full implementation. If the request is for equipment or vehicles, current estimates must be included as backup documentation. If the request is due to increased non-salary costs due to inflation, report on the causes of the increase.

[ ] Continuation Request [X] New Request or Expansion of Existing Services

Departmental Collaboration
If you developed this request in conjunction with other departments, list the departments below.

Describe any impact to other City departments associated with the implementation of this proposal. If this request was developed in conjunction with other departments, list the departments below

NA

Justification

1 What problem will this request address? How is the problem resolved by this request?

The following Fiscal Year will bring significant challenges for the HRSS team including a cyclical rollover of council offices and the imminent adoption of an MOU for the Council Aide classification. This will require our team to develop a more robust Onboarding and Exit Orientation process including, updating city property issuance/retrieval policy, ensuring adherence and completion of WorkDay items to properly on/off board and trigger benefits eligibility among other items. As these changes will inevitably result in the need for managerial development as it relates to employee management and development, this position will help facilitate conservations and help implement new procedures in order to ensure City Policy observance and mitigate risk, particularly in the realm of Employee Relations. This position will also be charged with coordinating with the elected offices with Training Compliance and Staff Development, ensuring Federal, State and local observance and proper implementation of the Workers Compensation policy and will assist in implementing the newly developed mentorship program

If this is a new request or a request for an expansion of existing services, discuss the specific efforts that were made to repurpose existing resources to provide the service instead of requesting for additional funding or positions. If the request involves repurposing existing resources, identify which services are being discontinued (provide the reduction form number) and why the new request is a higher priority for the department.

With the full implementation of WorkDay, the HRSS section has been able to evenly distribute the HR/Payroll functions to the current administrative support employees and have successfully implemented an efficient audit and oversight workflow for the supervisors and manager in the section. However, the workplace equity team has seen a substantial increase in the need to provide support to the offices in our purview, including elected offices in regards to best practices in the workplace and risk mitigation. In order to provide the most expedient and effective services possible, it is imperative that the HRSS section is afforded another Management Analyst authority to assist and provide support to upper management on these matters.

If this is a request for new position authorities, briefly discuss the current position authorities in the program and provide an overview of the current services.

The HRSS section of the Office of the City Clerk is requesting to delete a Senior Administrative Clerk and add a Management Analyst to address the ever increasing need for Human Resources process and Workplace Equity policy compliance. The section currently has one Personnel Director, one Sr. Personnel Analyst II and one Personnel Analyst that handle all the workplace equity functions for City Clerk, the Mayor's Office, Council Offices and the Chief Legislative Analysts Office. The Payroll component of the HRSS section, which consists of one Management Analyst, four Sr. Administrative Clerks, One Payroll Supervisor and One Personnel Records Supervisor handles payroll and HR process in WorkDay for the aforementioned offices as well as the smaller departments; Youth Development, Cannabis

Regulation, Civil and Human Rights and Department of Neighborhood Empowerment.

Please describe how your proposal will positively impact equity among our residents – by addressing legacy or emerging inequities – or how your proposal will positively impact workplace equity. Please describe any disparity that will be addressed by this request.
Are there any specific communities, such as neighborhoods or key demographic groups, that this proposal will prioritize in order to achieve more equitable service delivery or address any disparities? To find where disparities may exist in a service or program, please refer to the CAO's MADE tool.
NA

2 *What are the 2026-27 goals of this request?*

The goal of this request is to provide much needed support to the current HRSS management team. Currently, our team has a Sr. Personnel Analyst II and a Personnel Analyst who conduct investigations, intervention and mediation for all elected offices.

What are the long-term goals of this request?

The long term goals of this request is to provide adequate staffing that will create efficiencies, ensure adherence to Federal, State and City Policies as they relate to EEO/Workplace Equity and Inclusion Policies and to promote innovation and expediency on services provided to the elected offices.

3 *What special funds are eligible to be used for this request?*

Supporting Performance Metrics
Provide (a) metric(s) to support the above justification.

1. *Provide metrics that measure either the amount of services produced (output) and/or the impact of those services on your stakeholders (outcome). The department must have direct influence/control over each metric.Current Offices supported:*
   Current Offices supported: 23 Departments (17 of which are elected offices)
   Current Employees supported: Over 1000 employees supported
   Current Caseload: Approximately 60 cases including (HR,FMLA, Medical Leaves/Personal Leaves, Reasonable Accommodations, Workplace Violence)

Average Monthly Attrition: 55-65 Hires (Approx. 165 hires during cyclical rollover)
50-60 Terminations (Approx. 155 during cyclical rollover)
30-35 Transfers
Current Orientations provided (monthly):
Hiring: 55-65
Terminations: 100-120
Cyclical Rollover Orientations
Leaving City Service: 1- 8 offices
New Admin Orientation Chief of Staff: 1-8
Elected Official Orientation: 1-8

2. *Explain how the investment in resources will directly impact the metrics that measure the goals identified in question 2 of the Justification area above. Describe the impact on the metrics if the requested resources are not received. Provide numerical evidence.*

   The investment in resources will allow for a more evenly distributed workflow for the Workplace Equity team in the HRSS section. For instance, rather than having over 480 hours of case management divided into three employees, the additional resources will decrease the exorbitant workload and create a more manageable time frame of 96 hours per employee. This would allow us the time to address other HR related items and be able to fully implement new programs that are being requested by the Executive Team. We will also be able to establish an appropriate level of oversight and approval for investigation determinations.

3. *Provide and discuss any data or metrics used to determine if the services are equitably distributed or advance equity in communities with the greatest needs. Describe any learnings from the City's MADE Index and Tool. Will this request improve data collection in order to better measure equity and disparities? N/A*

4. *Please describe any stakeholder feedback used to develop this request and/or any stakeholder engagement planned if this request is approved.*

Indicate if the request aligns with one of the areas below:

[ ] Urgently House Angelenos
[ ] Keep Angelenos Safe
[X] Make LA Shine
[ ] Foster Opportunity
[ ] Bolster Crisis Response
[ ] Major Events
[ ] Equity Focused Request
[ ] Greenhouse gas (GHG) emissions reduction or climate change adaptation

Please describe how this proposal will impact any of the areas indicated above.

Use the Budget Request letter included in the Excel template (A, B, C, etc.) when referencing each Budget Request.

Request B

2026-27 Budget Program Request

Department Name	Program Name	Program Code	Total Request Amount*
Office of the City Clerk	General Administration and Support	FB1450	$331,980

Name/Description of Budget Request

Name: **Regularize General Admin and Support Reso Positions**
Regularize positions that support the GASP program:

- Personnel Records Supervisor
- Accounting Clerk
- Accounting Records Supervisor
- Accountant

[ ] Continuation Request [X] New Request or Expansion of Existing Services

Departmental Collaboration
If you developed this request in conjunction with other departments, list the departments below.

Describe any impact to other City departments associated with the implementation of this proposal. If this request was developed in conjunction with other departments, list the departments below

NA

Justification

1

What problem will this request address? How is the problem resolved by this request?
The regularization of positions will help with continuity of services and long term sustainability of departmental staff

If this is a new request or a request for an expansion of existing services, discuss the specific efforts that were made to repurpose existing resources to provide the service instead of requesting for additional funding or positions. If the request involves repurposing existing resources, identify which services are being discontinued (provide the reduction form number) and why the new request is a higher priority for the department.
NA

If this is a request for new position authorities, briefly discuss the current position authorities in the program and provide an overview of the current services.
The Human Resource Services Section is committed to serve all our stakeholders with quality

and excellence. The goal of the City of Los Angeles Workplace Equity Policy " The City of Los Angeles (City) is steadfast in its mission to maintain a professional, equitable, and inclusive workplace to cultivate an environment where diverse employees and applicants experience equity of opportunity for personal and organizational success." HRSS has been committed to provide training and promotional opportunities for our stakeholders and employees alike, as witnessed by the diversity of our team and our frequent utilization of the Targeted Local Hire Program. Our request approval would facilitate more promotional opportunities for our internal team, while also opening up entry level opportunities in a professional environment that works closely with elected offices, to the community of Los Angeles through the Targeted Local Hire program. The request would also facilitate the ability of the HRSS team to create a more robust knowledge transfer and promotional test preparation program to ensure that all city employees in our purview would have an equitable opportunity to gain success in their current position as well as garner skills and knowledge to promote.

The regularization of the accounting staff also allows the City Clerk to address increasing workloads and ensure permanent staff levels to address increasing accounting workloads.

Please describe how your proposal will positively impact equity among our residents – by addressing legacy or emerging inequities – or how your proposal will positively impact workplace equity. Please describe any disparity that will be addressed by this request.
Are there any specific communities, such as neighborhoods or key demographic groups, that this proposal will prioritize in order to achieve more equitable service delivery or address any disparities? To find where disparities may exist in a service or program, please refer to the CAO's MADE tool.
NA

2

What are the 2026-27 goals of this request?
The goal of this particular request is to appropriately staff the HR Services section to facilitate research and implementation of equity strategies, as well as provide appropriate oversight over the Personnel matters that fall under the purview of the Office.

The goal for accounting is to staff the section to previously established levels and to continue building on accounting's institutional knowledge. Additionally, with the increased workloads as a result of the Mayor's Inside Safe initiative along with an increase in work related travel among all of the electeds, the need to maintain the requested staffing levels is necessary to meet the demands of our client base.

What are the long-term goals of this request?

The long term goal of the HR services request is to facilitate the retention of institutional knowledge and also attract quality candidates to be able to perform the duties and responsibilities of the office at the appropriate levels and prevent staff burnout.

Accounting:
The long term goal for accounting is to decrease processing time for payment and reimbursement requests. The accounting section intends to maintain adequate staffing levels

to decrease the unsustainable workload each staff member currently maintains.

What special funds are eligible to be used for this request?

3

Not Applicable

Supporting Performance Metrics
Provide (a) metric(s) to support the above justification.

1. *Provide metrics that measure either the amount of services produced (output) and/or the impact of those services on your stakeholders (outcome). The department must have direct influence/control over each metric.*

   Current Offices supported: 23 Departments (17 of which are elected offices)
   Current Employees supported: Over 1000 employees supported
   Current Caseload: Approximately 60 cases including (HR,FMLA, Medical Leaves/Personal Leaves, Reasonable Accommodations, Workplace Violence)
   Average Monthly Attrition: 55-65 Hires (Approx. 165 hires during cyclical rollover)
   50-60 Terminations (Approx. 155 during cyclical rollover)
   30-35 Transfers
   Current Orientations provided (monthly):
   Hiring: 55-65
   Terminations: 100-120
   Cyclical Rollover Orientations
   Leaving City Service: 1- 8 offices
   New Admin Orientation Chief of Staff: 1-8
   Elected Official Orientation: 1-8

   Accounting:
   Currently, accounting staff is processing close to 20,000 documents in FMS per fiscal year.Staff provides accounting services to include transfers, service and commodity requests, contract piggyback requests and most recently special fund management requests from the smaller departments this office supports.

2. *Explain how the investment in resources will directly impact the metrics that measure the goals identified in question 2 of the Justification area above. Describe the impact on the metrics if the requested resources are not received. Provide numerical evidence.*

3. *Provide and discuss any data or metrics used to determine if the services are equitably distributed or advance equity in communities with the greatest needs. Describe any learnings from the City's MADE Index and Tool. Will this request*

improve data collection in order to better measure equity and disparities?

4. *Please describe any stakeholder feedback used to develop this request and/or any stakeholder engagement planned if this request is approved.*

Indicate if the request aligns with one of the areas below:

[ ] Urgently House Angelenos
[ ] Keep Angelenos Safe
[X] Make LA Shine
[ ] Foster Opportunity
[ ] Bolster Crisis Response
[ ] Major Events
[ ] Equity Focused Request
[ ] Greenhouse gas (GHG) emissions reduction or climate change adaptation

Please describe how this proposal will impact any of the areas indicated above.

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
	Accountant (1513)	$3486.00

4. Reason for Preparing Description:
- [ ] New Position
- [X] Change in Existing Position
- [ ] Routine Report of Duties
- [ ] Review for Proper Allocation

Date Prepared: 11/19/25

5. Location of office or place of work:
200 North Spring Street, Room 224
Los Angeles, CA 90012

6. Name of Department: City Clerk
Division: ASD Section: Fiscal

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
Name: _____ Title: Sr. Management Analyst

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
40%	Analyzes and prepares recommendations and reports relating to changes and improvements in the application of GAAP, cost allocation and reports of billings and collections; audits and analyzes accounting records, journals, ledgers, invoices, contracts, and other related records. Examines and interprets systems of accounting and evaluates internal controls for compliance with procedures and policies. Assists with contract administration and interpretation of GCP contracts. Assist in functions as they relate to the needs of the Civil and Human Rights and Equity Department.
20%	Analyzes and verifies records of fund transfers, cash transfers, encumbrances and unencumbered balances; prepares documents to effect the entry, balancing, adjusting, closing and reconciling of accounting books.
10%	Supervises two (2) Accounting Clerk's responsible for processing documents related to General City Purposes (GCP) and Attorney Conflict contracts; assists staff in handling the more difficult accounting transactions.
10%	Reviews cash deposits, journal vouchers for adjusting and closing entries, financial statements, cost and statistical reports, and narrative reports as necessary.
10%	Reviews and verifies accounting documents in accordance with the City's accounting practices, including demands, purchase orders, inter-departmental orders, appropriations, allotments and/or encumbrance adjustments, transfer of appropriations and journal vouchers.
10%	Reconciles accounting records with supporting documents, including monthly reconciliation and reversion worksheets. Participates in the preparation and control of the annual budget

9. How long have the duties been substantially as described above? N/A

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
Standard office equipment

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A

12. Indicate the number of employees supervised by class titles.
2 Accounting Clerks

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

Digitally Signed using ClerkSign (Document: 21a31327-715a-48f0-849a-3928b0edc895)

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties are accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Work independently within defined standards and policies, and reviewed in terms of results.

16. REQUIREMENTS. Indicate the minimum requrements to perform the duties of this position:

(a) Education (include specific matter).

Accounting Principals

(b) Experience (type and length; list appropriate city classes, if any).

One year experience at the performing professional administrative/Accounting, legislative, duties.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

- [x] Strength to: X Lift ____ Push ____ Pull
  Average weight 5 Heaviest weight 15
- [ ] Climbing (stairs, ladders, poles)
  How far ____
- [ ] Face severe work conditions
  Outdoors ____ on/near water ____
  Other/explain ____

SPECIAL NEED FOR:

- [x] Vision, to read fine print/numbers
- [x] Hearing, for telephone/alarms
- [ ] Balance, for working heights

Other/explain

EXTENSIVE USE OF:	Hours per week
[x] Legs, for walking/standing	frequent
[x] Hands and fingers	frequent
[ ] Back, for strenuous labor	

Other/explain

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

Assistive devices may be used.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Responsible for adhearance to Departmental accounting principals and procedures .

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Responsibile for economy of time and materials.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Responsibile for prudent use of machinery and equipment.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond $ N/A

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Daily contact with City Clerk personnel. Extensive contact with the public, Councilmembers, Council staff, City departments, executive management, Neighborhood Councils, and the media.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Prepares Council legislative and Committee reports, agendas, motions, minutes, memoranda, letters, and statistical reports.

Signature of the immediate supervisor ____ Date ____

Class Title Accountant Phone No. ____

Signature of department head Signed with ClerkSign Ruben Viramontes Nov 19, 2025 4:43PM Date 11/19/2025

Digitally Signed using ClerkSign (Document: 21a31327-715a-48f0-849a-3928b0edc895)

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
	Personnel Records Supervisor	3425

4. Reason for Preparing Description:
- [ ] New Position
- [X] Change in Existing Position
- [ ] Routine Report of Duties
- [ ] Review for Proper Allocation

Date Prepared: 11/19/25

5. Location of office or place of work:
200 North Spring Street, Room 224
Los Angeles, CA 90012

6. Name of Department: City Clerk
Division: ASD Section: Personnel Services

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
Name: _____ Title: Management Analyst

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
45%	Assigns, reviews, and evaluates the work of a group of clerical employees engaged in the preparation, processing, and maintenance of personnel records, documents, and files which may include: The filing, routing, control, and maintenance of records, correspondence, documents, and personnel Folders; Providing information to City employees and the public regarding personnel policies, rules, procedures, and memoranda of understanding; Arranging for the release of personnel information in response to subpoenas duces tecum and requests for verification of employment in accordance with applicable City, State, and Federal regulations; Preparing, maintaining, and monitoring personnel related documents and forms such as IOD reports, sick leave reports, leaves of absences, suspensions, terminations, and personnel turnover reports; Preparing timekeeping documents and records; Processing Civil Service applications, eligible lists, confidential examination materials, requests for certification, or layoff lists; Conferring with staff of the Personnel Department, City Administrative Officer,
40%	Executes function in the Workday System including Onboarding, Transfers, Leaves and adjustments that require more in-depth knowledge of the personnel rules, policies, and procedures which govern those matters. Is the Personnel Liaison with all the offices and department that in the purview of the Office of the City Clerk that coordinates Memo submittal, cerification of employment elegibility, New Hire and Exit Orientations Public Student Loan Forgiveness forms and Verifications of Employment.
15%	As a bonafide supervisor, the Personnel Records Supervisor is responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, evaluation of performance, and approval of requests for time off.

9. How long have the duties been substantially as described above? 3 years

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
Standard office equipment

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A

12. Indicate the number of employees supervised by class titles.
2 Senior Administrative Clerks

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

Digitally Signed using ClerkSign (Document: cf4126a7-0c20-4236-885b-f3dfb7f5e4d8)

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties are accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Work independently within defined standards and policies, and reviewed in terms of results.

16. REQUIREMENTS. Indicate the minimum requrements to perform the duties of this position:

(a) Education (include specific matter).

Experience with Personnel/Payroll matters is desireable

(b) Experience (type and length; list appropriate city classes, if any).

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

- [x] Strength to: X Lift _____ Push _____ Pull
  Average weight 5 Heaviest weight 15
- [ ] Climbing (stairs, ladders, poles)
  How far _____
- [ ] Face severe work conditions
  Outdoors _____ on/near water _____
  Other/explain _____

SPECIAL NEED FOR:

- [x] Vision, to read fine print/numbers
- [x] Hearing, for telephone/alarms
- [ ] Balance, for working heights

Other/explain

EXTENSIVE USE OF:	Hours per week
[x] Legs, for walking/standing	frequent
[x] Hands and fingers	frequent
[ ] Back, for strenuous labor	

Other/explain

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

Assistive devices may be used.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Responsible for implementaion of Departmental policies.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Responsibile for economy of time and materials.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Responsibile for prudent use of machinery and equipment.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond $ N/A

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Daily contact with City Clerk personnel. Extensive contact with the public, Councilmembers, Council staff, City departments, executive management, Neighborhood Councils, and the media.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Prepares Council legislative and Committee reports, agendas, motions, minutes, memoranda, letters, and statistical reports.

