

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: January 16, 2019

CAO File No. 0590-00098-5147

Council File No. --

Council District: --

To: Eric Garcetti, Mayor
Herb J. Wesson, Jr., City Council President
Paul Krekorian, Chair Budget and Finance Committee

From: Richard H. Llewellyn, Jr., City Administrative Officer

Subject: **ANNUAL RESERVE FUND LOAN REVIEW**

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Write off \$1,256,068.23 in Reserve Fund loans and advances listed on Attachment 1;
2. Instruct departments with outstanding loans to work with the special fund administrators and report back to the Office of the City Administrative Officer in 90 days on the status of loans listed on Attachment 1 as requiring further analysis;
3. Instruct departments to continue to submit invoices as soon as possible to the appropriate City department(s) in order to recover Reserve Fund loans made for special fund expenditures; and,
4. Authorize the City Administrative Officer to make technical corrections as necessary to those transactions included in this report to implement Mayor and Council intentions.

SUMMARY

The City Council instructed the Office of the City Administrative Officer (CAO) to annually review the status of Reserve Fund loans and recommend loan write-offs (C.F. 99-1794-S1). The CAO reviewed a total of 205 loans valued at approximately \$74.01 million that were on the City's books as of September 30, 2018. Of these, 132 remain unpaid or partially paid as of December 31, 2018.

The CAO worked with departments and special fund administrators to determine the status and estimated repayment dates of each loan, and to identify the loans that are uncollectible.

Attachment 1 illustrates the result of this study, as summarized below:

Status of Reserve Fund Loans	Amount (in millions)
Loans Paid	\$9.05
Long-term Loans	8.16
Loans to be Repaid by 6/30/19	43.93
Loans to be Repaid after 6/30/19	0.40
Loans Recommended to be Written Off	1.26
Loans Requiring Further Analysis	11.21
Total	\$74.01

The Controller reported that the preliminary June 30, 2018 Reserve Fund cash balance was approximately \$436.1 million. After return of short-term loans made by the Controller at year-end and adjustments initiated in the prior year and included in the 2018-19 Adopted Budget, the July 1, 2018 Reserve Fund Available Balance was approximately \$345.8 million, representing 5.59 percent of the General Fund budget.

BACKGROUND

In general, a majority of Reserve Fund loans serve to front-fund and cash-flow departments for salaries and expenses related to County, State, or Federal grants for which expenditures are reimbursed only upon submission of invoices according to the grantor schedule and timeline. The Mayor and Council approve these grant awards on a case-by-case basis. While there is a delay in processing payments to the Reserve Fund upon their receipt from grantors, several factors can delay payments. In some cases, the grantor may have heavy workload or capacity limitations. Further, in order to repay Reserve Fund loans in a timely fashion, departments must prioritize preparation and submission of expense reports for grant reimbursement.

Reserve Fund loans are also processed by the Controller during year-end closing to comply with Charter Section 261(i) for unfunded encumbrances and expenditures. Unfunded encumbrances represent a technical adjustment at year-end and are reversed on July 1st of the new fiscal year. Advances for unfunded expenditures become necessary when special and bond fund receipts are below budget or delayed. Advances can also become necessary if departments and special fund or bond administrators experience delays in accounting, reporting, and approval of expenditures.

The CAO recommends the write-off of 19 loans, which total approximately \$1.26 million. The requested write-offs are due to a variety of reasons including ineligible expenses against grants, special funds and/or bond proceeds, corrections to year-end reversion worksheets, and adjustments to the calculation of related costs. Attachment 2 includes departmental requests to write off loans.

At the time of this report, departments were unable to provide definitive repayment information for approximately \$11.21 million. These loans are primarily for special fund expenditures that require

submission of cost reports and invoices prior to reimbursement. Although these loans may need a write-off, the CAO defers such recommendation pending further reconciliation by departments. The CAO will continue to monitor and work with departments to expedite repayment of Reserve Fund advances.

FISCAL IMPACT STATEMENT

There is no General Fund impact resulting from the actions recommended within this report, as the 2018-19 Budget does not assume the repayment of these loans. In addition, these actions will not impact the current status of the Reserve Fund.