Signature of the immediate supervisor _____ Date _____

Class Title Management Analyst Phone No. _____

Signature of department head Signed with ClerkSign Ruben Viramontes Nov 19, 2025 4:13PM Date 11/19/2025

Digitally Signed using ClerkSign (Document: cf4126a7-0c20-4236-885b-f3dfb7f5e4d8)

For PDES 3ef Rev. 7/07

POSITION DESCRIPTION

C L Ange e

DO NOT USE THIS SPACE

1. Na e of E ployee:	2. E ployee s Present Class Title/Co e:	3. Present Salary or age Rate:
	Accounting Clerk (1223)	$2856.00

4. Reason for Preparing Des ription:
- [ ] New Position
- [X] Change in E isting Position
- [ ] Routine Report of Duties
- [ ] Review for Proper Allo ation

Date Prepare: 11/19/25

5. Lo ation of offi e or pla e of work:
200 North Spring Street, Room 224
Los Angeles, CA 90012

6. Na e of Depart ent: City Clerk
Division: ASD
Se tion: Fiscal

7. Na e an title of the person fro who you or inarily re eive instru tions an who supervises or reviews your work:
Na e:
Title: Accounting Records Supervisor II

8. Des ri e in etail the uties an work of this position es ri ing ea h uty in a separate paragraph. Begin with the uties that nor ally take ost of your ti e an then es ri e the uties that are infre uent. Be ertain to tell what is one how it is one an what aterials or e uip ent are use . Using per entages show the istri ution of the total working ti e. Also if the uties an responsi ilities of the position have hange in i ate how an when the hanges o urre .

PERCENT OF TIME	DUTIES
70%	Prepares and processes accounting documents such as encumbrances (PO), close-outs and payment vouchers (PV) for Attorney Conflict contracts from the General City Purposes (GCP) budget. Prepares accounting documents such as encumbrances (PO), close-outs and payment vouchers (PV) for Council District Community Services accounts that provides funds for Council use and for official notices advertising from the General City Purposes budget.
20%	Prepares Allotment Adjustment and Transfer of Appropriation documents, and monitors fund balances on all GCP and Attorney Conflict contracts to ensure sufficient funds are available for payment. Generates a fund approval letter using information from GCP allocation memo, makes a copy of the letter, sends out the letter to organization with application package, and update onto GCP database; interfaces with representatives of community and non-profit agencies, vendors, staff of elected officials, Controller's Office, City Administrative Officer, City Attorney's Office and other City departments as needed; maintains accounting records and records retention.Updates payment information in the Administrative Services Division's cost center databases.
10%	Maintains and updates all current GCP and Attorney Conflict contracts to comply with Controller's requirements such as Vendor Maintenance, Insurance, Equal Benefits Ordinance (EBO), Living Wage Ordinance (LWO), Business Tax Registration Certificate (BTRC) number and other necessary required documents. Assists other Accounting Clerk II's as needed due to workload priorities or temporary workload shifts, and performs other duties as required.

9. How long have the uties een su stantially as es ri e a ove: N/A

10. List any a hinery or e uip ent operate an any unusual or ha ar ous working on itions.
Standard office equipment

11. Per ent of ti e spent supervising training an evaluating e ployees assigning an reviewing work . N/A

12. In i ate the nu er of e ployees supervise y lass titles.
N/A

13. I ertify that the a ove state ents are y own an to the est of y knowle ge are a urate an o plete.

Signature: Date: Phone No.:

Digitally Signed using ClerkSign (Document: 28874e43-dd33-4fb7-93e9-0af8e7a0068c)

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. In i ate in what respe ts if any the uties an responsi ilities on the other si e are not suffi iently or a urately es ri e .

Duties are accurately described.

15. SUPERVISION RECEIVED. Des ri e the nature fre uen y or loseness of supervision re eive y the e ployee in lu ing the way that the e ployee s work is assigne an reviewe .

Work independently within defined standards and policies, and reviewed in terms of results.

16. RE UIREMENTS. In i ate the ini u re ure ents to perfor the uties of this position:
a E u ation in lu e spe ifi atter .

Accounting Principals

E perien e type an length list appropriate ity lasses if any .

Some experience in accounting practices.

17. PHYSICAL RE UIREMENTS. Che k elow all physi al apa ilities nee e to o this o .

- [x] Strength to: X Lift ____ Push ____ Pull
  Average weight 5 Heaviest weight 15
- [ ] Cli ing stairs la ers poles
  How far ____
- [ ] Fa e severe work on itions
  Out oors ____ on/near water ____
  Other/e plain ____

SPECIAL NEED FOR:

- [x] Vision to rea fine print/nu ers
- [x] Hearing for telephone/alar s
- [ ] Balan e for working heights

Other/e plain

EXTENSIVE USE OF:	H e ee
[x] Legs for walking/stan ing	frequent
[x] Han s an fingers	frequent
[ ] Ba k for strenuous la or	

Other/e plain

a List any alternative etho s or evi es that an e use to ai in eeting the physi al re uire ents he ke a ove.

Assistive devices may be used.

18. RESPONSIBILITIES

a Poli y an Metho s: Des ri e the responsi ility for the interpretation an enfor e ent of poli y an etho s in i ate the e tent of parti ipation in evelop ent if any an approval y higher authority re uire .

Responsible for adhearance to Departmental accounting principals and procedures .

Materials an Pro u ts: Des ri e the responsi ility an opportunity for ringing a out e ono ies an /or preventing losses through effe tive han ling pro essing or storing of aterials or pro u ts or through planning or engineering in onne tion with sa e.

Responsibile for economy of time and materials.

Ma hinery an e uip ent: Des ri e the responsi ility for the operation use repair or are of a hinery e uip ent or fa ilities or for planning or engineering in onne tion with the sa e in i ate the si e an kin of su h a hinery an e uip ent es ri e the opportunity for preventing losses or a hieving e ono ies.

Responsibile for prudent use of machinery and equipment.

Money: Des ri e the responsi ility for an a ess to ash sta ps or other negotia les or the responsi ility for authori ing the e pen iture of fun s in i ate the average value of negotia les han e ea h onth or the a ounts whi h are authori e to e e pen e ea h onth.

Is position on e No a ount of on N/A

e Personal Conta ts: Des ri e the purpose an fre uen y of personal onta t with others oth within an outsi e the organi ation in i ate the types of onta ts purpose thereof an the i portan e of persons onta te .

Daily contact with City Clerk personnel. Extensive contact with the public, Councilmembers, Council staff, City departments, executive management, Neighborhood Councils, and the media.

f Re or s an Reports: Des ri e the re or s an reports in lu ing the kin an value of re or s in es riptive ter s an the a tion e ployee takes in respe t thereto

Prepares Council legislative and Committee reports, agendas, motions, minutes, memoranda, letters, and statistical reports.

Signature of the i e iate supervisor ____ Date ____

Class Title Accounting Records Supervisor II Phone No. ____

Signature of epart ent hea Signed with ClerkSign Ruben Viramontes Nov 19, 2025 4:11PM Date 11/19/2025

Digitally Signed using ClerkSign (Document: 28874e43-dd33-4fb7-93e9-0af8e7a0068c)

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
	Accounting Records Supervisor (1119-1)	3215

4. Reason for Preparing Description:
- [ ] New Position
- [X] Change in Existing Position
- [ ] Routine Report of Duties
- [ ] Review for Proper Allocation

Date Prepared: 11/19/2025

5. Location of office or place of work:
200 North Spring Street, Room 224
Los Angeles, CA 90012

6. Name of Department: City Clerk
Division: ASD Section: Fiscal/Accounting

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
Name: _____ Title: Sr Management Analyst I

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
45%	The Accounting Records Supervisor for ther Office of the City Clerk assigns, reviews and evaluates the work of a group of clerical employees engaged in the preparation, processing, and maintenance of a wide variety of accounting or financial records for the departments within the purview of the Office, including Council, Mayor, Clerk and other smaller departments as reqested; Supervises accounting clerical personnel serving as cashiers or tellers; applies sound supervisory techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.
35%	Enforces principles and practices of bookkeeping, including reconciliations, payables and receivables, and posting entries in ledgers; fund accounting terminology and the types of funds involved; Financial Management Information System (FMIS) and Supply Management System (SMS) functions and procedures; regulations governing expenditures; City fiscal operations and responsibilities for approval of budget, demands, and fund accounts; types and purposes of expenditure authorities;
10%	Follows proper protocol in regards to the nature of spending limitations in annual purchase orders and formal contracts; uses basic arithmetic; standard office practices, supervisory principles and practices, including equal employment opportunity principles, employee relations, and Memoranda of Understanding pertaining to subordinate personnel; principles of letter and report writing,
10%	Regulary uses and performs booking on systems such as FMIS and SMS; Gather and coordinates accounting documents with other governmental entities; applies sound supervisory techniques, including equal employment opportunity responsibilities; Communicate effectively and tactfully to maintain effective interpersonal relations; and other necessary knowledge and abilities.

9. How long have the duties been substantially as described above? 4 years

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
Standard office equipment

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 10%

12. Indicate the number of employees supervised by class titles.
N/A

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

Digitally Signed using ClerkSign (Document: 8e8bf317-5bc9-4d44-8c9f-049d6645863d)

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties are accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Work independently within defined standards and policies, and reviewed in terms of results.

16. REQUIREMENTS. Indicate the minimum requrements to perform the duties of this position:

(a) Education (include specific matter).

N/A

(b) Experience (type and length; list appropriate city classes, if any).

N/A

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

- [x] Strength to: X Lift ____ Push ____ Pull
  Average weight 5 Heaviest weight 15
- [ ] Climbing (stairs, ladders, poles)
  How far ____
- [ ] Face severe work conditions
  Outdoors ____ on/near water ____
  Other/explain ____

SPECIAL NEED FOR:

- [x] Vision, to read fine print/numbers
- [x] Hearing, for telephone/alarms
- [ ] Balance, for working heights

Other/explain

EXTENSIVE USE OF:	Hours per week
[x] Legs, for walking/standing	frequent
[x] Hands and fingers	frequent
[ ] Back, for strenuous labor	

Other/explain

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

Assistive devices may be used.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Responsible for adhearance to Departmental accounting principals and procedures .

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Responsibile for economy of time and materials.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Responsibile for prudent use of machinery and equipment.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond $ N/A

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate th types of contacts, purpose thereof, and the importance of persons contacted.

Daily contact with City Clerk personnel. Extensive contact with the public, Councilmembers, Council staff, City departments, executive management, Neighborhood Councils, and the media.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Prepares Council legislative and Committee reports, agendas, motions, minutes, memoranda, letters, and statistical reports.

Signature of the immediate supervisor ____ Date ____

Class Title Sr Management Analyst Phone No. ____

Signature of department head Signed with ClerkSign Ruben Viramontes Nov 19, 2025 3:00PM Date 11/19/2025

Digitally Signed using ClerkSign (Document: 8e8bf317-5bc9-4d44-8c9f-049d6645863d)

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
	Management Analyst (9184-0)	4073

4. Reason for Preparing Description:
- [X] New Position
- [ ] Change in Existing Position
- [ ] Routine Report of Duties
- [ ] Review for Proper Allocation

Date Prepared: 11/19/25

5. Location of office or place of work:
200 N Spring Street #224
Los Angeles, CA 90012

6. Name of Department: City Clerk
Division: ASD Section: Fiscal

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
Name: _____ Title: Sr. Management Analyst II

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
60%	The Management Analyst for the Office of The City Clerk's Fiscal Section is assigned to the Fiscal Administration Section of the City Clerk's Administrative Services Division. The employee in this position is responsible for assisting in the administration of General City Purposes (GCP) and Council budgets. The GCP budget provides funding to a variety of community-based organizations for governmental services, such as the publication of official notices, intergovernmental relations and promotion of the City's image.
30%	The Management Analyst will prepare contracts and monitor contract compliance, prepare the annual budget proposal, monthly and annual financial status reports for trust funds, and assist with administration related to purchasing, expenditures, and disbursement of petty cash. They will coordinate the preparation of more than 1,000 allocation letters to hundreds of agencies receiving funding each year; act as liaison with these agencies; provide technical assistance; review GCP applications for compliance with City policy and guidelines; prepare and review contracts; and prepare monthly reports on GCP funding.
10%	Will frequently deal directly with staff of community-based organizations who are recipients of GCP funding as well as staff of elected officials, City departments, the City Attorney and the Controller. Auxiliary duties may also be assigned.

9. How long have the duties been substantially as described above? 4 years

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
Standard office equipment

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A

12. Indicate the number of employees supervised by class titles.
N/A

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

Digitally Signed using ClerkSign (Document: be37a291-042d-4f16-b989-e9f12a1d5957)

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties are accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Work independently within defined standards and policies, and reviewed in terms of results.

16. REQUIREMENTS. Indicate the minimum requrements to perform the duties of this position:

(a) Education (include specific matter).

N/A

(b) Experience (type and length; list appropriate city classes, if any).

N/A

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

- [x] Strength to: X Lift ____ Push ____ Pull
  Average weight 5 Heaviest weight 15
- [ ] Climbing (stairs, ladders, poles)
  How far ____
- [ ] Face severe work conditions
  Outdoors ____ on/near water ____
  Other/explain ____

SPECIAL NEED FOR:

- [x] Vision, to read fine print/numbers
- [x] Hearing, for telephone/alarms
- [ ] Balance, for working heights

Other/explain

EXTENSIVE USE OF:	Hours per week
[x] Legs, for walking/standing	frequent
[x] Hands and fingers	frequent
[ ] Back, for strenuous labor	

Other/explain

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

Assistive devices may be used.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Responsible for adhearance to Departmental accounting principals and procedures .

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Responsibile for economy of time and materials.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Responsibile for prudent use of machinery and equipment.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond $ N/A

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Daily contact with City Clerk personnel. Extensive contact with the public, Councilmembers, Council staff, City departments, executive management, Neighborhood Councils, and the media.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Prepares Council legislative and Committee reports, agendas, motions, minutes, memoranda, letters, and statistical reports.

Signature of the immediate supervisor ____ Date ____

Class Title Sr. Management Analyst Phone No. ____

Signature of department head Signed with ClerkSign Ruben Viramontes Nov 19, 2025 6:12PM Date 11/19/2025

Digitally Signed using ClerkSign (Document: be37a291-042d-4f16-b989-e9f12a1d5957)

2026-27 Various Programs Request

Department: CITY CLERK

Request Name: Management Analyst for Fiscal Support for Council and Mayor
Continued or New:
General Service/Package Description:

Positions:

Program	Workday Position Number	Quantity	Class Title	Class Code	Reg, Sworn, Reso, As-Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	Number of Months Funding Requested	Net Salary	Spread Position Counts by FTE by Source of Funds (Positions will default to General Fund 100 if not allocated to Special Funds)										
										General Fund 100	Total All Special Funds	Special Fund A XXX	Special Fund B XXX	Special Fund C XXX	Special Fund D XXX	Special Fund E XXX	Special Fund F XXX	Special Fund G XXX	Special Fund H XXX	Special Fund I XXX
1407		1	Management Analyst	9184-0	Civ-Reg	$ 118,197	3.00%	9	$ 85,988	1.00	0.00									
1450	P076447	-1	Exec Admin Asst II	1117-2	Civ-Reg	$ 85,461	3.00%	12	$ (82,897)	-1.00	0.00									
									$ -	0.00	0.00									
									$ -	0.00	0.00									
									$ -	0.00	0.00									
									$ -	0.00	0.00									
									$ -	0.00	0.00									
									$ -	0.00	0.00									
									$ -	0.00	0.00									
									$ -	0.00	0.00									
									$ -	0.00	0.00									
									$ -	0.00	0.00									
		0	TOTALS						**$ 3,091**	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Budget:

Program	Account	Account Name	TOTAL	General Fund 100	Total All Special Funds	Special Fund A XXX	Special Fund B XXX	Special Fund C XXX	Special Fund D XXX	Special Fund E XXX	Special Fund F XXX	Special Fund G XXX	Special Fund H XXX	Special Fund I XXX	Special Fund J XXX	Special Fund K XXX	Special Fund L XXX	Special Fund M XXX	Special Fund N XXX
	001010	Salaries General	$ 3,091	$ 3,091	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	001012	Salaries - Sworn	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	001070	Salaries As-Needed	$ -		$ -														
	001090	Salaries Overtime	$ -		$ -														
	001100	Hiring Hall Salaries	$ -		$ -														
	001120	Benefits Hiring Hall	$ -		$ -														
	003040	Contractual Services	$ -		$ -														
	003310	Transportation	$ -		$ -														
	006010	Office and Admin	$ -		$ -														
	006020	Operating Supplies	$ -		$ -														
	XXXXXX	Other	$ -		$ -														
	XXXXXX	Other	$ -		$ -														
	XXXXXX	Other	$ -		$ -														
		TOTAL:	**$ 3,091**	$ 3,091	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Pension/Health (Add/Delete Rate): $ 1,018
Applicable CAP rate: 145.67%
Estimated Related Cost Reimbursement from SFs (CAP Rate): $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ -

General Fund Revenue (Change):

2026-27 Various Programs Request

Department Name	Program Names	Program Codes	Total Request Amount*
City Clerk	Mayor and Council Support Executive Office (1450)	(1407)	$3,091

Name/Description of Budget Request

Name: Add (1) Management Analyst 9184-0 and Deleted (1) Executive Administrative Assistant II (1114-2)

An MA is needed to assist with the demands in fiscal contracting as a 120-day appointee currently assigned to these responsibilities will not be extending their term. The MA will help alleviate the backlog of work and processing times for contracts and eventual payments requested by the 15 Council Offices and the Office of the Mayor for General City Purposes funds and AB1290 fund.

[ ] Continuation Request [X] New Request or Expansion of Existing Services

Departmental Collaboration
If you developed this request in conjunction with other departments, list the departments below.

NA

Justification

1

What problem will this request address? How is the problem resolved by this request?

A Management Analyst is needed to assist with the demands in fiscal contracting as a 120-day appointee currently assigned to these responsibilities will not be extending their term. Losing this 120-day appointee will result in decreased service levels and impact the Mayor and City Council offices.

If this is a new request or a request for an expansion of existing services, discuss the specific efforts that were made to repurpose existing resources to provide the service instead of requesting for additional funding or positions. If the request involves repurposing existing resources, identify which services are being discontinued (provide the reduction form number) and why the new request is a higher priority for the department.

This request involves deleting a vacant Executive Administrative Assistant II that would result

in an offset of $94,273.30 (step 7). The resulting net increase for the Management Analyst is $14,283.

If this is a request for new position authorities, briefly discuss the current position authorities in the program and provide an overview of the current services.

Currently, the fiscal section of the City Clerk's Administrative Services Division (ASD) consists of two management analysts, one management assistant, and one 120-day appointee. The staff review and process contracts requested by the 15 Council Offices and the Office of the Mayor for General City Purposes funds and AB1290 fund. The work involves ongoing communication with the requesting office/department, vendors, the City Attorney's Office, Office of Procurement, and Contract Administration to ensure contracts comply with City policies, vendor information is current and updated in City systems, and that contracts protect the City from liability. Once staff draft the contract they work with the City Attorney's Office on editing the stipulations and request additional information from vendors. This process can take weeks to months for one contract before it is finalized and executed.

Please describe how your proposal will positively impact equity among our residents – by addressing legacy or emerging inequities – or how your proposal will positively impact workplace equity. Please describe any disparity that will be addressed by this request.
Are there any specific communities, such as neighborhoods or key demographic groups, that this proposal will prioritize in order to achieve more equitable service delivery or address any disparities? To find where disparities may exist in a service or program, please refer to the CAO's MADE tool.

NA

What are the 2026-27 goals of this request?

The goal for this request is to ensure continued service levels for the Mayor and City Council and for contracts to be processed in a timely and accurate manner.

2 *What are the long-term goals of this request?*

That the services supplied under the Mayor and City Council Administrative Support program are aligned with the dynamic demands of the Mayor and City Council, and that City financial policies and fiduciary oversight is implemented to the best of the department's ability with a strong consideration for employee workload equity.

3 *What special funds are eligible to be used for this request?*

NA

Use the Budget Request letter included in the Excel template (A, B, C, etc.) when referencing each Budget Request.

Request A

Supporting Performance Metrics
Provide (a) metric(s) to support the above justification.

1. *Provide metrics that measure either the amount of services produced (output) and/or the impact of those services on your stakeholders (outcome). The department must have direct influence/control over each metric.*
   Timely approval of contracts and payments of invoices within 30 days of received.

2. *Explain how the investment in resources will directly impact the metrics that measure the goals identified in question 2 of the Justification area above. Describe the impact on the metrics if the requested resources are not received. Provide numerical evidence.*

   A management analyst will help take over the duties of the 120-day appointee and ensure service continuity.

3. *Provide and discuss any data or metrics used to determine if the services are equitably distributed or advance equity in communities with the greatest needs. Describe any learnings from the City's MADE Index and Tool. Will this request improve data collection in order to better measure equity and disparities?*

   NA

4. *Please describe any stakeholder feedback used to develop this request and/or any stakeholder engagement planned if this request is approved.*

   NA

Indicate the reason for submitting this request. Check all that apply:

[ ] Urgently House Angelenos
[ ] Keep Angelenos Safe
[X] Make LA Shine
[ ] Foster Opportunity
[ ] Bolster Crisis Response
[ ] Major Events
[ ] Equity Focused Request
[ ] Greenhouse gas (GHG) emissions reduction or climate change adaptation

Please describe how this proposal will impact any of the areas indicated above.

The request will help sustain contracting services for the Office of the Mayor and City Council and ensure vendor services are paid timely.

Form PDES 3ef (Rev. 7/07)

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate:
	Management Analyst (9184-0)	4073

4. Reason for Preparing Description:
- [X] New Position
- [ ] Change in Existing Position
- [ ] Routine Report of Duties
- [ ] Review for Proper Allocation

Date Prepared: 11/19/2025

5. Location of office or place of work:
200 N. Spring St., City Hall, Rm. 224
Los Angeles, CA 90012

6. Name of Department: City Clerk
Division: Administrative Services Section: Personnel Services

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
Name: Lynn Haro Title: Sr Personnel Analyst II

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
35%	Assists with a full range of functions that include research for and preparation of Budget documents for each Fiscal Year Budget Cycle. Serves the various offices that are in the purview of the Office of the City Clerk. These offices include Cannabis, City Clerk, Mayor, CLA and Council Offices and the newly created Civil and Human Rights Commission and Youth Development Department. Prepares and manages the Position Control module and prepares and runs reports for budget projections such as retirement reports, salary reports and substitute and lieu position reports. Serves at the Training Coordinator to ensure training compliance for the offices in City Clerks purview; serves as Workers Compensation Liaison and ensures Cal-Osha report and office compliance.
25%	Works closely with Management and employees of the above referenced offices, elected office liaisons, the Personnel Department, City Attorney's Office, City Administrative Officer, Retirement Office, Controller and other departments on various matters as they relate to staffing, salaries and cyclical rollover.
25%	Serves as lead in the area of staff development across the offices under the Clerk's purview including researching and implementing training programs, oversee peer-to-peer mentoring and internship programs. Assists managers and supervisors in the application and of MOU provisions and also provides information to staff and client base as needed.
15%	Monitors proper implementation, documentation, and adherence to deadlines for employee appraisal process, as well as other related duties.Assists Sr Personnel Analyst I with administrative support in relation to inclusion and equity plans and safety preparedness for the Administrative Services Division.

9. How long have the duties been substantially as described above? 1 year

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
Personal computer, calculator, printer, fax machine, copier, paper shredder and standard office equipment.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A

12. Indicate the number of employees supervised by class titles.
N/A

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

Digitally Signed using ClerkSign (Document: dd725755-6f52-4c27-ad2c-0d71b291fa8d)

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties are accurate as described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

This position is to function independently with minimal supervision. Project goals and objectives are discussed with ownership belonging to the employee. Meetings to discuss projects are conducted on a regular basis. Review of work is dependent on the nature of the projects.

16. REQUIREMENTS. Indicate the minimum requrements to perform the duties of this position:

(a) Education (include specific matter).

Per Civil Service bulletin.

(b) Experience (type and length; list appropriate city classes, if any).

Per Civil Service bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

- [x] Strength to: X Lift X Push X Pull
  Average weight 5 Heaviest weight 10
- [ ] Climbing (stairs, ladders, poles)
  How far
- [ ] Face severe work conditions
  Outdoors on/near water
  Other/explain

SPECIAL NEED FOR:

- [x] Vision, to read fine print/numbers
- [x] Hearing, for telephone/alarms
- [ ] Balance, for working heights

Other/explain

EXTENSIVE USE OF:	Hours per week
[ ] Legs, for walking/standing	
[x] Hands and fingers	30
[ ] Back, for strenuous labor	

Other/explain

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

N/A

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Responsible for applying and interpreting Controller's rules, MOU's and City policies and procedures as they relate to payroll/personnel processing.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Review existing processes, investigate solutions, and introduce economies of scale as the relate to the effective handling and processing of payroll and personnel documents.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Responsible for the efficient and proper use of equipment listed in #10.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? None ; amount of bond $ N/A

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Daily contact with City Clerk and Elected official's staff. Frequent contact with the Controller, Personnel, City Attorney and other City departments.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Responsible for maintenance of payroll records, personnel files and other related personnel/payroll documents.

Signature of the immediate supervisor _____ Date _____

Class Title Sr Personnel Analyst II Phone No. (213) 978-1104

Signed with ClerkSign
Ruben Viramontes
Nov 19, 2025 6:11PM

Signature of department head _____ Date 11/19/2025

Digitally Signed using ClerkSign (Document: dd725755-6f52-4c27-ad2c-0d71b291fa8d)

2026-27 Non-Departmental Request

Department: **Office of the City Clerk**
Item/Package Name: **Business Improvement District Trust Fund**

General Item/Package Description:

2026-27 Baseline Non-Departmental Data (if any)

Acct	Account Name	TOTAL	General Fund 100	Total All Special	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX
XXXXXX	Account name	$ 5,322,197	$ 5,322,197	$ -										
XXXXXX	Account name	$ -		$ -										
XXXXXX	Account name	$ -		$ -										
XXXXXX	Account name	$ -		$ -										
XXXXXX	Account name	$ -		$ -										
	TOTAL:	**$ 5,322,197**	$ 5,322,197	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

General Fund Revenue:

Requested Change (Or total requested NEW amount, if there was no 2024-25 Adopted Budget for this item)

Acct	Account Name	TOTAL	General Fund 100	Total All Special	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX
XXXXXX	Account name	$ -		$ -										
XXXXXX	Account name	$ -		$ -										
XXXXXX	Account name	$ -		$ -										
XXXXXX	Account name	$ -		$ -										
XXXXXX	Account name	$ -		$ -										
	TOTAL:	**$ -**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

General Fund Revenue (Change):

2026-27 Requested Non-Departmental Budget Summary

Acct	Account Name	TOTAL	General Fund 100	Total All Special	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX
XXXXXX	Account name	$ 5,322,197	$ 5,322,197	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
XXXXXX	Account name	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
XXXXXX	Account name	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
XXXXXX	Account name	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
XXXXXX	Account name	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL:	**$ 5,322,197**	**$ 5,322,197**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

General Fund Revenue: **$ -**

2026-27 Non-Departmental Request

Department Name

Office of the City Clerk

Total Request Amount*

$5,322,197

Name/Description of Budget Request

BIDS Trust Fund Obligations

The City is legally obligated to offset and pay any shortages in the BIDs trust fund. The existing trust fund cannot cover the full obligation of $$5,322,197, which is needed to offset the BID Trust Fund for City Parcels, General Benefit, public works, and CRA/LA costs.

[ ] Continuation Request [X] New Request or Expansion of Existing Services

Departmental Collaboration
If you developed this request in conjunction with other departments, list the departments below.

NA

Justification

What problem will this request address? How is the problem resolved by this request?

Not adequately funding the BID Program to pay the City's legally required assessment obligations may result in a violation of Article XIII(D) of the California State Constitution and each applicable BID's management district plan and administration contract with the City. Lack of funding will also impact each of the City's 40+ BIDs' ability to operate in accordance with their management district plans and administrative contract that each BID holds with the City.

1 *If this is a new request or a request for an expansion of existing services, discuss the specific efforts that were made to repurpose existing resources to provide the service instead of requesting for additional funding or positions. If the request involves repurposing existing resources, identify which services are being discontinued (provide the reduction form number) and why the new request is a higher priority for the department.*
NA

If this is a request for new position authorities, briefly discuss the current position authorities in

the program and provide an overview of the current services.
NA

Please describe how your proposal will positively impact equity among our residents – by addressing legacy or emerging inequities – or how your proposal will positively impact workplace equity. Please describe any disparity that will be addressed by this request.
Are there any specific communities, such as neighborhoods or key demographic groups, that this proposal will prioritize in order to achieve more equitable service delivery or address any disparities? To find where disparities may exist in a service or program, please refer to the CAO's MADE tool.
Adequately funding this request will allow the City to pay its legally obligated assessments and provide each of the City's 40+ BIDs with funds to operate in accordance with their management district plans and administrative contact that each BID holds with the City. BIDs with adequate funding will be able to provide additional vital services that will supplement services offered to Angelenos by the City.

2

What are the 2026-27 goals of this request?
To administer the Citywide Business Improvement District Program and replenish the BID Trust Fund to allow for more funding opportunities for new BIDs throughout the City.

What are the long-term goals of this request?
To ensure that BIDs within the City are operating in accordance with State and City law and procedures and that proponents of new BIDs are provided the opportunity to determine the feasibility of a BID within their target areas.

3

What special funds are eligible to be used for this request?
NA

Supporting Performance Metrics
Provide (a) metric(s) to support the above justification.

1. *Provide metrics that measure either the amount of services produced (output) and/or the impact of those services on your stakeholders (outcome). The department must have direct influence/control over each metric.*

   Each BID is required by law to submit an Annual Report to the City Clerk each November. These reports outline what services the BID will provide for a given year and must obtain City Council approval before obtaining assessment funds held in the City's BID Trust Fund. Our goal is to ensure that BIDs submit their Annual Reports on time (before March 1) and are approved by the City without delay.

2. *Explain how the investment in resources will directly impact the metrics that measure*

the goals identified in question 2 of the Justification area above. Describe the impact on the metrics if the requested resources are not received. Provide numerical evidence.

In order to function properly, each BID must rely on assessments collected by its stakeholders. In order to receive these funds, each BID must submit an Annual Report which outlines what services the BID intends to offer for the coming year. The timely submission of these reports will ensure that BIDs have access to the funds collected on their behalf.

3. *Provide and discuss any data or metrics used to determine if the services are equitably distributed or advance equity in communities with the greatest needs. Describe any learnings from the City's MADE Index and Tool. Will this request improve data collection in order to better measure equity and disparities?*
   NA

4. *Please describe any stakeholder feedback used to develop this request and/or any stakeholder engagement planned if this request is approved.*
   NA

Indicate the reason for submitting this request. Check all that apply:

[ ] Urgently House Angelenos
[ ] Keep Angelenos Safe
[X] Make LA Shine
[ ] Foster Opportunity
[ ] Bolster Crisis Response
[ ] Major Events
[ ] Equity Focused Request
[ ] Greenhouse gas (GHG) emissions reduction or climate change adaptation

Please describe how this proposal will impact any of the areas indicated above.

The City of Los Angeles has the most BIDs of any jurisdiction within the State of California. When properly resourced, each BID proves how community-led efforts to improve the economic well-being of the targeted area and the economic health of the City at large.

City of Los Angeles
CALIFORNIA

PATRICE Y. LATTIMORE
CITY CLERK

—

RUBEN VIRAMONTES
EXECUTIVE OFFICER

KAREN BASS
MAYOR

OFFICE OF THE CITY CLERK

Executive Office
200 N. Spring Street, Room 360
Los Angeles, CA 90012
(213) 978-1020
FAX: (213) 978-1027

clerk.lacity.gov

November 18, 2025

The Honorable Karen Bass, Mayor
City of Los Angeles
Room 303, City Hall
Attention: Budget Team

SUBJECT: FISCAL YEAR 2026-27 BUDGET REQUEST FOR THE BUSINESS IMPROVEMENT DISTRICT TRUST FUND

Dear Mayor Bass:

This letter represents the Fiscal Year (FY) 2026-27 Budget Request for the Business Improvement District (BID) Trust Fund.

The BID Program continues to be extremely active. There are 35 property-based BIDs in the City of Los Angeles, with approximately three districts that are in various stages of formation and seven that are in the term renewal process.

To fund this continually expanding BID program, a total of $5,322,196.61 is requested to fund the BID Trust Fund (Fund 659). The Office of the City Clerk (City Clerk) will work with the Office of the City Administrative Officer (CAO) to determine if any savings from FY 2025-26 can be utilized to offset FY 2026-27 requirements.

The BID Trust Fund is used to pay assessments on City-owned properties located within BID boundaries. The payment of assessments on City property is required by the California State Constitution and is, therefore, non-discretionary. Estimated assessments in the amount of $3,332,178.89 will be paid out in FY 2026-27. This figure is based on estimated expenditures from the General Fund for established BIDs. Attached for your review is detailed information about the BIDs and the estimated associated General Fund costs.

Funding for general benefit obligations totaling $1,802,515.51 is included in the $5,322,196.61 and will be used to cover the costs of general benefits derived from the various BIDs throughout the City. The City Clerk is requesting funding in the amount of $37,502.21 required to pay assessments due from CRA/LA owned properties as well as $150,000 for the reinstatement of baseline services for BIDs from the Office of Beautification. These two additional obligations are included in the request of $5,322,196.61

My staff and I are available to discuss this request with you and your staff at your convenience.

Sincerely,

Signed with ClerkSign

Ruben Viramontes *for*

Nov 18, 2025 | 08:00

Patrice Y. Lattimore
City Clerk

Attachment

PYL/RV/JP/CG:ih
EXE-050-25

Digitally Signed using ClerkSign | Document: 99172184-8155-448f-a9db-27f1f8d472d1 |

FISCAL YEAR 2026 - 2027 (BID YR 2027) - as of 11/05/25

A.	Assessments - City Property 2027 City Parcels (projected)	FY 2026-27 Amount
1	Arts District Los Angeles	$ 49,949.01
2	BHIF***	$ 251,533.96
3	BLQ	$ 4,676.88
4	Canoga Park	$ 10,478.09
5	Century City***	$ 6,655.09
6	Chinatown***	$ 187,191.36
7	Downtown Center	$ 235,588.38
8	Downtown Industrial***	$ 16,929.76
9	East Hollywood	$ 33,815.48
10	Encino*	$ -
11	Fashion District***	$ 7,777.22
12	Figueroa Corridor	$ 43,739.87
13	Gateway to LA*	$ -
14	Granada Hills*	$ -
15	Highland Park	$ 223,408.36
16	Historic Core	$ 163,094.47
17	Hollywood Entertainment	$ 285,323.28
18	Hollywood Media	$ 31,041.38
19	Hooper Commons*	
20	Larchmont	$ 8,527.05
21	Leimert Park	$ 90,754.35
22	Lincoln Heights	$ 131,810.22
23	Lincoln Heights Industrial	$ 19,773.97
24	Little Tokyo	$ 396,218.21
25	MacArthur Park	$ 167,924.64
26	Melrose*	$ -
27	North Hollywood	$ 10,108.46
28	Pacific Palisades**	$ 820.47
29	San Pedro Historic Waterfront	$ 78,851.78
30	Sherman Oaks*	$ -
31	SLAIT	$ -
32	South Park	$ 199,403.23
33	Studio City	$ 13,429.54
34	Tarzana*	$ -
35	Venice Beach	$ 629,417.87
36	West Adams	$ -
37	Westchester	$ 6,573.16
38	Westwood	$ 27,363.34
	2027 City Parcels Total	**$ 3,332,178.89**
B.	**Reinstatement of Baseline Services for BIDs from the Office of Beautification**	
	Total Baseline Services for BIDs	**$ 150,000.00**

* No City Parcels within the BID
** Pacific Palisades figures subject to change pending wildfire assessments
***Proposed BIDs with anticipated 2027 formation year

B.	General Benefits Obligation 2027 General Benefit (projected)	FY 2026-27 Amount
1	Arts District Los Angeles	$ 38,524.06
2	BHIF***	$ 34,012.00
3	BLQ	$ 10,486.71
4	Canoga Park	$ 5,957.13
5	Century City***	$ 114,000.00
6	Chinatown***	$ 31,522.00
7	Downtown Center	$ 92,211.24
8	Downtown Industrial	$ 128,636.60
9	East Hollywood	$ 15,341.42
10	Encino	$ 2,527.35
11	Fashion District	$ 248,101.62
12	Figueroa Corridor	$ 94,356.95
13	Gateway to LA*	$ 36,317.83
14	Granada Hills***	$ 2,180.00
15	Highland Park	$ 23,812.95
16	Historic Core	$ 86,064.78
17	Hollywood Entertainment	$ 289,637.60
18	Hollywood Media	$ 34,792.12
19	Hooper Commons	$ 33,100.00
20	Larchmont	$ 6,735.05
21	Leimert Park	$ 13,268.00
22	Lincoln Heights	$ 21,339.66
23	Lincoln Heights Industrial	$ 5,773.68
24	Little Tokyo	$ 33,112.73
25	MacArthur Park***	$ 59,375.00
26	Melrose	$ 47,016.25
27	North Hollywood	$ 30,259.71
28	Pacific Palisades**	$ 3,770.51
29	San Pedro Historic Waterfront	$ 14,365.52
30	Sherman Oaks	$ 8,534.33
31	SLAIT	$ 27,767.25
32	South Park	$ 56,603.65
33	Studio City	$ 17,218.46
34	Tarzana	$ 2,722.65
35	Venice Beach***	$ 50,017.06
36	West Adams	$ 7,254.45
37	Westchester	$ 37,039.19
38	Westwood	$ 38,760.00
	2027 General Benefit Total	**$ 1,802,515.51**
C.	**CRA/LA Owned Property**	
	Assessments Due	
	FY 2026-2027	$ 37,502.21
	Total CRA/LA Assessments	**$ 37,502.21**

* No General Benefit costs within the BID
** Pacific Palisades figures subject to change pending wildfire assessments
***Proposed BIDs with anticipated 2027 formation year

$ 5,322,196.61

2026-27 Non-Departmental Request

Department: **Office of the City Clerk**
Item/Package Name: **Neighborhood Council Funding**

General Item/Package Description: **Neighborhood Council Funding**

2026-27 Baseline Non-Departmental Data (if any)

Acct	Account Name	TOTAL	General Fund 100	Total All Special	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX
XXXXXX	Account name	$ 2,560,000	$ 2,560,000	$ -										
XXXXXX	Account name	$ -		$ -										
XXXXXX	Account name	$ -		$ -										
XXXXXX	Account name	$ -		$ -										
XXXXXX	Account name	$ -		$ -										
	TOTAL:	**$ 2,560,000**	$ 2,560,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

General Fund Revenue:

Requested Change (Or total requested NEW amount, if there was no 2024-25 Adopted Budget for this item)

Acct	Account Name	TOTAL	General Fund 100	Total All Special	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX
XXXXXX	Account name	$ -		$ -										
XXXXXX	Account name	$ -		$ -										
XXXXXX	Account name	$ -		$ -										
XXXXXX	Account name	$ -		$ -										
XXXXXX	Account name	$ -		$ -										
	TOTAL:	**$ -**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

General Fund Revenue (Change):

2026-27 Requested Non-Departmental Budget Summary

Acct	Account Name	TOTAL	General Fund 100	Total All Special	Solid Waste 508	Sewer 760	Business 659	Cannabis 60E	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX	Special Fund XXX
XXXXXX	Account name	$ 2,560,000	$ 2,560,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
XXXXXX	Account name	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
XXXXXX	Account name	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
XXXXXX	Account name	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
XXXXXX	Account name	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL:	**$ 2,560,000**	**$ 2,560,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

General Fund Revenue: **$ -**

2026-27 Non-Departmental Request

Department Name

Office of the City Clerk

Total Request Amount*

$2,560,000

Name/Description of Budget Request

NC Funding Program

The NC Funding Program Fund provides funding to certified NCs for the functions, operations, and neighborhood improvement purposes designated by each NC. In accordance with Administrative Code Section 22.810.0(g), money appropriated in the budget each year for certified NCs for costs related to the functions, operations and duties certified by the Neighborhood Council shall be placed in the Neighborhood Council Program Fund.