RHL:JWW:JL: 01190023c
Attachments

CITY OF LOS ANGELES
 SCHEDULE OF RESERVE FUND ADVANCES TO GENERAL FUND AND SPECIAL PURPOSE FUNDS
 September 30, 2018

SCHEDULE OF RESERVE FUND ADVANCES TO GENERAL FUND AND SPECIAL PURPOSE FUNDS (INCLUDING YEAR END SPECIAL BORROWING)

Reimbursing Department Name	Reimbursing No.	Reimbursing Fund/Agency	Disbursing Dept, Fund or Project	Disbursing Fund	Disbursing Dept	Council File	Date	Funds Advanced In Current Year	Funds Advanced In Prior Years	September 30, 2018 Total	Anticipated Repayment	COMMENTS
Aging	02	564	Aging	564	02	97-0966-S2	08/02/99	\$ --	\$ 25,000.00	\$ 25,000.00	LONG TERM	Per C.F 97-0966 S2, 1998-99 Older American Act Title III/VI loans to be carried as long term to provide cash flow due to the difference between City fiscal year and grant fiscal year until such time as program is terminated.
Aging	02	395	Aging	395	02	97-0966-S2	08/02/99	--	1,250,000.00	1,250,000.00	LONG TERM	Per C.F 97-0966 S2, 1998-99 Older Americans Act title III/VI loans to be carried as long term until such time as program is terminated.
Aging	02	40F	Aging	40F	02	99-0989	08/02/99	--	75,000.00	75,000.00	LONG TERM	1999-2000 Community - Based Services Program same as above
Aging	02	40F	Aging	40F	02	01-1507	08/13/01	--	150,000.00	150,000.00	LONG TERM	State and Federal Grant Funds/Senior Services 2001-2002 Program same as above.
Aging	02	410	Aging	410	02	02-1035	08/13/02	--	350,000.00	350,000.00	LONG TERM	Title V Senior Community Service Employment Program (SCSEP) same as above.
Aging	02	47Y	Aging	47Y	02	05-1077	07/26/05	--	75,000.00	75,000.00	LONG TERM	2005-06 Health Insurance Counseling and Advocacy Program same as above.
CAO	10	429	CAO	429	10	CAO Letter	7/11/2018	1,857,341.20	--	1,857,341.20	PAID	
EWDD	22	51N	EWDD	51N	22	16-0600-S167	11/02/16	--	1,080,000.00	1,080,000.00	LONG TERM	To be paid upon sale of Lantit property.
Fire	38	100	Fire	100	38	17-0600-S114	03/09/18	2,592,535.00	--	2,592,535.00	6/30/2019	To be repaid from mutual aid reimbursements to be received by the end of 2018-19.
Fire	38	100	Fire	100	38	17-0600-S119	07/31/18	2,566,050.00	--	2,566,050.00	6/30/2019	To be repaid from Intergovernmental Transfer Program (IGT) reimbursements to be received by the end of 2018-19.
HCID	43	569	HCID	569	43	18-0106	04/10/18	2,624,214.69	--	2,624,214.69	PAID	

Reimbursing Department Name	Reimbursing No.	Reimbursing Fund/Agency	Disbursing Dept, Fund or Project	Disbursing Fund	Disbursing Dept	Council File	Date	Funds Advanced In Current Year	Funds Advanced In Prior Years	September 30, 2018 Total	Anticipated Repayment	COMMENTS
Mayor	48	57M	Mayor	57M	46	13-0723-S6	05/02/17	--	4,752.76	4,752.76	3/31/2019	
Mayor	48	59S	Mayor	59S	46	17-0758	07/03/18	400,000.00		400,000.00	11/20/2021	
Potrero Canyon Trust Fd	50	50F	Potrero Canyon Storm Drain Proj	100	54	85-0578	12/23/87	--	2,100,000.00	2,100,000.00	LONG TERM	C.F. 04-1587 held in abeyance of Reserve Fund Loan write-off until the Potrero Canyon Project is completed. If there are excess funds after completion of the project, the loan will be addressed first before moving forward with other projects.
Potrero Canyon Trust Fd	50	50F	Potrero Canyon Storm Drain Proj	100	54	85-0578	04/19/85	--	550,000.00	550,000.00	LONG TERM	
Potrero Canyon Trust Fd	50	50F	Potrero Canyon Stabilization	100	54	91-0702-S2	11/26/91	--	700,000.00	700,000.00	LONG TERM	
Potrero Canyon Trust Fd	50	50F	Potrero Canyon Storm Drain Proj	100	54	85-0578	06/21/88	--	1,130,000.00	1,130,000.00	LONG TERM	Department requests write-off.
Engineering Sp. Services Fd	50	682	Engineering Sp. Services Fd	682	50	11-0600-S159	06/18/12	--	250,000.00	250,000.00	WRITE-OFF	Department requests write-off.
City Planning	68	100	City Planning	100	68	14-1169	02/08/16	--	248.94	248.94	WRITE-OFF	Department requests write-off.
Recreation & Parks	88	437	Runyon Canyon Trust	437	88	86-0698	05/15/86	--	670,423.15	670,423.15	LONG TERM	This is an advance against the future sale of Runyon Canyon development. There may be legal issues due to the possibility of converting the property to a dedicated park land.
Year-End Special Borrowings:												
Fire	38	100	Fire	100	38	17-0600-S115	06/12/18	235,645.01		235,645.01	WRITE-OFF	Department requests write-off.
General Services	40	100	General Services	100	40	17-0600-S115	06/12/18	27,501.32		27,501.32	6/30/2019	
Disability	65	100	Disability	100	65	14-0600-S258	06/17/15	--	250.00	250.00	TBD	Pending response from department.
Personnel	66	100	Personnel	100	66	17-0600-S115	06/12/18	4,123.46		4,123.46	TBD	Pending response from department.