There are currently 99 certified NCs and an appropriation of $2,475,000 is requested for Fiscal Year 2026-27 to provide each NC with an allocation of $25,000. It is also requested that $25,000 be set aside in the Unappropriated Balance for one additional NC that may be formed and certified during Fiscal Year 2026-27.

Lastly, it is requested that funding in the amount of $60,000 be appropriated to cover costs of translation services that will be provided by the respective NCs.

[ ] Continuation Request [X] New Request or Expansion of Existing Services

Departmental Collaboration
If you developed this request in conjunction with other departments, list the departments below.

NA

Justification

1

What problem will this request address? How is the problem resolved by this request?
This will fund the 99 NCs as required by Admin Code 22.810.0(g) and help NCs operate, perform outreach, and engage the communities they serve.

If this is a new request or a request for an expansion of existing services, discuss the specific efforts that were made to repurpose existing resources to provide the service instead of requesting for additional funding or positions. If the request involves repurposing existing

resources, identify which services are being discontinued (provide the reduction form number) and why the new request is a higher priority for the department.
NA

If this is a request for new position authorities, briefly discuss the current position authorities in the program and provide an overview of the current services.
NA

Please describe how your proposal will positively impact equity among our residents – by addressing legacy or emerging inequities – or how your proposal will positively impact workplace equity. Please describe any disparity that will be addressed by this request.
Are there any specific communities, such as neighborhoods or key demographic groups, that this proposal will prioritize in order to achieve more equitable service delivery or address any disparities? To find where disparities may exist in a service or program, please refer to the CAO's MADE tool.

This department strives to target low propensity voters and communities of lower socioeconomic status who do not typically participate in grassroot government.

2

What are the 2026-27 goals of this request?
The goal is to introduce a larger population of stakeholders into the NC system by providing education and workshops within the community.

What are the long-term goals of this request?
The long term goal of this request is to provide a larger group of personnel to assist NCs in their funding and election needs.

3

What special funds are eligible to be used for this request?
NA

Supporting Performance Metrics
Provide (a) metric(s) to support the above justification.

1. *Provide metrics that measure either the amount of services produced (output) and/or the impact of those services on your stakeholders (outcome). The department must have direct influence/control over each metric.*

   Currently, fifteen percent of NCs are being audited on a quarterly basis. The Department wants to Increase NC funding audits to a total of thirty percent.

2. *Explain how the investment in resources will directly impact the metrics that measure the goals identified in question 2 of the Justification area above. Describe the impact on the metrics if the requested resources are not received. Provide numerical evidence.*
   By funding the operations of the 99 NCs, more outreach and community engagement will occur.

3. *Provide and discuss any data or metrics used to determine if the services are equitably distributed or advance equity in communities with the greatest needs. Describe any learnings from the City's MADE Index and Tool. Will this request improve data collection in order to better measure equity and disparities?*
   NA

4. *Please describe any stakeholder feedback used to develop this request and/or any stakeholder engagement planned if this request is approved.*

   With the NC treasurer turnover created by the biyearly elections, the need to provide training and a wider lens of the utilization of NC funding is necessary to ensure funds are continuously spent following Citywide expenditure policies.

Indicate the reason for submitting this request. Check all that apply:

[ ] Urgently House Angelenos
[ ] Keep Angelenos Safe
[X] Make LA Shine
[ ] Foster Opportunity
[ ] Bolster Crisis Response
[ ] Major Events
[ ] Equity Focused Request
[ ] Greenhouse gas (GHG) emissions reduction or climate change adaptation

Please describe how this proposal will impact any of the areas indicated above.

The City of Los Angeles NC system consists of 99 bodies that help engage communities to participate in local government advocacy and effect policy making. Through grassroots involvement, the NCs can help improve City government.

PATRICE Y. LATTIMORE
CITY CLERK

RUBEN VIRAMONTES
EXECUTIVE OFFICER

City of Los Angeles
CALIFORNIA

KAREN BASS
MAYOR

OFFICE OF THE CITY CLERK

Neighborhood Council Elections and Funding Division
555 Ramirez Street, Space 300
Los Angeles, CA 90012
(213) 978-0444
FAX: (213) 978-0376

SOFIA ANGUIANO
DIVISION MANAGER

clerk.lacity.gov

November 21, 2025

The Honorable Karen Bass, Mayor
City of Los Angeles
Room 303, City Hall
Attention: Bernyce Hollins, Budget Director

SUBJECT: FY 2026-27 BUDGET REQUEST FOR THE NEIGHBORHOOD COUNCIL FUNDING PROGRAM

Dear Mayor Bass,

This letter represents the FY 2026-27 Budget Request for the Neighborhood Council (NC) Funding Program.

The NC Funding Program Fund provides funding to certified NCs for the functions, operations, and neighborhood improvement purposes designated by each NC. In accordance with Administrative Code Section 22.810.0(g), money appropriated in the budget each year for certified NCs for costs related to the functions, operations and duties certified by Neighborhood Council shall be placed in the Neighborhood Council Program Fund.

There are currently 99 certified NCs and an appropriation of $2,475,000 is requested for Fiscal Year 2026-27 to provide each NC with an allocation of $25,000. It is also requested that $25,000 be set aside in the Unappropriated Balance for one additional NC that may be formed and certified during Fiscal Year 2026-27.

Lastly, it is requested that funding in the amount of $60,000 be appropriated to cover costs of translations services that will be provided by the respective NCs.

My staff and I are available to discuss this request with you and your staff at your convenience.

Respectfully submitted,

Signed with ClerkSign
Ruben Viramontes
Nov 19, 2025 4:11PM

for Patrice Lattimore
City Clerk

Digitally Signed using ClerkSign (Document: 95c0385c-d263-4958-88e1-ce8f2ff4c8bc)

2026-27 Reduction Proposal

All position counts (Quantity column C and FTE columns M-AK) and total funding amounts included on this form should be NEGATIVE, as these are resources that will be reallocated to fund higher priority, new requested items.

Department: **Office of the City Clerk**

Reduction Proposal Name: **Delay NC Elections**

General Reduction/Proposal Description:

Positions:

Program	Workday Position Number	Quantity	Class Title	Class Code	Reg, Sworn, Reso, As-Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	Number of Months Funding Requested	Net Salary	Spread Position Counts by FTE by Source of Funds (Positions will default to General Fund 100 if not allocated to Special Funds)								
										General Fund 100	Total All Special Funds	Special Fund A XXX	Special Fund B XXX	Special Fund C XXX	Special Fund D XXX	Special Fund E XXX	Special Fund F XXX	Special Fund G XXX
									$ -	0.00	0.00							
									$ -	0.00	0.00							
									$ -	0.00	0.00							
									$ -	0.00	0.00							
									$ -	0.00	0.00							
									$ -	0.00	0.00							
									$ -	0.00	0.00							
									$ -	0.00	0.00							
									$ -	0.00	0.00							
									$ -	0.00	0.00							
									$ -	0.00	0.00							
									$ -	0.00	0.00							
		0	TOTALS						**$ -**	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Budget:

Program	Account	Account Name	TOTAL	General Fund 100	Total All Special Funds	Special Fund A XXX	Special Fund B XXX	Special Fund C XXX	Special Fund D XXX	Special Fund E XXX	Special Fund F XXX	Special Fund G XXX	Special Fund H XXX	Special Fund I XXX	Special Fund J XXX	Special Fund K XXX	Special Fund L XXX
	001010	Salaries Gener	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	001012	Salaries - Swo	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
001408	001070	Salaries As-Ne	$ (554,763)	$ (554,763)	$ -												
001408	001090	Salaries Overti	$ (278,679)	$ (278,679)	$ -												
	001100	Hiring Hall Sala	$ -		$ -												
	001120	Benefits Hiring	$ -		$ -												
	003040	Contractual Se	$ -		$ -												
001408	004170	Elections	$ (81,558)	$ (81,558)	$ -												
	006010	Office and Adn	$ -		$ -												
	006020	Operating Sup	$ -		$ -												
	XXXXXX	Other	$ -		$ -												
	XXXXXX	Other	$ -		$ -												
	XXXXXX	Other	$ -		$ -												
		TOTAL:	**$ (915,000)**	$ (915,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Pension/Health (Add/Delete I	$ -														
		Applicable CAP rate:															
		Estimated Related Cost Reimbursement from SFs (CAP Ra	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

General Fund Revenue (Change):

2026-27 Reduction Proposal

Department Name	Program Name(s)	Program Code(s)	Proposal Amount
Office of the City Clerk	Neighborhood Council Election & Funding	1408	$(915,000)

Description of Reduction Proposal

Provide a detailed description of the resources that would be eliminated if this reduction proposal was to be approved. Identify the specific positions and expenses. Describe the services or programs that would be reduced or eliminated as a result of this proposal.

As part of the 2026-27 proposed budget, Departments were tasked with submitting a 5% reduction proposal. The General Fund target for the City Clerk's Office was set at $873,888; however, our Office believes this target is inflated due to one-time Election costs totaling $4,667,598 for the 2026 Municipal Elections that were factored into the reduction calculation. If these one-time election costs are not factored in, our General Fund target should actually be $640,508. As such, our Office respectfully requests that our general fund reduction cost be reduced down to $640,508.

If this office must proceed with offering a reduction, we propose eliminating the funding requested for the implementation of the Hybrid NC Elections (Request A). The funding ($915,000) provides for the conduct of the At-Polls and Vote-By-Mail (VBM) for up to 99 Neighborhood Councils.

The reduction would eliminate the resources necessary to administer the proposed election model, including funding for: As Needed Salaries ($554,763), Overtime ($292,853), and associated Expense Accounts ($102,384). Services that would be eliminated are the complete conduct of NC elections, which include the ability to fully staff polling places, administer VBM operations, review NC bylaws, create ballots, and provide adequate assistance to stakeholders through the candidate filing, registration, and voting processes.

Impacts on Other Departments

Describe any impact to other City departments associated with the implementation of this proposal. If this request was developed in conjunction with other departments, list the departments below.

The Department of Neighborhood Empowerment who assists with candidate and voter outreach.

Repurposing Explanation

1

If this reduction is associated with a specific new request, identify the request (program and request letter) and how these resources will be reallocated to other requests for higher priority services. Explain why this item is a lower priority than the new or expansion of existing services items that is being requested.

The request is associated with the department's budget reduction exercise. In order to meet the 5% reduction, the City Clerk offers the NC elections funding as there are no vacancies or contractual services funds available to be reduced.

Impact
Provide (a) metric(s) to support the above justification.

1. *Operational Impact – How will this reduction impact operations? If this reduction involves the deletion of a position(s), please state whether the position(s) is currently filled or vacant and if the elimination of the position(s) will result in a layoff.*

   It should be noted that per section 20.36 of the Administrative Code, this office is mandated to conduct NC elections in odd-numbered years. The same individuals within this office are directly responsible for all Municipal elections operations.

   The NC Election operations would be negatively impacted. Without proper funding, the City Clerk will be unable to staff polling places and will be unable to process VBM ballots.

   If the postponement of NC elections occurs, this office would have to postpone for two (2) FYs as all permanent and seasonal staff who work to implement NC elections also assist with all Municipal Election work, including petition review for candidate certification, ballot initiatives and referendums. Further, postponing NC elections will result in current Board Members extending their terms in office which will violate all NC bylaws. Historically, NCs have experienced high turnover of NC Board members. This office anticipates that the majority of NCs will experience a higher degree of Board member turnover as a result of compelling those who agreed to serve a two year term on a volunteer basis to instead have to serve a four year term. In addition, all 99 NCs have one or two Youth Board members. Postponement will result in these youth no longer qualifying for their seats as most if not all will become adults in the interim.

2. *Impact on Performance Metrics – How will this reduction impact performance metrics?*

   The reduction would hinder the goal to increase the number of candidates and voters since the reduction would limit assistance with candidate and voter applications, certification of candidates, and voter education. It risks damaging

stakeholder confidence in the integrity of the entire NC system and could lead to a loss in trust from the public due to the office's inability to connect with voters, including monolingual and low propensity voters. This would also hinder the City Clerk's ability to meet its legal obligations set forth in Los Angeles Administrative Code 20.36

3. *Equity Impact – If the reduction results in a service reduction, how will the Department mitigate any impacts on communities that may already have less access to or greater need for the reduced service?*

   If the resources are not received, the City Clerk will be unable to connect with NC stakeholders to provide information on their eligibility to be a candidate or a voter, further disenfranchising the community, specifically the underrepresented and monolingual population. The ability to offer candidate and voter resources in multiple languages and provide staff at polling locations to assist monolingual stakeholders would be compromised. The elimination of NC elections will disenfranchise the over 2,000 stakeholders who apply each election cycle to become NC Board candidates and participate in local government at the grass roots level as well as disenfranchise the 25,000-40,000 Angelenos who have historically participated in these elections every cycle.

Revenue

Describe the revenue received associated with the resources described in this proposal. Include a discussion of whether there would be any changes to revenue if this reduction was approved.

NA

Indicate if the request aligns will impact any the areas below:

[ ] Urgently House Angelenos
[ ] Keep Angelenos Safe
[X] Make LA Shine
[ ] Foster Opportunity
[ ] Bolster Crisis Response
[ ] Major Events
[ ] Equity Focused Request
[ ] Greenhouse Gas (GHG) Emissions Reduction or Climate Change Adaptation

Please describe how this proposal will impact any of the areas indicated above.

Denial of this package will negatively impact the Make LA Shine initiative. Inadequate funding jeopardizes the City's ability to successfully conduct the 2027 NC Elections and risks the quality

and outcome of approximately 99 NC elections. This reduction would hinder efforts to provide a more inclusive election experience and could result in a loss of trust from the public, NC bylaw violations, and damage stakeholder confidence in the integrity of the NC system as a whole. NCs have rapidly experienced a total of a 50% reduction in their yearly financial allocations. Suspending NC elections will result in the strong likelihood of eradicating NCs and making them insolvent, erasing the commitment from our elected officials to support the work of NCs.

2026-27 Performance Metrics

Dept Code	Prog Code	Program Name	Code	Performance Measure Name	Unit/Value	Long Term PM Target (Goal)	2021-22 Actuals	2022-23 Actuals	2023-24 Actuals	2024-25 Adopted	2024-25 Actuals	2025-26 Adopted	Current Year (2025-26) Estimates	2026-27 Proposed - BASELINE	2026-27 Proposed - BASELINE AND REDUCTIONS	2026-27 Proposed - IF ALL BUDGET REQUESTS ARE APPROVED	Comments
14	1401	Council and Public Services	14CITYRECORDS	Number of City Records Viewed		1300000	2285321	6968434	7759446	6600000	11,025,296	6750000	8,295,696	8,295,696	8,295,696	8,295,696	
14	1402	City Elections and Business Improvement Districts	14ADAPOLL	Number of Completed ADA Improvements to Polling Places		100	0	0	0	0	0	0	0	0	0	0	
14	1402	City Elections and Business Improvement Districts	14VOTEROUTREACH	Number of Outreach Events Held to Increase Voter Awareness		0	20	220	518	400	382	500	400	400	400	400	
14	1405	Records Management	14ARCHIVAL	Number of Archival Documents and Records Digitized on Demand	in millions	600	610	613	615	612	612	620	622	624	622	622	
14	1406	Special Assessments	14ANNUALPLAN	Number of Annual Planning Reports Submitted by March 1		75	0	36	33	36	28	0	35	35	35	35	
14	1407	Mayor and City Council Administrative Support	14ACCOUNTING	Number of Accounting Documents Processed		15000	18134	28262	18181	40000	40,000	30000	30,000	30,000	30,000	30,000	

CITY CLERK
DETAIL OF CONTRACTUAL SERVICES ACCOUNT

2024-25 Actual Expenditures	2025-26 Adopted Budget	2025-26 Estimated Expenditures	Program/Code/Description	2026-27 Contract Amount
			Council and Public Services - FB1401	
$ 185,906	$ 160,000	$ 160,000	1. Foreign language interpreters	$ 160,000
5,140	11,500	11,500	2. Online Council file system	11,500
5,790	31,046	31,046	3. Photocopier rental	31,046
11,608	-	-	4. Passport Services Tenant Improvement	-
5,525	-	-	Braille Equipment & Services (Embosser, Braille Machine)	-
6,975	-	-	Health Commission	-
$ 220,945	$ 202,546	$ 202,546	**Council and Public Services Total**	$ 202,546
			Records Management - FI1405	
$ 1,737	$ 4,541	$ 4,541	5. Photocopier rental	$ 4,541
19,224	1,700	1,700	6. Storage of City records	1,700
1,529	1,400	1,400	7. Warehouse equipment maintenance	1,400
5,886	-	-	8. Document scanning	-
$ 28,375	$ 7,641	$ 7,641	**Records Management Total**	$ 7,641
			Special Assessments - FI1406	
$ 2,000	$ -	$ -	9. Technical research services	$ -
$ 2,000	$ -	$ -	**Special Assessments Total**	$ -
			Mayor and City Council Administrative Support - FB1407	
$ 4,624	$ 3,265	$ 3,265	10. Photocopier rental	$ 3,265
$ 4,624	$ 3,265	$ 3,265	**Mayor and City Council Administrative Support Total**	$ 3,265
			Technology Support - FF1449	
$	$ 56,080	$ 56,080	11. Annual licensing of video, audio, and translation on-demand services	$ 56,080
	30,000	30,000	12. City Council and Committee Live Broadcast Closed Captioning	30,000
	30,000	30,000	13. Cloud subscription	30,000
139,135	160,000	160,000	14. Legislative Management System (LMS)	160,000
$ 139,135	$ 276,080	$ 276,080	**Technology Support Total**	$ 276,080
			General Adminstration and Support - FF1450	
$ 410	$ -	$ -	15. Annual Professional License Membership	$ -
	-	-	16. Miscellaneous Program Reconciliation	-
410	$ -	$ -	**General Administration and Support Total**	$ -
$ 395,490	$ 489,532	$ 489,532	**TOTAL CONTRACTUAL SERVICES ACCOUNT**	$ 489,532

Row Labels	Sum of Expenditure	
ASD		
Foreign language interpreters	186.00	
Photocopier rental	3,863.02	
ASD Total	**4,049.02**	
CPS		
Foreign language interpreters	185,051.87	
Legislative Management System	139,135.27	
Online Council File System	4,644.36	
Photocopier rental	5,790.35	
Tenant Improvement	11,608.35	
#N/A	0.00	
Braille Services	5,524.71	
Health Commission	6,975.00	
CPS Total	**358,729.91**	
Elections/BIDs		
#N/A	0.00	
Elections/BIDs Total	**0.00**	
Executive		
Annual Professional License Membership	410.00	Under ASD in Contractual Schedule
Foreign language interpreters	120.94	
Photocopier rental	761.08	
Storage of City records	15,610.00	Under RCD in Contractual Schedule
Executive Total	**16,902.02**	
NCE&F		
Photocopier rental	0.00	
Technical research services	2,000.00	
NCE&F Total	**2,000.00**	
Records		
Document Scanning	5,885.62	
Foreign language interpreters	547.49	
Photocopier rental	1,736.71	
Storage of City records	3,614.00	
#N/A	0.00	
Warehouse Equipment Maintenance	1,528.88	
Records Total	**13,312.70**	
Systems		
Foreign language interpreters	0.00	
Online Council File System	496.00	Under CPS in Contractual Schedule
#N/A	0.00	
Systems Total	**496.00**	
Grand Total	**395,489.65**	

Fund	Department	BFY	APPR	APPR Type	Document ID	Record Date	Unit	Reporting	Vendor Name	AL	Description	Object	Work Order	Available Balance	Expenditure	Encumbered	Unencumbered	Pre Encumbered	Uncommitted
100	14	###	003040	01										552,409.00	0.00	0.00	552,409.00	0.00	552,409.00
100	14	###	003040	01	BGBA,14,2406171456000373	07/01/2024		BAE1373						0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	CPO,14,250000400531	07/01/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1		304	CPS00001	0.00	0.00	578.90	-578.90	0.00	-578.90
100	14	###	003040	01	CPO,14,250000400531	07/01/2024	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1		304	EXC00001	0.00	0.00	76.09	-76.09	0.00	-76.09
100	14	###	003040	01	CPO,14,250000400531	07/01/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1		304	RCD00001	0.00	0.00	173.63	-173.63	0.00	-173.63
100	14	###	003040	01	CPO,14,250000400531	07/01/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	0.00	347.26	-347.26	0.00	-347.26
100	14	###	003040	01	JV,14,GEN2514SH001	07/10/2024	16010001			1	JV- TRANSFER COST FOR HEALTH COMMISSIO	304	CPS00001	0.00	300.00	0.00	-300.00	0.00	-300.00
100	14	###	003040	01	EFT,26,250000001300	07/29/2024	16010001		BARBIER INTERNATIONAL INC	1	NVOICE# 2024501	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRCD,14,2510014H008	07/29/2024	16010001		BARBIER INTERNATIONAL INC	1	NVOICE# 2024501	304	CPS00001	0.00	39.98	0.00	-39.98	0.00	-39.98
100	14	###	003040	01	CPO,14,250000408807	07/30/2024	16010011		ODP BUSINESS SOLUTIONS, LLC	1		304	RCD00001	0.00	0.00	547.49	-547.49	0.00	-547.49
100	14	###	003040	01	CPO,14,250000408824	07/30/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	1		304	CPS00001	0.00	0.00	436.42	-436.42	0.00	-436.42
100	14	###	003040	01	JV,14,GEN2514SH002	07/30/2024	16010001			1	JV-INV23-1478 VSR5782Health Com OT Broadcast	304	CPS00001	0.00	4,050.00	0.00	-4,050.00	0.00	-4,050.00
100	14	###	003040	01	JV,14,GEN2514SH003	07/30/2024	16010001			1	JV- INV24-1648 for 6289-Health Comm QTR 2&3-F	304	CPS00001	0.00	1,350.00	0.00	-1,350.00	0.00	-1,350.00
100	14	###	003040	01	CPO,14,250000409518	08/02/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1		304	CPS00001	0.00	0.00	578.90	-578.90	0.00	-578.90
100	14	###	003040	01	CPO,14,250000409518	08/02/2024	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1		304	EXC00001	0.00	0.00	76.09	-76.09	0.00	-76.09
100	14	###	003040	01	CPO,14,250000409518	08/02/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1		304	RCD00001	0.00	0.00	173.63	-173.63	0.00	-173.63
100	14	###	003040	01	CPO,14,250000409518	08/02/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	0.00	347.26	-347.26	0.00	-347.26
100	14	###	003040	01	CPO,14,250000410280	08/05/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	1		304	CPS00001	0.00	0.00	265.82	-265.82	0.00	-265.82
100	14	###	003040	01	CPO,14,250000411339	08/08/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1		304	CPS00001	0.00	0.00	578.90	-578.90	0.00	-578.90
100	14	###	003040	01	CPO,14,250000411339	08/08/2024	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1		304	EXC00001	0.00	0.00	76.09	-76.09	0.00	-76.09
100	14	###	003040	01	CPO,14,250000411339	08/08/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1		304	RCD00001	0.00	0.00	173.63	-173.63	0.00	-173.63
100	14	###	003040	01	CPO,14,250000411339	08/08/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	0.00	347.26	-347.26	0.00	-347.26
100	14	###	003040	01	AD,26,250000008892	08/09/2024	16010011		SYSTEM451	1	Inv # 2224	304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	GAEAE,14,AE25140001M	08/09/2024	16010011		SYSTEM451	1	Scanning Services FY24/25	304	RCD00001	0.00	0.00	10,000.00	-10,000.00	0.00	-10,000.00
100	14	###	003040	01	GAX,14,2510014H007	08/09/2024	16010011		SYSTEM451	1	Inv # 2224	304	RCD00001	0.00	0.00	1,160.41	-1,160.41	0.00	0.00
100	14	###	003040	01	GAEAE,14,AE25140002M	08/13/2024	16010019		RELX INC.	1	Encumber funds for LexisNexis Account # 6696093	304	SAS00001	0.00	0.00	2,500.00	-2,500.00	0.00	-2,500.00
100	14	###	003040	01	BPO,14,250000203373	08/14/2024	16010011	BAE1373	PAPE MATERIAL HANDLING	1		304	RCD00001	0.00	0.00	645.00	-645.00	0.00	-645.00
100	14	###	003040	01	EFT,26,250000002320	08/14/2024	16010019		RELX INC.	1	INV #6696093-20240731/ Billing Period 07/01-31/24	304	SAS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	GAX,14,2510014H008	08/14/2024	16010019		RELX INC.	1	INV #6696093-20240731/ Billing Period 07/01-31/24	304	SAS00001	0.00	200.00	-200.00	0.00	0.00	0.00
100	14	###	003040	01	SC,14,CO25142351M	08/15/2024	16010001		BARBIER INTERNATIONAL INC	1	ENCUMBER FUNDS FOR CITY CLERK EXPENSES	304	CPS00001	0.00	0.00	25,000.00	-25,000.00	0.00	-25,000.00
100	14	###	003040	01	SC,14,CO2514996M	08/15/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	35,000.00	-35,000.00	0.00	-35,000.00
100	14	###	003040	01	SC,14,CO2514013M	08/15/2024	16010001		LANGUAGES4YOU	1	SC / Languages4You Translation Agency / C-14401	304	CPS00001	0.00	0.00	75,000.00	-75,000.00	0.00	-75,000.00
100	14	###	003040	01	AD,26,250000010705	08/16/2024	16010010		INTERNATIONAL INSTITUTE OF	1	Annual Membership Fee Holly Wolcott ID # 23698	304	EXC00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000010706	08/16/2024	16010010		INTERNATIONAL INSTITUTE OF	1	Annual Membership Fee Petty Santos ID #40929	304	EXC00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	DEX,14,2510014H001	08/16/2024	16010010		INTERNATIONAL INSTITUTE OF	1	Annual Membership Fee Holly Wolcott ID # 23698	304	EXC00001	0.00	285.00	0.00	-285.00	0.00	-285.00
100	14	###	003040	01	DEX,14,2510014H002	08/16/2024	16010010		INTERNATIONAL INSTITUTE OF	1	Annual Membership Fee Petty Santos ID #40929	304	EXC00001	0.00	125.00	0.00	-125.00	0.00	-125.00
100	14	###	003040	01	SC,14,CO25136426M	08/19/2024	16010001		GRANICUS, LLC	1	ENC FUNDS FOR GRANICUS, LLC / C-136426	304	CPS00001	0.00	0.00	132,810.00	-132,810.00	0.00	-132,810.00
100	14	###	003040	01	AD,26,250000011385	08/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000011386	08/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000011386	08/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000011387	08/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000011387	08/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000011387	08/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000011387	08/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000011387	08/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000011392	08/20/2024	16010001		LANGUAGES4YOU	1	Interpreting Services	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000002740	08/20/2024	16010001		GRANICUS, LLC	1	INV 186061	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H010	08/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	200.00	-200.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H011	08/20/2024	16010001		GRANICUS, LLC	1	INV 186061	304	CPS00001	0.00	132,810.00	-132,810.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H013	08/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	900.00	-900.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H014	08/20/2024	16010001		LANGUAGES4YOU	1	Interpreting Services	304	CPS00001	0.00	3,540.00	-3,540.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H015	08/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	1,000.00	-1,000.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	2		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	3		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	5		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	9		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	10		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	14		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	15		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	17		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	21		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	22		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010010		KONICA MINOLTA BUSINESS SOLUTIO	4		304	EXC00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010010		KONICA MINOLTA BUSINESS SOLUTIO	16		304	EXC00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	11		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	12		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	23		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	24		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	6		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	7		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	8		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	13		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	18		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	19		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003062	08/23/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	20		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000009544	08/23/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1		304	CPS00001	0.00	1,157.80	-1,157.80	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000009544	08/23/2024	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1		304	EXC00001	0.00	152.18	-152.18	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000009544	08/23/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1		304	RCD00001	0.00	347.26	-347.26	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000009544	08/23/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	694.52	-694.52	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000012690	08/26/2024	16010001		LANGUAGES4YOU	1	INVOICE#15127-1A	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRCD,14,2510014H012	08/26/2024	16010001		LANGUAGES4YOU	1	INVOICE#15127-1A	304	CPS00001	0.00	9,790.00	0.00	-9,790.00	0.00	-9,790.00
100	14	###	003040	01	RQS,14,250000600521	08/26/2024	16010001			1		304	CPS00001	0.00	0.00	0.00	0.00	29,050.00	-29,050.00
100	14	###	003040	01	GAEAE,14,AE25140003M	08/27/2024	16010011		URM TECHNOLOGIES, INC	1	Shredding for non-paper records	304	RCD00001	0.00	0.00	5,000.00	-5,000.00	0.00	-5,000.00
100	14	###	003040	01	EFT,26,250000003407	08/29/2024	16010001		BARBIER INTERNATIONAL INC	1	INVOICE# 2024643	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003407	08/29/2024	16010001		BARBIER INTERNATIONAL INC	2	INVOICE# 2024646	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003427	08/29/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	98		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003427	08/29/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	102		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003427	08/29/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	103		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003427	08/29/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	104		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003427	08/29/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	106		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003427	08/29/2024	16010010		KONICA MINOLTA BUSINESS SOLUTIO	105		304	EXC00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003427	08/29/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	95		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003427	08/29/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	96		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003427	08/29/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	97		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003427	08/29/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	99		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003427	08/29/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	100		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003427	08/29/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	101		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H016	08/29/2024	16010001		BARBIER INTERNATIONAL INC	1	INVOICE# 2024643	304	CPS00001	0.00	633.72	-633.72	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H016	08/29/2024	16010001		BARBIER INTERNATIONAL INC	1	INVOICE# 2024646	304	CPS00001	0.00	625.00	-625.00	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000010601	08/29/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1		304	CPS00001	0.00	578.90	-578.90	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000010601	08/29/2024	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1		304	EXC00001	0.00	76.09	-76.09	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000010601	08/29/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1		304	RCD00001	0.00	173.63	-173.63	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000010601	08/29/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	347.26	-347.26	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000014741	08/30/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	INVOICE #INVOICE#I-34509-1A	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRCD,14,2510014H017	08/30/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	INVOICE #INVOICE#I-34509-1A	304	CPS00001	0.00	100.00	0.00	-100.00	0.00	-100.00
100	14	###	003040	01	CPO,14,250000418880	09/05/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1		304	CPS00001	0.00	0.00	578.90	-578.90	0.00	-578.90
100	14	###	003040	01	CPO,14,250000418880	09/05/2024	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1		304	EXC00001	0.00	0.00	76.09	-76.09	0.00	-76.09
100	14	###	003040	01	CPO,14,250000418880	09/05/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1		304	RCD00001	0.00	0.00	173.63	-173.63	0.00	-173.63
100	14	###	003040	01	CPO,14,250000418880	09/05/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	0.00	347.26	-347.26	0.00	-347.26

100	14	###	003040	01	SC,14,CO2514235 1M	09/05/2024	16010013		BARBIER INTERNATIONAL INC	1	ENCUMBER FUNDS FOR CITY CLERK EXPENSE:	304	ASD00001	0.00	0.00	186.00	-186.00	0.00	-186.00
100	14	###	003040	01	EFT,26,250000003874	09/06/2024	16010013		BARBIER INTERNATIONAL INC	1	Invoice # 2024576	304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H019	09/06/2024	16010013		BARBIER INTERNATIONAL INC	1	Invoice # 2024576	304	ASD00001	0.00	186.00	-186.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000017195	09/09/2024	16010001		LANGUAGES4YOU	1	Interpreting Services	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H020	09/09/2024	16010001		LANGUAGES4YOU	1	Interpreting Services	304	CPS00001	0.00	8,150.00	-8,150.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000003995	09/10/2024	16010019		RELX INC.	1	INV #6696093-20240831 / Billing Period 08/01-31/2	304	SAS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000004018	09/10/2024	16010001		BARBIER INTERNATIONAL INC	1	INVOICE# 2024689	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000004018	09/10/2024	16010001		BARBIER INTERNATIONAL INC	2	INVOICE# 2024690	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	GAX,14,2510014H009	09/10/2024	16010019		RELX INC.	1	INV #6696093-20240831 / Billing Period 08/01-31/2	304	SAS00001	0.00	200.00	-200.00	0.00	0.00	0.00
100	14	###	003040	01	OPO,14,250000300399	09/10/2024	16010001		AMERICAN THERMOFORM CORPORA1	1		304	CPS00001	0.00	0.00	31,600.75	-31,600.75	0.00	-31,600.75
100	14	###	003040	01	OPO,14,250000300399	09/10/2024	16010001			1		304	CPS00001	0.00	0.00	0.00	0.00	-29,050.00	29,050.00
100	14	###	003040	01	PRC,14,2510014H021	09/10/2024	16010001		BARBIER INTERNATIONAL INC	1	INVOICE# 2024689	304	CPS00001	0.00	508.70	-508.70	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H021	09/10/2024	16010001		BARBIER INTERNATIONAL INC	1	INVOICE# 2024690	304	CPS00001	0.00	883.72	-883.72	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000018758	09/11/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	INVOICE# I-34440	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000018758	09/11/2024	16010001		CONTINENTAL INTERPRETING SERVIC	2	INVOICE# I-34510	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000018773	09/11/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H023	09/11/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	400.00	-400.00	0.00	0.00	0.00
100	14	###	003040	01	PRCD,14,2510014H018	09/11/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	INVOICE# I-34440	304	CPS00001	0.00	250.00	0.00	-250.00	0.00	-250.00
100	14	###	003040	01	PRCD,14,2510014H018	09/11/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	INVOICE# I-34510	304	CPS00001	0.00	450.00	0.00	-450.00	0.00	-450.00
100	14	###	003040	01	SC,14,CO2514994M	09/11/2024	16010001		Focus Language International Inc	1	To provide translation and interpretation services for	304	CPS00001	0.00	0.00	500.00	-500.00	0.00	-500.00
100	14	###	003040	01	SC,14,CO2512687 5M	09/16/2024	16010011		VRC COMPANIES, LLC	1	Defray cost for records retention services	304	RCD00001	0.00	0.00	5,000.00	-5,000.00	0.00	-5,000.00
100	14	###	003040	01	PRM,14,250000014349	09/17/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	1		304	CPS00001	0.00	355.21	-355.21	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000014350	09/17/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	1		304	CPS00001	0.00	23.97	-23.97	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000014351	09/17/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	1		304	CPS00001	0.00	2.47	-2.47	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000020593	09/18/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	7		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000004685	09/19/2024	16010001		BARBIER INTERNATIONAL INC	1	INVOICE# 2024716	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H024	09/19/2024	16010001		BARBIER INTERNATIONAL INC	1	INVOICE# 2024716	304	CPS00001	0.00	284.44	-284.44	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021187	09/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021188	09/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021189	09/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021189	09/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021189	09/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	CPO,14,250000423038	09/20/2024	16010020		ODP BUSINESS SOLUTIONS, LLC	1		304	SYS00001	0.00	0.00	543.65	-543.65	0.00	-543.65
100	14	###	003040	01	EFT,26,250000004761	09/20/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	135		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000004761	09/20/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	136		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000004761	09/20/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	137		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000004761	09/20/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	138		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000004761	09/20/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	139		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000004761	09/20/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	140		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000004761	09/20/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	141		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000004761	09/20/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	142		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000004761	09/20/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	143		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000004761	09/20/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	144		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000004761	09/20/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	145		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000004761	09/20/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	146		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000004761	09/20/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	147		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000004761	09/20/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	148		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H026	09/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	200.00	-200.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H027	09/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	200.00	-200.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H028	09/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	600.00	-600.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021380	09/23/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021380	09/23/2024	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021380	09/23/2024	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021380	09/23/2024	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021380	09/23/2024	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021380	09/23/2024	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021380	09/23/2024	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021380	09/23/2024	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021380	09/23/2024	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021380	09/23/2024	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021380	09/23/2024	16010001		CONTINENTAL INTERPRETING SERVIC	11	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021380	09/23/2024	16010001		CONTINENTAL INTERPRETING SERVIC	12	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021380	09/23/2024	16010001		CONTINENTAL INTERPRETING SERVIC	13	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000004798	09/23/2024	16010001		BARBIER INTERNATIONAL INC	1	INVOICE# 2024730	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000004798	09/23/2024	16010001		BARBIER INTERNATIONAL INC	2	INVOICE# 2024731	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H029	09/23/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,600.00	-2,600.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H031	09/23/2024	16010001		BARBIER INTERNATIONAL INC	1	INVOICE# 2024730	304	CPS00001	0.00	909.44	-909.44	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H031	09/23/2024	16010001		BARBIER INTERNATIONAL INC	1	INVOICE# 2024731	304	CPS00001	0.00	633.71	-633.71	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021618	09/24/2024	16010001		LANGUAGES4YOU	1	INVOICE 12815	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021626	09/24/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021626	09/24/2024	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021626	09/24/2024	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021626	09/24/2024	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021626	09/24/2024	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021626	09/24/2024	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000021626	09/24/2024	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	DEX,14,2510014H023	09/24/2024	16010001		LANGUAGES4YOU	1	INVOICE 12815	304	CPS00001	0.00	4,810.00	0.00	-4,810.00	0.00	-4,810.00
100	14	###	003040	01	PRC,14,2510014H030	09/24/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	1,500.00	-1,500.00	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000015990	09/25/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1		304	CPS00001	0.00	578.90	-578.90	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000015990	09/25/2024	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1		304	EXC00001	0.00	76.09	-76.09	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000015990	09/25/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1		304	RCD00001	0.00	0.00	173.63	-173.63	0.00	0.00
100	14	###	003040	01	PRM,14,250000015990	09/25/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	347.26	-347.26	0.00	0.00	0.00
100	14	###	003040	01	EPAY,26,250000000977	09/26/2024	16010010		AMERICAN LEGAL PUBLISHING CORP	1	INVOICE 36215	304	EXC00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H032	09/26/2024	16010010		AMERICAN LEGAL PUBLISHING CORP	1	INVOICE 36215	304	EXC00001	0.00	15,610.00	-15,610.00	0.00	0.00	0.00
100	14	###	003040	01	SC,14,CO2512947 7M	09/26/2024	16010010		AMERICAN LEGAL PUBLISHING CORP	1	American Legal Publishing Corporation/ C-129477	304	EXC00001	0.00	0.00	16,000.00	-16,000.00	0.00	-16,000.00
100	14	###	003040	01	EFT,26,250000005100	09/27/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	151		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000005100	09/27/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	152		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000005100	09/27/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	154		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000005100	09/27/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	158		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000005100	09/27/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	159		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000005100	09/27/2024	16010010		KONICA MINOLTA BUSINESS SOLUTIO	153		304	EXC00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000005100	09/27/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	148		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000005100	09/27/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	149		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000005100	09/27/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	150		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000005100	09/27/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	155		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000005100	09/27/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	156		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000005100	09/27/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	157		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	CPO,14,250000425885	10/02/2024	16010020		NEOCOMP SYSTEMS INC	1		304	SYS00001	0.00	0.00	240.00	-240.00	0.00	-240.00
100	14	###	003040	01	CPO,14,250000425977	10/02/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1		304	CPS00001	0.00	0.00	578.90	-578.90	0.00	-578.90
100	14	###	003040	01	CPO,14,250000425977	10/02/2024	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1		304	EXC00001	0.00	0.00	76.09	-76.09	0.00	-76.09
100	14	###	003040	01	CPO,14,250000425977	10/02/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1		304	RCD00001	0.00	0.00	173.63	-173.63	0.00	-173.63
100	14	###	003040	01	CPO,14,250000425977	10/02/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	0.00	347.26	-347.26	0.00	-347.26
100	14	###	003040	01	AD,26,250000023854	10/03/2024	16010001		LANGUAGES4YOU	1	Interpreting Services	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	CPO,14,250000426227	10/03/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	1		304	CPS00001	0.00	0.00	296.77	-296.77	0.00	-296.77
100	14	###	003040	01	PRC,14,2510014H034	10/03/2024	16010001		LANGUAGES4YOU	1	Interpreting Services	304	CPS00001	0.00	8,383.00	-8,383.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000024386	10/07/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000024386	10/07/2024	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000024386	10/07/2024	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000024386	10/07/2024	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000024386	10/07/2024	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000024386	10/07/2024	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00