SCHEDULE OF RESERVE FUND ADVANCES FOR UNFUNDED EXPENDITURES IN GENERAL FUND

Reimbursing Department Name	Reimbursing No.	Reimbursing Fund/Agency	Disbursing Dept, Fund or Project	Disbursing Fund	Disbursing Dept	FMS Reference	Date	Funds Advanced In Current Year	Funds Advanced In Prior Years	September 30, 2018 Total	Anticipated Repayment	COMMENTS
Aging	02	395	Aging	395	02	JV02CHRTADX18	06/29/18	89,500.00		89,500.00	1/31/2019	
Aging	02	42J	Aging	42J	02	JV02CHRTADX18	06/29/18	13,803.53		13,803.53	1/31/2019	
Aging	02	53M	Aging	53M	02	JV02CHRTADX14	06/30/14	--	7,236.87	7,236.87	TBD	Pending reimbursement from MTA.
Aging	02	53M	Aging	53M	02	JV02CHRTADX15	06/30/15	--	22,502.93	22,502.93	TBD	Pending reimbursement from MTA.
Building & Safety	08	48R	ITA	48R	32	JV32CHRTADX18	06/29/18	310,972.41		310,972.41	PAID	
Building & Safety	08	48R	General Services	48R	40	JV40CHRTADX18	06/29/18	4,148.41		4,148.41	6/30/2019	Invoices to be reviewed.
Building & Safety	08	48R	Personnel	48R	68	JV66CHRTADX18	06/29/18	207,567.98		207,567.98	PAID	
CAO	10	43K	ITA	43K	32	JV32CHRTADX17	06/30/17	--	6,403.00	6,403.00	1/31/2019	Invoices to be reviewed.