100	14	###	003040	01	AD,26,250000024386	10/07/2024	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000024386	10/07/2024	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000024386	10/07/2024	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000024386	10/07/2024	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H035	10/07/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,000.00	-2,000.00	0.00	0.00	0.00
100	14	###	003040	01	RQS,14,250000601025	10/07/2024	16010011			1	LABOR	304	RCD00001	0.00	0.00	0.00	0.00	2,111.82	-2,111.82
100	14	###	003040	01	CPO,14,250000427235	10/08/2024	16010019		KONICA MINOLTA BUSINESS SOLUTIO	1	Quote#100724	304	SAS00001	0.00	0.00	120.00	-120.00	0.00	-120.00
100	14	###	003040	01	CPO,14,250000427830	10/09/2024	16010010		ODP BUSINESS SOLUTIONS, LLC	1		304	EXC00001	0.00	0.00	120.94	-120.94	0.00	-120.94
100	14	###	003040	01	CPO,14,250000428490	10/10/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	1		304	CPS00001	0.00	0.00	125.97	-125.97	0.00	-125.97
100	14	###	003040	01	EFT,26,250000005877	10/11/2024	16010019		RELX INC.	1	INV #1100024056 / Billing Period 09/01-30/24	304	SAS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	GAX,14,2510014H010	10/11/2024	16010019		RELX INC.	1	INV #1100024056 / Billing Period 09/01-30/24	304	SAS00001	0.00	200.00	-200.00	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000019384	10/15/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	1		304	CPS00001	0.00	265.82	-265.82	0.00	0.00	0.00
100	14	###	003040	01	OPO,14,250000300732	10/16/2024	16010011		PAPE MATERIAL HANDLING	1	LABOR	304	RCD00001	0.00	0.00	2,111.82	-2,111.82	0.00	-2,111.82
100	14	###	003040	01	OPO,14,250000300732	10/16/2024	16010011			1	LABOR	304	RCD00001	0.00	0.00	0.00	0.00	-2,111.82	2,111.82
100	14	###	003040	01	EFT,26,250000006256	10/18/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	3		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000006256	10/18/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	4		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000006256	10/18/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	5		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000006256	10/18/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	6		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000006256	10/18/2024	16010001		ODP BUSINESS SOLUTIONS, LLC	7		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000027491	10/21/2024	16010001		LANGUAGES4YOU	1	INVOICE#15205	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	CPO,14,250000430478	10/21/2024	16010020		NEOCOMP SYSTEMS INC	1		304	SYS00001	0.00	0.00	246.56	-246.56	0.00	-246.56
100	14	###	003040	01	PRCD,14,2510014H037	10/21/2024	16010001		LANGUAGES4YOU	1	INVOICE#15205	304	CPS00001	0.00	1,340.00	0.00	-1,340.00	0.00	-1,340.00
100	14	###	003040	01	PRM,14,250000020363	10/21/2024	16010011		ODP BUSINESS SOLUTIONS, LLC	1		304	RCD00001	0.00	547.49	-547.49	0.00	0.00	0.00
100	14	###	003040	01	CPO,14,250000430909	10/23/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice# 296237386	304	ASD00001	0.00	0.00	4.34	-4.34	0.00	-4.34
100	14	###	003040	01	CPO,14,250000430909	10/23/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#296237386	304	ASD00001	0.00	0.00	34.08	-34.08	0.00	-34.08
100	14	###	003040	01	CPO,14,250000430965	10/23/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice# 296237387	304	CPS00001	0.00	0.00	26.79	-26.79	0.00	-26.79
100	14	###	003040	01	CPO,14,250000430965	10/23/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#296237387	304	CPS00001	0.00	0.00	78.23	-78.23	0.00	-78.23
100	14	###	003040	01	CPO,14,250000430983	10/23/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice# 296237650	304	CPS00001	0.00	0.00	81.28	-81.28	0.00	-81.28
100	14	###	003040	01	CPO,14,250000430983	10/23/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#296237650	304	CPS00001	0.00	0.00	192.08	-192.08	0.00	-192.08
100	14	###	003040	01	CPO,14,250000430997	10/23/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#296237652	304	CPS00001	0.00	0.00	179.01	-179.01	0.00	-179.01
100	14	###	003040	01	CPO,14,250000431010	10/23/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#296237719	304	RCD00001	0.00	0.00	29.59	-29.59	0.00	-29.59
100	14	###	003040	01	CPO,14,250000431030	10/23/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#296237831	304	CPS00001	0.00	0.00	32.57	-32.57	0.00	-32.57
100	14	###	003040	01	CPO,14,250000431037	10/23/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#296237998	304	RCD00001	0.00	0.00	10.92	-10.92	0.00	-10.92
100	14	###	003040	01	CPO,14,250000431044	10/23/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#296238002	304	ASD00001	0.00	0.00	2.89	-2.89	0.00	-2.89
100	14	###	003040	01	CPO,14,250000431051	10/23/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#296238111	304	ASD00001	0.00	0.00	12.17	-12.17	0.00	-12.17
100	14	###	003040	01	CPO,14,250000431057	10/23/2024	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#296238113	304	EXC00001	0.00	0.00	8.58	-8.58	0.00	-8.58
100	14	###	003040	01	CPO,14,250000431063	10/23/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#296238116	304	CPS00001	0.00	0.00	173.46	-173.46	0.00	-173.46
100	14	###	003040	01	CPO,14,250000431067	10/23/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice# 296238294	304	ASD00001	0.00	0.00	0.08	-0.08	0.00	-0.08
100	14	###	003040	01	CPO,14,250000431067	10/23/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#296238294	304	ASD00001	0.00	0.00	1.12	-1.12	0.00	-1.12
100	14	###	003040	01	CPO,14,250000431131	10/23/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1		304	CPS00001	0.00	0.00	578.90	-578.90	0.00	-578.90
100	14	###	003040	01	CPO,14,250000431131	10/23/2024	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1		304	EXC00001	0.00	0.00	76.09	-76.09	0.00	-76.09
100	14	###	003040	01	CPO,14,250000431131	10/23/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1		304	RCD00001	0.00	0.00	173.63	-173.63	0.00	-173.63
100	14	###	003040	01	CPO,14,250000431131	10/23/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	0.00	347.26	-347.26	0.00	-347.26
100	14	###	003040	01	EFT,26,250000006453	10/23/2024	16010011		ODP BUSINESS SOLUTIONS, LLC	43		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000022508	10/30/2024	16010010		ODP BUSINESS SOLUTIONS, LLC	1		304	EXC00001	0.00	120.94	-120.94	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000031953	11/06/2024	16010001		Marlene Gomez	1	Interpreting Services	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H038	11/06/2024	16010001		Marlene Gomez	1	Interpreting Services	304	CPS00001	0.00	900.00	-900.00	0.00	0.00	0.00
100	14	###	003040	01	SC,14,CO2514399SM	11/06/2024	16010001		Marlene Gomez	1	To provide translation and interpretation services for	304	CPS00001	0.00	0.00	900.00	-900.00	0.00	-900.00
100	14	###	003040	01	EFT,26,250000007426	11/07/2024	16010010		ODP BUSINESS SOLUTIONS, LLC	28		304	EXC00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000007426	11/07/2024	16010010		ODP BUSINESS SOLUTIONS, LLC	29		304	EXC00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032767	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032767	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032767	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032767	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032767	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032767	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032767	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032767	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032767	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032767	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032768	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032768	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032768	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032768	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032768	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032768	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032768	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032768	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032768	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032768	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032769	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032769	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032769	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032769	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032769	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032769	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032769	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032769	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032769	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032769	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032770	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032770	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032770	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032770	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032770	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000032770	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H039	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,900.00	-2,900.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H040	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	3,025.00	-3,025.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H041	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,725.00	-2,725.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H042	11/08/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	1,500.00	-1,500.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000007763	11/14/2024	16010019		RELX INC.	1	INV #1100043118 / Billing Period 10/01/24-10/31/24	304	SAS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	GAX,14,2510014H011	11/14/2024	16010019		RELX INC.	1	INV #1100043118 / Billing Period 10/01/24-10/31/24	304	SAS00001	0.00	200.00	-200.00	0.00	0.00	0.00
100	14	###	003040	01	RQS,14,250000601433	11/18/2024	16010011			1	Cartons	304	RCD00001	0.00	0.00	0.00	0.00	1,125.00	-1,125.00
100	14	###	003040	01	CPO,14,250000438649	11/22/2024	16010020		INSIGHT PUBLIC SECTOR INC	1		304	SYS00001	0.00	0.00	490.57	-490.57	0.00	-490.57
100	14	###	003040	01	EFT,26,250000008275	11/25/2024	16010001		BARBIER INTERNATIONAL INC	1	INVOICE# 2024738	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H043	11/25/2024	16010001		BARBIER INTERNATIONAL INC	1	INVOICE# 2024738	304	CPS00001	0.00	240.00	-240.00	0.00	0.00	0.00
100	14	###	003040	01	BGAA,14,TA25H00000001	11/26/2024								-7,362.00	0.00	0.00	-7,362.00	0.00	-7,362.00
100	14	###	003040	01	AD,26,250000036845	11/26/2024	16010011		SYSTEM451	1	Inv # 2262	304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	CPO,14,250000439620	11/26/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1		304	CPS00001	0.00	0.00	578.90	-578.90	0.00	-578.90
100	14	###	003040	01	CPO,14,250000439620	11/26/2024	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1		304	EXC00001	0.00	0.00	76.09	-76.09	0.00	-76.09
100	14	###	003040	01	CPO,14,250000439620	11/26/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1		304	RCD00001	0.00	0.00	173.63	-173.63	0.00	-173.63
100	14	###	003040	01	CPO,14,250000439620	11/26/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	0.00	347.26	-347.26	0.00	-347.26
100	14	###	003040	01	GAX,14,2510014H012	11/26/2024	16010011		SYSTEM451	1	Inv # 2262	304	RCD00001	0.00	1,228.34	-1,228.34	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000037036	11/27/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000037036	11/27/2024	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000037036	11/27/2024	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000037036	11/27/2024	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000037036	11/27/2024	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000037036	11/27/2024	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000037036	11/27/2024	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000037036	11/27/2024	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00

100	14	###	003040	01	AD,26,2500000037036	11/27/2024	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000037036	11/27/2024	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000037036	11/27/2024	16010001		CONTINENTAL INTERPRETING SERVIC	11	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000037039	11/27/2024	16010001		LANGUAGES4YOU	1	Interpreting Services	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000008553	11/27/2024	16010001		BARBIER INTERNATIONAL INC	1	INVOICE# 2024858	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000008553	11/27/2024	16010001		BARBIER INTERNATIONAL INC	2	INVOICE# 2024870	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000008553	11/27/2024	16010001		BARBIER INTERNATIONAL INC	3	INVOICE# 2024871	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000008556	11/27/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	94		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000008556	11/27/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	95		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000008556	11/27/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	97		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000008556	11/27/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	101		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000008556	11/27/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	102		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000008556	11/27/2024	16010010		KONICA MINOLTA BUSINESS SOLUTIO	96		304	EXC00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000008556	11/27/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	103		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000008556	11/27/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	104		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000008556	11/27/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	93		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000008556	11/27/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	98		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000008556	11/27/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	99		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000008556	11/27/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	100		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H044	11/27/2024	16010001		BARBIER INTERNATIONAL INC	1	INVOICE# 2024858	304	CPS00001	0.00	750.00	-750.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H044	11/27/2024	16010001		BARBIER INTERNATIONAL INC	1	INVOICE# 2024870	304	CPS00001	0.00	1,400.46	-1,400.46	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H044	11/27/2024	16010001		BARBIER INTERNATIONAL INC	1	INVOICE# 2024871	304	CPS00001	0.00	518.76	-518.76	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H045	11/27/2024	16010001		LANGUAGES4YOU	1	Interpreting Services	304	CPS00001	0.00	4,600.00	-4,600.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H046	11/27/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	3,750.00	-3,750.00	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,2500000027928	11/27/2024	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1		304	CPS00001	0.00	578.90	-578.90	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,2500000027928	11/27/2024	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1		304	EXC00001	0.00	76.09	-76.09	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,2500000027928	11/27/2024	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1		304	RCD00001	0.00	173.63	-173.63	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,2500000027928	11/27/2024	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	347.26	-347.26	0.00	0.00	0.00
100	14	###	003040	01	CPO,14,2500000440542	12/03/2024	16010011		ODP BUSINESS SOLUTIONS, LLC	1		304	RCD00001	0.00	0.00	590.16	-590.16	0.00	-590.16
100	14	###	003040	01	OPO,14,2500000300399	12/05/2024	16010001		AMERICAN THERMOFORM CORPORAT	1		304	CPS00001	0.00	0.00	-31,600.75	31,600.75	0.00	31,600.75
100	14	###	003040	01	OPO,14,2500000300399	12/05/2024	16010001			1		304	CPS00001	0.00	0.00	0.00	0.00	29,050.00	-29,050.00
100	14	###	003040	01	RQS,14,2500000601607	12/08/2024	16010001			1		304	CPS00001	0.00	0.00	0.00	0.00	5,598.71	-5,598.71
100	14	###	003040	01	CPO,14,2500000443425	12/17/2024	16010001		R D SYSTEMS INC	1		304	CPS00001	0.00	0.00	20,249.51	-20,249.51	0.00	-20,249.51
100	14	###	003040	01	GAX,14,2510014H013	12/17/2024	16010019		RELX INC.	1	INV #1100057661 / Billing Period 11/01/24-11/30/24	304	SAS00001	0.00	200.00	-200.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000009605	12/18/2024	16010019		RELX INC.	1	INV #1100057661 / Billing Period 11/01/24-11/30/24	304	SAS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	OPO,14,2500000301417	12/19/2024	16010011		HOLLINGER METAL EDGE-VA INC	1	Cartons	304	RCD00001	0.00	0.00	1,528.88	-1,528.88	0.00	-1,528.88
100	14	###	003040	01	OPO,14,2500000301417	12/19/2024	16010011			1	Cartons	304	RCD00001	0.00	0.00	0.00	0.00	-1,125.00	1,125.00
100	14	###	003040	01	AD,26,2500000041898	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041898	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041898	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041898	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041898	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041898	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041898	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041898	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041898	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041898	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041899	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041899	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041899	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041899	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041899	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041899	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041899	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041899	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041899	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041899	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041900	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041900	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041900	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041900	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041900	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041900	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041900	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041900	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041900	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041900	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000041900	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	11	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H047	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	3,600.00	-3,600.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H048	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	3,225.00	-3,225.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H049	12/20/2024	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	4,125.00	-4,125.00	0.00	0.00	0.00
100	14	###	003040	01	CPO,14,2500000444983	12/23/2024	16010020		INSIGHT PUBLIC SECTOR INC	1		304	SYS00001	0.00	0.00	496.00	-496.00	0.00	-496.00
100	14	###	003040	01	JV,14,GEN2514SH004	01/06/2025	16010001			1	JV- INV25-1762 for VSR 6600-Health Commission (	304	CPS00001	0.00	637.50	0.00	-637.50	0.00	-637.50
100	14	###	003040	01	CPO,14,2500000446828	01/07/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1		304	CPS00001	0.00	0.00	578.90	-578.90	0.00	-578.90
100	14	###	003040	01	CPO,14,2500000446828	01/07/2025	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1		304	EXC00001	0.00	0.00	76.09	-76.09	0.00	-76.09
100	14	###	003040	01	CPO,14,2500000446828	01/07/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1		304	RCD00001	0.00	0.00	173.63	-173.63	0.00	-173.63
100	14	###	003040	01	CPO,14,2500000446828	01/07/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	0.00	347.26	-347.26	0.00	-347.26
100	14	###	003040	01	OPO,14,2500000301505	01/07/2025	16010001		SWEETMAN SYSTEMS	1		304	CPS00001	0.00	0.00	5,524.71	-5,524.71	0.00	-5,524.71
100	14	###	003040	01	OPO,14,2500000301505	01/07/2025	16010001			1		304	CPS00001	0.00	0.00	0.00	0.00	-5,524.71	5,524.71
100	14	###	003040	01	PRM,14,2500000035532	01/08/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1		304	CPS00001	0.00	578.90	-578.90	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,2500000035532	01/08/2025	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1		304	EXC00001	0.00	76.09	-76.09	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,2500000035532	01/08/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1		304	RCD00001	0.00	173.63	-173.63	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,2500000035532	01/08/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	347.26	-347.26	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000010839	01/09/2025	16010019		RELX INC.	1	INV #110006854O/ Billing Period 12/01/24-12/31/24	304	SAS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	GAX,14,2510014H014	01/09/2025	16010019		RELX INC.	1	INV #110006854O/ Billing Period 12/01/24-12/31/24	304	SAS00001	0.00	200.00	-200.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000010922	01/10/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	5		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000010922	01/10/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	6		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000010922	01/10/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	8		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000010922	01/10/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	12		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000010922	01/10/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	13		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000010922	01/10/2025	16010010		KONICA MINOLTA BUSINESS SOLUTIO	7		304	EXC00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000010922	01/10/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	14		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000010922	01/10/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	15		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000010922	01/10/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	4		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000010922	01/10/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	9		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000010922	01/10/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	10		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000010922	01/10/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	11		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,2500000036257	01/13/2025	16010001		ODP BUSINESS SOLUTIONS, LLC	1		304	CPS00001	0.00	125.97	-125.97	0.00	0.00	0.00
100	14	###	003040	01	RQS,14,2500000601607	01/14/2025	16010001			1		304	CPS00001	0.00	0.00	0.00	0.00	-74.00	74.00
100	14	###	003040	01	AD,26,2500000046132	01/16/2025	16010011		SHRED PROS, LLC.	1	Invoice #396652/Service Date 12/30/24/ Off site doc	304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000046133	01/16/2025	16010011		SHRED PROS, LLC.	1	Invoice #548291/Service Date 10/07/24/ Off site doc	304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000046134	01/16/2025	16010011		SHRED PROS, LLC.	1	Invoice #548275/Service Date 09/19/24/ Off site doc	304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	CPO,14,2500000448617	01/16/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#297822691	304	RCD00001	0.00	0.00	3.73	-3.73	0.00	-3.73
100	14	###	003040	01	CPO,14,2500000448652	01/16/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice# 297822882	304	ASD00001	0.00	0.00	34.48	-34.48	0.00	-34.48
100	14	###	003040	01	CPO,14,2500000448663	01/16/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice# 297822951	304	ASD00001	0.00	0.00	6.09	-6.09	0.00	-6.09
100	14	###	003040	01	CPO,14,2500000448663	01/16/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice# 297822951	304	ASD00001	0.00	0.00	5.04	-5.04	0.00	-5.04
100	14	###	003040	01	CPO,14,2500000448673	01/16/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#296238111	304	ASD00001	0.00	0.00	2.43	-2.43	0.00	-2.43
100	14	###	003040	01	CPO,14,2500000448673	01/16/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#297822960	304	ASD00001	0.00	0.00	21.15	-21.15	0.00	-21.15
100	14	###	003040	01	CPO,14,2500000448700	01/16/2025	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#297822963	304	EXC00001	0.00	0.00	47.68	-47.68	0.00	-47.68
100	14	###	003040	01	CPO,14,2500000448705	01/16/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#297822691	304	RCD00001	0.00	0.00	13.96	-13.96	0.00	-13.96
100	14	###	003040	01	CPO,14,2500000448705	01/16/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#297823323	304	RCD00001	0.00	0.00	32.47	-32.47	0.00	-32.47

100	14	###	003040	01	CPO,14,250000448862	01/16/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#297823595	304	ASD00001	0.00	0.00	1.82	-1.82	0.00	-1.82
100	14	###	003040	01	EFT,26,250000011257	01/16/2025	16010001		ODP BUSINESS SOLUTIONS, LLC	20		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000011257	01/16/2025	16010001		ODP BUSINESS SOLUTIONS, LLC	21		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000011257	01/16/2025	16010001		ODP BUSINESS SOLUTIONS, LLC	22		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000011257	01/16/2025	16010001		ODP BUSINESS SOLUTIONS, LLC	23		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000011257	01/16/2025	16010001		ODP BUSINESS SOLUTIONS, LLC	24		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000011257	01/16/2025	16010001		ODP BUSINESS SOLUTIONS, LLC	25		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000011257	01/16/2025	16010001		ODP BUSINESS SOLUTIONS, LLC	26		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000011257	01/16/2025	16010001		ODP BUSINESS SOLUTIONS, LLC	27		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	GAEAE,14,AE25140004M	01/16/2025	16010011		SHRED PROS, LLC.	1	Shredding for non-paper records	304	RCD00001	0.00	0.00	2,000.00	-2,000.00	0.00	-2,000.00
100	14	###	003040	01	GAX,14,2510014H015	01/16/2025	16010011		SHRED PROS, LLC.	1	Invoice #396652/Service Date 12/30/24/ Off site doc	304	RCD00001	0.00	250.00	-1,500.00	1,250.00	0.00	1,250.00
100	14	###	003040	01	GAX,14,2510014H016	01/16/2025	16010011		SHRED PROS, LLC.	1	Invoice #548291/Service Date 10/07/24/ Off site doc	304	RCD00001	0.00	250.00	-250.00	0.00	0.00	0.00
100	14	###	003040	01	GAX,14,2510014H017	01/16/2025	16010011		SHRED PROS, LLC.	1	Invoice #548275/Service Date 09/19/24/ Off site doc	304	RCD00001	0.00	250.00	-250.00	0.00	0.00	0.00
100	14	###	003040	01	CPO,14,250000450075	01/21/2025	16010020		INSIGHT PUBLIC SECTOR INC	1		304	SYS00001	0.00	0.00	537.43	-537.43	0.00	-537.43
100	14	###	003040	01	CPO,14,250000450627	01/22/2025	16010001		ODP BUSINESS SOLUTIONS, LLC	1		304	CPS00001	0.00	0.00	199.47	-199.47	0.00	-199.47
100	14	###	003040	01	JV,14,GEN250000001	01/28/2025	16010001			1	JV- INV25-1839 for VSR 6733-Health Commission C	304	CPS00001	0.00	637.50	0.00	-637.50	0.00	-637.50
100	14	###	003040	01	AD,26,250000048635	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000048635	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000048635	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000048635	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000048635	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000048635	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000048635	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000048635	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000048635	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000048635	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000048636	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000048636	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000048636	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000048636	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000048636	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000048636	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000048636	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000048636	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000048636	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000048636	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H050	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	3,150.00	-3,150.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H051	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,500.00	-2,500.00	0.00	0.00	0.00
100	14	###	003040	01	SC,14,CO25143996M	01/30/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	5,650.00	-5,650.00	0.00	-5,650.00
100	14	###	003040	01	CPO,14,250000453721	02/04/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1		304	CPS00001	0.00	0.00	578.90	-578.90	0.00	-578.90
100	14	###	003040	01	CPO,14,250000453721	02/04/2025	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1		304	EXC00001	0.00	0.00	76.09	-76.09	0.00	-76.09
100	14	###	003040	01	CPO,14,250000453721	02/04/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1		304	RCD00001	0.00	0.00	173.63	-173.63	0.00	-173.63
100	14	###	003040	01	CPO,14,250000453721	02/04/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	0.00	347.26	-347.26	0.00	-347.26
100	14	###	003040	01	PRM,14,250000040960	02/05/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1		304	CPS00001	0.00	1,157.80	-1,157.80	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000040960	02/05/2025	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1		304	EXC00001	0.00	152.18	-152.18	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000040960	02/05/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1		304	RCD00001	0.00	347.26	-347.26	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000040960	02/05/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	694.52	-694.52	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000049930	02/06/2025	16010001		WINTECH, LLC.	1	AV, INVOICE TR-1285, ALICE Receptionist Premiur	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	GAEAE,14,AE25140005M	02/06/2025	16010001		WINTECH, LLC.	1	ALICE Receptionist Premium Subscription	304	CPS00001	0.00	0.00	4,644.36	-4,644.36	0.00	-4,644.36
100	14	###	003040	01	GAX,14,2510014H019	02/06/2025	16010001		WINTECH, LLC.	1	AV, INVOICE TR-1285, ALICE Receptionist Premiur	304	CPS00001	0.00	4,644.36	-4,644.36	0.00	0.00	0.00
100	14	###	003040	01	SC,14,CO25136426M	02/06/2025	16010001		GRANICUS, LLC	1	ENC FUNDS FOR GRANICUS, LLC / C-136426	304	CPS00001	0.00	0.00	10,843.32	-10,843.32	0.00	-10,843.32
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	4		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	5		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	7		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	11		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	12		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	16		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	17		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	19		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	23		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	24		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010010		KONICA MINOLTA BUSINESS SOLUTIO	6		304	EXC00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010010		KONICA MINOLTA BUSINESS SOLUTIO	18		304	EXC00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	13		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	14		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	25		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	26		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	3		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	8		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	9		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	10		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	15		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	20		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	21		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000012584	02/07/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	22		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000042151	02/11/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1		304	CPS00001	0.00	578.90	-578.90	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000042151	02/11/2025	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1		304	EXC00001	0.00	76.09	-76.09	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000042151	02/11/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1		304	RCD00001	0.00	173.63	-173.63	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000042151	02/11/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	347.26	-347.26	0.00	0.00	0.00
100	14	###	003040	01	CPO,14,250000457125	02/18/2025	16010020		INSIGHT PUBLIC SECTOR INC	1		304	SYS00001	0.00	0.00	836.55	-836.55	0.00	-836.55
100	14	###	003040	01	SC,14,CO25143996M	02/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	90,000.00	-90,000.00	0.00	-90,000.00
100	14	###	003040	01	CPO,14,250000457114	02/19/2025	16010020		INSIGHT PUBLIC SECTOR INC	1		304	SYS00001	0.00	0.00	535.17	-535.17	0.00	-535.17
100	14	###	003040	01	CPO,14,250000459516	02/26/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1		304	CPS00001	0.00	0.00	578.90	-578.90	0.00	-578.90
100	14	###	003040	01	CPO,14,250000459516	02/26/2025	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1		304	EXC00001	0.00	0.00	76.09	-76.09	0.00	-76.09
100	14	###	003040	01	CPO,14,250000459516	02/26/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1		304	RCD00001	0.00	0.00	173.63	-173.63	0.00	-173.63
100	14	###	003040	01	CPO,14,250000459516	02/26/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	0.00	347.26	-347.26	0.00	-347.26
100	14	###	003040	01	RQS,14,250000602288	02/26/2025	16010001			1		304	CPS00001	0.00	0.00	0.00	0.00	1,966.25	-1,966.25
100	14	###	003040	01	EFT,26,250000013725	02/27/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	152		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000013725	02/27/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	153		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000013725	02/27/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	155		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000013725	02/27/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	159		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000013725	02/27/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	160		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000013725	02/27/2025	16010010		KONICA MINOLTA BUSINESS SOLUTIO	154		304	EXC00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000013725	02/27/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	161		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000013725	02/27/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	162		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000013725	02/27/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	151		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000013725	02/27/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	156		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000013725	02/27/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	157		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000013725	02/27/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	158		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000055014	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000055014	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000055014	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000055014	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000055014	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000055014	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000055014	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000055014	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000055014	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000055014	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000055134	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000055134	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00

100	14	###	003040	01	AD,26,2500000055134	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000055134	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000055134	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000055134	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000055134	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000055134	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000055134	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000055134	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000055134	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	11	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000055134	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	12	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000055134	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	13	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000055134	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	14	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000055134	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	15	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000055134	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	16	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000055134	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	17	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000055134	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	18	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000055134	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	19	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000055134	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	20	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H053	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	3,300.00	-3,300.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H054	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,400.00	-2,400.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H055	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,900.00	-2,900.00	0.00	0.00	0.00
100	14	###	003040	01	SC,14,CO25143996M	03/04/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	-45,000.00	45,000.00	0.00	45,000.00
100	14	###	003040	01	AD,26,2500000056378	03/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000056378	03/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000056378	03/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000056378	03/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000056378	03/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000056378	03/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000056378	03/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000056378	03/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000056378	03/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000056378	03/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000056378	03/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	11	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000056378	03/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	12	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000056378	03/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	13	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	GAX,14,2510014H020	03/11/2025	16010019		RELX INC.	1	INV #1100103416/ Billing Period 02/01/25-02/28/25	304	SAS00001	0.00	200.00	-200.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H056	03/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,950.00	-2,950.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H057	03/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	800.00	-800.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000014501	03/12/2025	16010019		RELX INC.	1	INV #1100103416/ Billing Period 02/01/25-02/28/25	304	SAS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057825	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057825	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057825	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057825	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057825	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057825	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057825	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057825	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057825	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057825	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057826	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057826	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057826	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057826	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057826	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057826	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057826	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057826	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057826	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057826	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057827	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057827	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057827	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057827	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057827	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057827	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057827	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057827	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057827	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000057827	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	CPO,14,250000464567	03/18/2025	16010020		INSIGHT PUBLIC SECTOR INC	1		304	SYS00001	0.00	0.00	647.06	-647.06	0.00	-647.06
100	14	###	003040	01	PRC,14,2510014H058	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,300.00	-2,300.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H059	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	3,400.00	-3,400.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H060	03/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,500.00	-2,500.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,2500000152254	03/21/2025	16010001		BARBIER INTERNATIONAL INC	1	INVOICE# 2024580	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H064	03/21/2025	16010001		BARBIER INTERNATIONAL INC	1	INVOICE# 2024580	304	CPS00001	0.00	500.00	-500.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000059078	03/25/2025	16010011		UNDERGROUND VAULTS & STORAGE	1	Client No. 100501 Invoice No. 4000507	304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000059121	03/25/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000059121	03/25/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000059121	03/25/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000059121	03/25/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	GAEAE,14,AE25140006M	03/25/2025	16010011		UNDERGROUND VAULTS & STORAGE	1	Encumbrance for Lease Rental- Microvault	304	RCD00001	0.00	0.00	2,364.00	-2,364.00	0.00	-2,364.00
100	14	###	003040	01	GAX,14,2510014H021	03/25/2025	16010011		UNDERGROUND VAULTS & STORAGE	1	Client No. 100501 Invoice No. 4000507	304	RCD00001	0.00	2,364.00	-2,364.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H065	03/25/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	1,000.00	-1,000.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000059804	03/27/2025	16010011		SYSTEM451	1	Inv # 12022032	304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	GAX,14,2510014H018	03/27/2025	16010011		SYSTEM451	1	Inv # 12022032	304	RCD00001	0.00	1,124.23	-1,124.23	0.00	0.00	0.00
100	14	###	003040	01	RQS,14,250000600521	03/27/2025	16010001			1		304	CPS00001	0.00	0.00	0.00	0.00	-29,050.00	29,050.00
100	14	###	003040	01	CPO,14,250000467155	03/28/2025	16010020		INSIGHT PUBLIC SECTOR INC	1		304	SYS00001	0.00	0.00	7,692.72	-7,692.72	0.00	-7,692.72
100	14	###	003040	01	CPO,14,250000468088	04/01/2025	16010020		INSIGHT PUBLIC SECTOR INC	1	Quote #0228322477	304	SYS00001	0.00	0.00	1,837.64	-1,837.64	0.00	-1,837.64
100	14	###	003040	01	AD,26,2500000060590	04/02/2025	16010011		SYSTEM451	1	Inv # 12022046	304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	CPO,14,250000468377	04/02/2025	16010020		INSIGHT PUBLIC SECTOR INC	1	Quote #0228322874	304	SYS00001	0.00	0.00	6,490.22	-6,490.22	0.00	-6,490.22
100	14	###	003040	01	GAX,14,2510014H022	04/02/2025	16010011		SYSTEM451	1	Inv # 12022046	304	RCD00001	0.00	1,165.03	-1,165.03	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000060877	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000060877	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000060877	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000060877	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000060877	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000060877	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000060877	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000060877	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000060877	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000060877	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000060878	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000060878	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000060878	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000060878	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000060878	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000060878	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000060878	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000060878	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000060878	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,2500000060878	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00

100	14	###	003040	01	AD,26,250000060879	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000060880	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000060880	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000060880	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000060880	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000060880	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000060880	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000060880	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000060880	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000060880	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000061035	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000061035	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000061035	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000061035	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000061035	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000061035	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000061035	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000061035	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000061035	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000061035	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H061	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,550.00	-2,550.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H062	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,750.00	-2,750.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H063	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,600.00	-2,600.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H067	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	300.00	-300.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H068	04/03/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,450.00	-2,450.00	0.00	0.00	0.00
100	14	###	003040	01	CPO,14,250000469298	04/04/2025	16010020		INSIGHT PUBLIC SECTOR INC	1	Quote #0228322753	304	SYS00001	0.00	0.00	540.85	-540.85	0.00	-540.85
100	14	###	003040	01	GAX,14,2510014H023	04/08/2025	16010019		RELX INC.	1	INV #1100119952/ Billing Period 03/01/25-03/31/25	304	SAS00001	0.00	200.00	-200.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000016406	04/09/2025	16010019		RELX INC.	1	INV #1100119952/ Billing Period 03/01/25-03/31/25	304	SAS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062514	04/11/2025	16010001		R D SYSTEMS INC	1		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062514	04/11/2025	16010001		R D SYSTEMS INC	2		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062514	04/11/2025	16010001		R D SYSTEMS INC	3		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062514	04/11/2025	16010001		R D SYSTEMS INC	4		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062514	04/11/2025	16010001		R D SYSTEMS INC	5		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062514	04/11/2025	16010001		R D SYSTEMS INC	6		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062514	04/11/2025	16010001		R D SYSTEMS INC	7		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062514	04/11/2025	16010001		R D SYSTEMS INC	8		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062514	04/11/2025	16010001		R D SYSTEMS INC	9		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062514	04/11/2025	16010001		R D SYSTEMS INC	10		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062514	04/11/2025	16010001		R D SYSTEMS INC	11		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062514	04/11/2025	16010001		R D SYSTEMS INC	12		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062514	04/11/2025	16010001		R D SYSTEMS INC	13		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062514	04/11/2025	16010001		R D SYSTEMS INC	14		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062514	04/11/2025	16010001		R D SYSTEMS INC	15		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062514	04/11/2025	16010001		R D SYSTEMS INC	16		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062514	04/11/2025	16010001		R D SYSTEMS INC	17		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062514	04/11/2025	16010001		R D SYSTEMS INC	18		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062514	04/11/2025	16010001		R D SYSTEMS INC	19		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000054907	04/11/2025	16010001		R D SYSTEMS INC	1		304	CPS00001	0.00	11,126.86	-11,164.45	37.59	0.00	37.59
100	14	###	003040	01	CPO,14,250000430148	04/14/2025	16010020		INSIGHT PUBLIC SECTOR INC	1		304	SYS00001	0.00	0.00	434.58	-434.58	0.00	-434.58
100	14	###	003040	01	AD,26,250000062961	04/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062961	04/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062961	04/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062961	04/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062961	04/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062961	04/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062961	04/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062961	04/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062961	04/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000062961	04/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H069	04/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,400.00	-2,400.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063790	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063790	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063790	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063790	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063790	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063790	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063790	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063790	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063790	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063790	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063791	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063791	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063791	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063791	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063791	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063791	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063791	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063791	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063924	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063924	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063924	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063924	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063924	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063924	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063924	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063924	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063924	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063924	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063924	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	11	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063924	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	12	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063924	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	13	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063924	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	14	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063924	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	15	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063924	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	16	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063924	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	17	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063924	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	18	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063924	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	19	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000063924	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	20	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H071	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,600.00	-2,600.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H072	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	3,000.00	-3,000.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H073	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	1,600.00	-1,600.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H074	04/18/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,400.00	-2,400.00	0.00	0.00	0.00
100	14	###	003040	01	CPO,14,250000456617	04/21/2025	16010020		INSIGHT PUBLIC SECTOR INC	1		304	SYS00001	0.00	0.00	4,051.41	-4,051.41	0.00	-4,051.41
100	14	###	003040	01	CPO,14,250000473435	04/22/2025	16010020		INSIGHT PUBLIC SECTOR INC	1		304	SYS00001	0.00	0.00	602.82	-602.82	0.00	-602.82
100	14	###	003040	01	CPO,14,250000468377	04/24/2025	16010020		INSIGHT PUBLIC SECTOR INC	1	Quote #0228322874	304	SYS00001	0.00	0.00	-6,490.22	6,490.22	0.00	6,490.22
100	14	###	003040	01	CPO,14,250000469298	04/24/2025	16010020		INSIGHT PUBLIC SECTOR INC	1	Quote #0228322753	304	SYS00001	0.00	0.00	-540.85	540.85	0.00	540.85
100	14	###	003040	01	CPO,14,250000474522	04/24/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1		304	CPS00001	0.00	0.00	580.25	-580.25	0.00	-580.25
100	14	###	003040	01	CPO,14,250000474522	04/24/2025	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1		304	EXC00001	0.00	0.00	76.27	-76.27	0.00	-76.27
100	14	###	003040	01	CPO,14,250000474522	04/24/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1		304	RCD00001	0.00	0.00	174.04	-174.04	0.00	-174.04
100	14	###	003040	01	CPO,14,250000474522	04/24/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	0.00	348.08	-348.08	0.00	-348.08
100	14	###	003040	01	BGAA,40,TA25-00029	04/29/2025								7,362.00	0.00	0.00	7,362.00	0.00	7,362.00