Reimbursing Department		Reimbursing	Disbursing		Disbursing		Funds Advanced In	Funds Advanced In	September 30, 2018	Anticipated		
Name	No.	Fund/Agency	Dept, Fund or Project	Fund	Dept	Council File	Date	Current Year	Prior Years	Total	Repayment	COMMENTS
												Invoices under review Additional funding must be appropriated in Fund 43L in order to reimburse this Reserve Fund loan; it is anticipated the reconciliation report to the Proposition K oversight body will be released by January 2019 and will require subsequent Council approval before the loan can be reimbursed.
CAO	10	43L	General Services	43L	40	JV40CHRTADX18	06/29/18	70,900.27		70,900.27	3/31/2019	
City Attorney	12	60D	City Attorney	60D	12	JV12CHRTADX18	06/29/18	100,000.00		100,000.00	1/31/2019	
City Attorney	12	368	Aging	368	02	JV02CHRTADX18	06/29/18	3,890.25		3,890.25	1/31/2019	
City Attorney	12	368	City Attorney	368	12	JV12CHRTADX18	06/29/18	476,492.51		476,492.51	1/31/2019	
EWDD	22	43F	Mayor	43F	48	JV48CHRTADX18	06/29/18	5,576.00		5,576.00	TBD	Invoice pending from department.
EWDD	22	44A	EWDD	44A	22	JV22CHRTADX17	06/30/17		75,440.41	75,440.41	PAID	
EWDD	22	44A	Personnel	44A	66	JV66CHRTADX17	06/30/17		2,600.00	2,600.00	PAID	
EWDD	22	45D	EWDD	45D	22	JV22CHRTADX16	06/30/16		485.33	485.33	TBD	Pending further review.
EWDD	22	45D	EWDD	45D	22	JV22CHRTADX17	06/30/17		14,883.62	14,883.62	TBD	Pending further review.
EWDD	22	45D	EWDD	45D	22	JV22CHRTADX18	06/29/18	41,873.07		41,873.07	PAID	
EWDD	22	45D	Personnel	45D	66	JV66CHRTADX17	06/30/17		2,263.00	2,263.00	TBD	Pending further review.
EWDD	22	45D	Personnel	45D	66	JV66CHRTADX18	06/29/18	1,160.65		1,160.65	PAID	
EWDD	22	45L	EWDD	45L	22	JV22CHRTADX18	06/29/18	15,065.43		15,065.43	6/30/2019	
EWDD	22	45L	Personnel	45L	66	JV66CHRTADX17	06/30/17		1,163.00	1,163.00	PAID	
EWDD	22	45L	Personnel	45L	66	JV66CHRTADX18	06/29/18	43.62		43.62	PAID	
EWDD	22	54N	EWDD	54N	22	JV22CHRTADX17	06/30/17		2,881.22	2,881.22	PAID	
EWDD	22	54N	EWDD	54N	22	JV22CHRTADX18	06/29/18	3,550.33		3,550.33	PAID	
EWDD	22	54N	Personnel	54N	66	JV66CHRTADX18	06/29/18	25.91		25.91	PAID	
EWDD	22	54T	EWDD	54T	22	JV22CHRTADX16	06/30/16		6,656.08	6,656.08	PAID	
EWDD	22	55M	EWDD	55M	22	JV22CHRTADX16	06/30/16		345.48	345.48	PAID	
EWDD	22	55M	EWDD	55M	22	JV22CHRTADX17	06/30/17		220.25	220.25	PAID	
EWDD	22	551	EWDD	551	22	JV22CHRTADX17	06/30/17		152,167.19	152,167.19	PAID	
EWDD	22	551	EWDD	551	22	JV22CHRTADX18	06/29/18	164,622.59		164,622.59	PAID	
EWDD	22	551	Personnel	551	66	JV66CHRTADX18	06/29/18	453.59		453.59	PAID	
EWDD	22	56E	EWDD	56E	22	JV22CHRTADX17	06/30/17		35,936.69	35,936.69	TBD	Pending further review.
EWDD	22	56E	EWDD	56E	22	JV22CHRTADX18	06/29/18	148,197.70		148,197.70	PAID	
EWDD	22	56E	Personnel	56E	66	JV66CHRTADX17	06/30/17		16,039.00	16,039.00	TBD	Pending further review.
EWDD	22	56E	Personnel	56E	66	JV66CHRTADX18	06/29/18	8,361.93		8,361.93	PAID	
EWDD	22	56F	EWDD	56F	22	JV22CHRTADX18	06/29/18	1,251.15		1,251.15	PAID	
EWDD	22	56J	EWDD	56J	22	JV22CHRTADX15	60/30/15		1,740.05	1,740.05	TBD	Expenditures charged to wrong special fund; to be corrected.
EWDD	22	56J	EWDD	56J	22	JV22CHRTADX16	06/30/16		8.48	8.48	TBD	Expenditures charged to wrong special fund; to be corrected.
EWDD	22	56K	EWDD	56K	22	JV22CHRTADX18	06/29/18	765.26		765.26	PAID	

Reimbursing Department Name	Reimbursing No.	Reimbursing Fund/Agency	Disbursing Dept, Fund or Project	Disbursing Fund	Disbursing Dept	Council File	Date	Funds Advanced In Current Year	Funds Advanced In Prior Years	September 30, 2018 Total	Anticipated Repayment	COMMENTS	
EWDD	22	56L	EWDD	56L	22	JV22CHRTADX17	06/30/17		19.74	19.74	PAID		
EWDD	22	56L	EWDD	56L	22	JV22CHRTADX18	06/29/18	4,128.58		4,128.58	PAID		
EWDD	22	56L	Personnel	56L	66	JV66CHRTADX17	06/30/17		2,587.00	2,587.00	PAID		
EWDD	22	56L	Personnel	56L	66	JV66CHRTADX18	06/29/18	42.75		42.75	PAID		
EWDD	22	57A	EWDD	57A	22	JV22CHRTADX17	06/30/17		88,060.92	88,060.92	PAID		
EWDD	22	57C	EWDD	57C	22	JV22CHRTADX18	06/29/18	34,788.08		34,788.08	PAID		
EWDD	22	57D	City Attorney	57D	12	JV12CHRTADX18	06/29/18	405.62		405.62	PAID		
EWDD	22	57D	PW-Board	57D	74	JV74CHRTADX17	06/30/17		9,576.84	9,576.84		6/30/2019	Invoices pending review.
EWDD	22	57D	PW-Board	57D	74	JV74CHRTADX18	06/29/18	211,997.23		211,997.23		6/30/2019	Invoices pending review.
EWDD	22	57D	PW-Engineering	57D	78	JV78CHRTADX17	06/30/17		4,120.51	4,120.51		6/30/2019	Pio Pico Library Pocket Park billings are pending review and approval (14-1174-S9).
EWDD	22	57D	PW-Engineering	57D	78	JV78CHRTADX18	06/29/18	98,804.17		98,804.17		6/30/2019	Pio Pico Library Pocket Park billings are pending review and approval (14-1174-S9).
EWDD	22	57D	PW-Street Services	57D	86	JV86CHRTADX18	06/29/18	321,983.96		321,983.96		6/30/2019	Invoices pending review.
EWDD	22	57D	PW-Street Services	57D	86	JV86CHRTADX17	06/30/17		44,380.57	44,380.57	PAID		
EWDD	22	57T	Personnel	57T	66	JV66CHRTADX18	06/29/18	1,406.17		1,406.17	PAID		
EWDD	22	57T	EWDD	57T	22	JV22CHRTADX18	06/29/18	40,743.00		40,743.00		6/30/2019	
EWDD	22	57W	EWDD	57W	22	JV22CHRTADX17	06/30/17		9,697.10	9,697.10	PAID		
EWDD	22	57W	EWDD	57W	22	JV22CHRTADX18	06/29/18	451,713.89		451,713.89		6/30/2019	
EWDD	22	57W	Mayor	57W	46	JV46CHRTADX17	06/30/17		161,666.00	161,666.00	TBD		Pending receipt of invoice.
EWDD	22	57W	Personnel	57W	66	JV66CHRTADX17	06/30/17		8,596.57	8,596.57	PAID		
EWDD	22	58E	EWDD	58E	22	JV22CHRTADX17	06/30/17		11,199.75	11,199.75	PAID		
EWDD	22	58E	EWDD	58E	22	JV22CHRTADX18	06/29/18	10,798.14		10,798.14		6/30/2019	
EWDD	22	58E	Personnel	58E	66	JV66CHRTADX18	06/29/18	254.72		254.72	PAID		
EWDD	22	58G	PW-Board	58G	74	JV74CHRTADX17	06/30/17		750,000.00	750,000.00		6/30/2019	Invoices pending review.
EWDD	22	58Y	EWDD	58Y	22	JV22CHRTADX18	06/29/18	8,647.50		8,647.50		1/3/1900	Invoices pending review. Awaiting reimbursement from grantor.
EWDD	22	59A	EWDD	59A	22	JV22CHRTADX18	06/29/18	2,230.58		2,230.58	TBD		Expenditures charged to wrong special fund; to be corrected.
EWDD	22	59N	EWDD	59N	22	JV22CHRTADX18	06/29/18	75,077.64		75,077.64	PAID		
EWDD	22	59N	Personnel	59N	66	JV66CHRTADX18	06/29/18	3,128.57		3,128.57	PAID		
EWDD	22	59P	EWDD	59P	22	JV22CHRTADX18	06/29/18	17,143.44		17,143.44		6/30/2019	
EWDD	22	59Q	EWDD	59Q	22	JV22CHRTADX18	06/29/18	8,352.00		8,352.00	PAID		
EWDD	22	59Q	Personnel	59Q	66	JV66CHRTADX18	06/29/18	186.11		186.11	PAID		
EWDD	22	59R	EWDD	59R	22	JV22CHRTADX18	06/29/18	63,544.19		63,544.19		6/30/2019	
EWDD	22	59R	Personnel	59R	66	JV66CHRTADX18	06/29/18	2,083.10		2,083.10	PAID		
EWDD	22	59W	EWDD	59W	22	JV22CHRTADX18	06/29/18	6,558.64		6,558.64	PAID		
EWDD	22	59W	Personnel	59W	66	JV66CHRTADX18	06/29/18	280.10		280.10	TBD		Pending response from department.
EWDD	22	59X	EWDD	59X	22	JV22CHRTADX18	06/29/18	50,102.60		50,102.60		1/31/2019	
EWDD	22	59X	Personnel	59X	66	JV66CHRTADX18	06/29/18	1,174.51		1,174.51		1/31/2019	
EWDD	22	593	EWDD	593	22	JV22CHRTADX17	06/30/17		49,845.27	49,845.27	PAID		
EWDD	22	593	EWDD	593	22	JV22CHRTADX18	06/29/18	14,212.68		14,212.68	PAID		
Cultural Affairs	30	480	General Services	480	40	JV40CHRTADX18	06/29/18	40,311.23		40,311.23	PAID		
Cultural Affairs	30	516	General Services	516	40	JV40CHRTADX18	06/29/18	3,012.71		3,012.71	PAID		
ITA	32	342	General Services	342	40	JV40CHRTADX18	06/29/18	30,836.15		30,836.15	PAID		