100	14	###	003040	01	RQS,14,250000602288	04/29/2025	16010001			1		304	CPS00001	0.00	0.00	0.00	0.00	-1,966.25	1,966.25
100	14	###	003040	01	AD,26,250000066147	04/30/2025	16010001		LANGUAGES4YOU	1	Interpreting Services	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H075	04/30/2025	16010001		LANGUAGES4YOU	1	Interpreting Services	304	CPS00001	0.00	0.00	350.00	-350.00	0.00	0.00
100	14	###	003040	01	GAEAE,14,AE25140004M	05/06/2025	16010011		SHRED PROS, LLC.	2		304	RCD00001	0.00	0.00	250.00	-250.00	0.00	-250.00
100	14	###	003040	01	EFT,26,250000018445	05/08/2025	16010011		SYSTEM451	1	Inv # 12022051	304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	GAX,14,2510014H025	05/08/2025	16010011		SYSTEM451	1	Inv # 12022051	304	RCD00001	0.00	0.00	1,207.61	-1,207.61	0.00	0.00
100	14	###	003040	01	SC,14,CO2514399 6M	05/08/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	50,000.00	-50,000.00	0.00	-50,000.00
100	14	###	003040	01	EFT,26,250000018515	05/09/2025	16010001		GRANICUS, LLC	1	INV 205246	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H076	05/09/2025	16010001		GRANICUS, LLC	1	INV 205246	304	CPS00001	0.00	0.00	6,325.27	-6,325.27	0.00	0.00
100	14	###	003040	01	AD,26,250000068846	05/14/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000068846	05/14/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000068846	05/14/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000068846	05/14/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000068846	05/14/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000068846	05/14/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000068846	05/14/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000068846	05/14/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000068846	05/14/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000068846	05/14/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000068874	05/14/2025	16010011		SHRED PROS, LLC.	1	Invoice #094930/Service Date 04/22/25/ Off site doc	304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000018821	05/14/2025	16010019		RELX INC.	1	INV #1100135399/ Billing Period 04/01/25-04/30/25	304	SAS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	GAX,14,2510014H024	05/14/2025	16010011		SHRED PROS, LLC.	1	Invoice #094930/Service Date 04/22/25/ Off site doc	304	RCD00001	0.00	250.00	-250.00	0.00	0.00	0.00
100	14	###	003040	01	GAX,14,2510014H026	05/14/2025	16010019		RELX INC.	1	INV #1100135399/ Billing Period 04/01/25-04/30/25	304	SAS00001	0.00	200.00	-200.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H070	05/14/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,550.00	-2,550.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069081	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069081	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069081	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069081	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069081	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069081	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069081	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069081	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069081	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069081	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069082	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069082	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069082	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069082	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069082	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069082	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069082	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069082	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069082	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069082	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H077	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,500.00	-2,500.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H078	05/15/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,300.00	-2,300.00	0.00	0.00	0.00
100	14	###	003040	01	CPO,14,250000481045	05/16/2025	16010020		INSIGHT PUBLIC SECTOR INC	1		304	SYS00001	0.00	0.00	582.67	-582.67	0.00	-582.67
100	14	###	003040	01	PRM,14,250000063151	05/19/2025	16010020		INSIGHT PUBLIC SECTOR INC	1		304	SYS00001	0.00	496.00	-496.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069961	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069961	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069961	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069961	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069961	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069961	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069961	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069961	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069961	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069961	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069962	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069962	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069962	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069962	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069962	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069962	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069962	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069962	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069962	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069962	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069963	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069963	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069963	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069963	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069963	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069963	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069963	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069963	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069963	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069963	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069964	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069964	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069964	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069964	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069964	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069964	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069964	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069964	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069964	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069964	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069965	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069965	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069965	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069965	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069965	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069965	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069965	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069965	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069965	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069965	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069966	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069966	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069966	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069966	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069966	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069966	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069966	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069966	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069966	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069966	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000069966	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	11	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000070144	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000070144	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00

100	14	###	003040	01	AD,26,250000070144	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000070144	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000070144	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000070144	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000070144	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000070144	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000070144	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000070144	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000070144	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	11	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000070144	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	12	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000070144	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	13	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000070144	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	14	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000070144	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	15	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000070144	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	16	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000019189	05/20/2025	16010020		INSIGHT PUBLIC SECTOR INC	1		304	SYS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H079	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,800.00	-2,800.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H080	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,400.00	-2,400.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H081	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,800.00	-2,800.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H082	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	3,575.00	-3,575.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H083	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	3,850.00	-3,850.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H084	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	4,800.00	-4,800.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H085	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	3,900.00	-3,900.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014H086	05/20/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	4,575.00	-4,575.00	0.00	0.00	0.00
100	14	###	003040	01	CPO,14,250000482658	05/22/2025	16010001		R D SYSTEMS INC	1		304	CPS00001	0.00	0.00	192.00	-192.00	0.00	-192.00
100	14	###	003040	01	AD,26,250000071138	05/23/2025	16010001		R D SYSTEMS INC	1		304	CPS00001	0.00	-1.82	0.00	1.82	0.00	1.82
100	14	###	003040	01	AD,26,250000071138	05/23/2025	16010001		R D SYSTEMS INC	2		304	CPS00001	0.00	-8.00	0.00	8.00	0.00	8.00
100	14	###	003040	01	PRM,14,250000064356	05/23/2025	16010001		R D SYSTEMS INC	1		304	CPS00001	0.00	491.31	-491.10	-0.21	0.00	-0.21
100	14	###	003040	01	AD,26,250000071577	05/27/2025	16010011		HOLLINGER METAL EDGE-VA INC	1	Cartons	304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000071577	05/27/2025	16010011		HOLLINGER METAL EDGE-VA INC	2	Cartons	304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000064757	05/27/2025	16010011		HOLLINGER METAL EDGE-VA INC	1	Cartons	304	RCD00001	0.00	1,528.88	-1,528.88	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000071783	05/28/2025	16010001		SWEETMAN SYSTEMS	1		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000071783	05/28/2025	16010001		SWEETMAN SYSTEMS	2		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000071783	05/28/2025	16010001		SWEETMAN SYSTEMS	3		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000071783	05/28/2025	16010001		SWEETMAN SYSTEMS	4		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000065113	05/28/2025	16010001		SWEETMAN SYSTEMS	1		304	CPS00001	0.00	5,524.71	-5,524.71	0.00	0.00	0.00
100	14	###	003040	01	CPO,14,250000484862	06/03/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice# 297822882	304	ASD00001	0.00	0.00	390.02	-390.02	0.00	-390.02
100	14	###	003040	01	CPO,14,250000485241	06/04/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1		304	CPS00001	0.00	0.00	580.25	-580.25	0.00	-580.25
100	14	###	003040	01	CPO,14,250000485241	06/04/2025	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1		304	EXC00001	0.00	0.00	76.27	-76.27	0.00	-76.27
100	14	###	003040	01	CPO,14,250000485241	06/04/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1		304	RCD00001	0.00	0.00	174.04	-174.04	0.00	-174.04
100	14	###	003040	01	CPO,14,250000485241	06/04/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	0.00	348.08	-348.08	0.00	-348.08
100	14	###	003040	01	GAX,14,2510014H027	06/06/2025	16010019		RELX INC.	1	INV #1100151517 Billing Period 05/01/25 - 05/31/25	304	SAS00001	0.00	200.00	-200.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000020579	06/10/2025	16010019		RELX INC.	1	INV #1100151517 Billing Period 05/01/25 - 05/31/25	304	SAS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000074775	06/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000074775	06/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000074775	06/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000074775	06/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000074775	06/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000074775	06/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000074775	06/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000074775	06/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000074775	06/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000074775	06/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014A001	06/11/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,800.00	-2,800.00	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000069320	06/11/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1		304	CPS00001	0.00	580.25	-580.25	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000069320	06/11/2025	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1		304	EXC00001	0.00	76.27	-76.27	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000069320	06/11/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1		304	RCD00001	0.00	174.04	-174.04	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000069320	06/11/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1		304	ASD00001	0.00	348.08	-348.08	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075041	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075041	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075041	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075041	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075041	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075041	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075041	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075041	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075041	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075041	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075042	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075042	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075042	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075042	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075042	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075042	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075042	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075042	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075042	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075042	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075043	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075043	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	2	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075043	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	3	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075043	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	4	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075043	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	5	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075043	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	6	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075043	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	7	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075043	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	8	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075043	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	9	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075043	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	10	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075043	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	11	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075176	06/12/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice# 297822882	304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075176	06/12/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	2	Invoice# 297822882	304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075176	06/12/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	3	Invoice# 297822882	304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000075176	06/12/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	4	Invoice# 297822882	304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014A002	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	3,062.50	-3,062.50	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014A003	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	3,625.00	-3,625.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014A003	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	300.00	-300.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014A004	06/12/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	2,900.00	-2,900.00	0.00	0.00	0.00
100	14	###	003040	01	PRM,14,250000069634	06/12/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice# 297822882	304	ASD00001	0.00	389.60	-390.02	0.42	0.00	0.42
100	14	###	003040	01	CPO,14,250000488786	06/18/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice# 501416773	304	ASD00001	0.00	0.00	27.19	-27.19	0.00	-27.19
100	14	###	003040	01	CPO,14,250000488789	06/18/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice# 501416579	304	RCD00001	0.00	0.00	2.46	-2.46	0.00	-2.46
100	14	###	003040	01	CPO,14,250000488794	06/18/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#501416857	304	RCD00001	0.00	0.00	33.15	-33.15	0.00	-33.15
100	14	###	003040	01	CPO,14,250000488797	06/18/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#5014165778	304	CPS00001	0.00	0.00	403.60	-403.60	0.00	-403.60
100	14	###	003040	01	CPO,14,250000488806	06/18/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#501416861	304	ASD00001	0.00	0.00	26.64	-26.64	0.00	-26.64
100	14	###	003040	01	CPO,14,250000488807	06/18/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#501416944	304	CPS00001	0.00	0.00	115.43	-115.43	0.00	-115.43
100	14	###	003040	01	CPO,14,250000488809	06/18/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#501416859	304	ASD00001	0.00	0.00	2.07	-2.07	0.00	-2.07
100	14	###	003040	01	CPO,14,250000488812	06/18/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#501417023	304	CPS00001	0.00	0.00	145.91	-145.91	0.00	-145.91
100	14	###	003040	01	CPO,14,250000488823	06/18/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice# 501417411	304	CPS00001	0.00	0.00	217.45	-217.45	0.00	-217.45
100	14	###	003040	01	CPO,14,250000488831	06/18/2025	16010010		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice#501417126	304	EXC00001	0.00	0.00	19.76	-19.76	0.00	-19.76
100	14	###	003040	01	CPO,14,250000488833	06/18/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	1	Invoice# 501417319	304	CPS00001	0.00	0.00	8.84	-8.84	0.00	-8.84
100	14	###	003040	01	CPO,14,250000488919	06/18/2025	16010020		INSIGHT PUBLIC SECTOR INC	1		304	SYS00001	0.00	0.00	584.28	-584.28	0.00	-584.28
100	14	###	003040	01	EFT,26,250000021332	06/18/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	27		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000021332	06/18/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	28		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00

100	14	###	003040	01	EFT,26,250000021332	06/18/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	30		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000021332	06/18/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	34		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000021332	06/18/2025	16010001		KONICA MINOLTA BUSINESS SOLUTIO	35		304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000021332	06/18/2025	16010010		KONICA MINOLTA BUSINESS SOLUTIO	29		304	EXC00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000021332	06/18/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	36		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000021332	06/18/2025	16010011		KONICA MINOLTA BUSINESS SOLUTIO	37		304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000021332	06/18/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	26		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000021332	06/18/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	31		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000021332	06/18/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	32		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	EFT,26,250000021332	06/18/2025	16010013		KONICA MINOLTA BUSINESS SOLUTIO	33		304	ASD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000077409	06/23/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000077472	06/23/2025	16010001		Marlene Gomez	1	Key Translations International / Invoice# OCC05212	304	CPS00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	AD,26,250000077480	06/23/2025	16010011		SHRED PROS, LLC.	1	Invoice #160032/Service Date 02/11/2025/ Off site d	304	RCD00001	0.00	0.00	0.00	0.00	0.00	0.00
100	14	###	003040	01	GAEAE,14,AE25140004M	06/23/2025	16010011		SHRED PROS, LLC.	3		304	RCD00001	0.00	0.00	500.00	-500.00	0.00	-500.00
100	14	###	003040	01	GAX,14,2510014A001	06/23/2025	16010011		SHRED PROS, LLC.	1	Invoice #160032/Service Date 02/11/2025/ Off site d	304	RCD00001	0.00	250.00	-250.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014A005	06/23/2025	16010001		CONTINENTAL INTERPRETING SERVIC	1	SC / Continental Interpreting / C-143996	304	CPS00001	0.00	300.00	-300.00	0.00	0.00	0.00
100	14	###	003040	01	PRC,14,2510014A006	06/23/2025	16010001		Marlene Gomez	1	Key Translations International / Invoice# OCC05212	304	CPS00001	0.00	350.00	-350.00	0.00	0.00	0.00
100	14	###	003040	01	SC,14,CO2514995M	06/23/2025	16010001		Marlene Gomez	1	To provide translation and interpretation services for	304	CPS00001	0.00	0.00	350.00	-350.00	0.00	-350.00
100	14	###	003040	01	BGAA,14,40600CFS121-14A002Z	06/30/2025								65,000.00	0.00	0.00	65,000.00	0.00	65,000.00

Recapulation of Position Changes
2026-27 Budget Request

Department: **Office of the City Clerk**

Prog Code	Program	Service/Request	Additions					Deletions				
			Qty (+)	Reg/ Reso	New/ Continue	Class Code	Classification Title	Qty (-)	Reg/ Reso	Class Code	Classification Title	Workday Position Number
POSITION INCREASES OR REDUCTIONS (INCLUDING ADD/DELETES):												
1407	Various	Mgmt Analyst - Fiscal Supt/Delete Exec Admin II	1		New	9184	Management Analyst	1	Reg	1117-2	Executive Admin II	P076447
1450	General Administration and Support	Mgmt Analyst - HR Supt/Delete Sr Admin Clerk	1		New	9184	Management Analyst	1	Reg	1368-0	Sr. Aministration Clerk	P076448
POSITION CHANGES WITHIN EXISTING POSITION AUTHORITY:												
REALLOCATIONS:												
PAY GRADE ADJUSTMENTS:												
OTHER POSITION CHANGES:												
1407	Mayor and City Council Administrative	Regularize Accounting Clerks	1	Reg		1223-0	Accounting Clerk	1	Reso	1223-0	Accounting Clerk	P148529
1407	Mayor and City Council Administrative	Regularize Accounting Clerks	1	Reg		1223-0	Accounting Clerk	1	Reso	1223-0	Accounting Clerk	P148528
1450	General Administration and Support	Regularize General Admin and Support Reso Positions	1	Reg		1129-0	Personnel Records Supervisor	1	Reso	1129-0	Personnel Records Supervisor	P138805
1450	General Administration and Support	Regularize General Admin and Support Reso Positions	1	Reg		1223-0	Accounting Clerk	1	Reso	1223-0	Accounting Clerk	P076510
1450	General Administration and Support	Regularize General Admin and Support Reso Positions	1	Reg		1119-1	Accounting Records Supervisor	1	Reso	1119-1	Accounting Records Supervisor I	P156978
1450	General Administration and Support	Regularize General Admin and Support Reso Positions	1	Reg		1513-0	Accountant	1	Reso	1513-0	Accountant	P158078
1405	Records Management	Regularize Administrative Clerks	1	Reg		1358-0	Administrative Clerk	1	Reso	1358-0	Administrative Clerk	P148527
1449	Technology Support	Regularize Administrative Clerks	1	Reg		1409-0	Info System Mgr I	1	Reso	1409-0	Info System Mgr I	P076431
			10					10				

Net Position Change Requested: 0

2025-26 Revised Departmental Receipts

Department: City Clerk

Actual Revenue	Revenue Budget	Revenue Source Department		Revenue Source	Estimated	Check	July	August	Septembe	October	November	December	January	February	March	April	May	June	
94,842	**413,768**			**TOTAL**	**$ 414,968**		**$2,515,366**	**$ (2,456,986)**	**$ (40)**	**$ 12,868**	**$ 23,634**	**$ 8,250**	**$ -**	**$ 116,762**	**$ -**	**$ -**	**$ -**	**$ 195,114**	**$414,968**
-	16,500	City Clerk	4323	ELECTION FILING FEES	16,500	OK						$ 8,250						$ 8,250	
-	-	City Clerk	4339	MISCELLANEOUS	-	OK													
46,338	65,000	City Clerk	4341	BD OF EDU COMMU COL DIST ELECT	65,000	OK	$ 46,225	$ 113										$ 18,662	
270	1,600	City Clerk	4342	PHOTO COPIES	1,600	OK	$ 133	$ 69		$ 68								$ 1,330	
-	120,072	City Clerk	4596	SERVICE TO WATER & POWER	120,072	OK												$ 120,072	
-	-	City Clerk	4683	PASSPORT APPPLICATION PROCESSING FEI	-	OK													
-	-	City Clerk	5168	REIMB OF PRIOR YEAR SALARY	-	OK													
1,200	-	City Clerk	5188	MISCELLANEOUS REVENUE-OTHERS	1,200	OK	$2,463,158	$ (2,463,018)	$ (40)	$ 1,100									
23,400	70,200	City Clerk	5328	SEWER CONS & MAIN RELATED COST	70,200	OK	$ 5,850	$ 5,850		$ 11,700								$ 46,800	
-	-	City Clerk	5331	REIMB OF RELATED COST-PR YR	-	OK													
23,634	140,396	City Clerk	5361	RELATED COST REIMB-OTHERS	140,396	OK					$ 23,634			#########					

2026-27 Proposed Departmental Receipts

Department: City Clerk

Actual Revenue	Revenue	Revenue Source			Proposed Revenue	Check	July	August	September	October	November	December	January	February	March	April	May	June	
		Department	Revenue Source																
1,471,534	**413,768**			**TOTAL**	**$ 883,832**		**$ 6,880**	**$ 6,710**	**$ 29,928**	**$ 13,436**	**$ 65,828**	**$ 79,504**	**$ 7,166**	**$ 6,853**	**$ 6,710**	**$ 6,835**	**$ 28,870**	**$ 625,112**	**$ 883,832**
-	16,500	City Clerk	4323	ELECTION FILING FEES	-	OK													
5	-	City Clerk	4339	MISCELLANEOUS	-	OK													
1,133,445	65,000	City Clerk	4341	BD OF EDU COMMU COL DIST ELECT	500,000	OK												$ 500,000	
1,349	1,600	City Clerk	4342	PHOTO COPIES	1,349	OK	$ 170		$ 364	$ 16			$ 456	$ 143		$ 125		$ 75	
132,582	120,072	City Clerk	4596	SERVICE TO WATER & POWER	132,000	OK						$ 72,794						$ 59,206	
67,217	-	City Clerk	4683	PASSPORT APPPLICATION PROCESSING FEE		OK													
194	-	City Clerk	5168	REIMB OF PRIOR YEAR SALARY		OK													
4,495	-	City Clerk	5188	MISCELLANEOUS REVENUE-OTHERS		OK													
80,522	70,200	City Clerk	5328	SEWER CONS & MAIN RELATED COST	80,522	OK	$ 6,710	$ 6,710		$ 13,420	$ 6,710	$ 6,710	$ 6,710	$ 6,710	$ 6,710	$ 6,710	$ 6,710	$ 6,712	
29,565	-	City Clerk	5331	REIMB OF RELATED COST-PR YR	29,565	OK			$ 29,565										
22,161	140,396	City Clerk	5361	RELATED COST REIMB-OTHERS	140,396	OK					$ 59,118						$ 22,160	$ 59,118	