Reimbursing Department Name	Reimbursing No.	Reimbursing Fund/Agency	Disbursing		Council File	Date	Funds Advanced In	Funds Advanced In	September 30, 2018 Total	Anticipated Repayment	COMMENTS
			Dept	Fund			Current Year	Prior Years			
Fire	38	290	ITA	290	JV32CHRTADX17	06/30/17		56,351.60	56,351.60	PAID	
Fire	38	298	ITA	298	JV32CHRTADX18	06/29/18	82,464.59		82,464.59		6/30/2019
General Services	40	298	General Services	298	JV40CHRTADX18	06/29/18	1,542,057.85		1,542,057.85		6/30/2019
General Services	40	298	PW-Engineering	298	JV78CHRTADX17	06/30/17		10,000.00	10,000.00		6/30/2019
General Services	40	298	PW-Engineering	298	JV78CHRTADX18	06/29/18	97,654.20		97,654.20		6/30/2019
Housing	43	41M	CAO	41M	JV10CHRTADX18	06/29/18	131.85		131.85	WRITE-OFF	Department requests write-off.
Housing	43	424	EWDD	424	JV22CHRTADX18	06/29/18	424,205.93		424,205.93	WRITE-OFF	Department requests write-off.
Housing	43	424	EWDD	424	JV22CHRTADX18	06/29/18	137,240.75		137,240.75		6/30/2019
Housing	43	424	General Services	424	JV40CHRTADX18	06/29/18	83,527.36		83,527.36		3/31/2019
Housing	43	424	Housing	424	JV43CHRTADX18	06/29/18	190,563.71		190,563.71	PAID	
Housing	43	424	Personnel	424	JV66CHRTADX18	06/29/18	34,870.56		34,870.56	TBD	Write-off anticipated.
Housing	43	424	City Planning	424	JV68CHRTADX18	06/29/18	23,238.00		23,238.00	PAID	
Housing	43	424	PW-Street Lighting	424	JV84CHRTADX18	06/29/18	62,777.88		62,777.88	PAID	
Housing	43	440	CAO	440	JV10CHRTADX18	06/29/18	48.14		48.14	WRITE-OFF	Department requests write-off.
Housing	43	50T	Housing	50T	JV43CHRTADX18	06/29/18	6,889.87		6,889.87	PAID	
Housing	43	52J	Housing	52J	JV43CHRTADX18	06/29/18	3,040.67		3,040.67	PAID	
Housing	43	53T	Housing	53T	JV43CHRTADX18	06/29/18	75.43		75.43	PAID	
Housing	43	561	CAO	561	JV10CHRTADX18	06/29/18	21.96		21.96	WRITE-OFF	Department requests write-off.
Housing	43	815	City Planning	815	JV68CHRTADX18	06/29/18	92,952.00		92,952.00	PAID	
Mayor	46	40B	Police	40B	JV70CHRTADX18	06/29/18	2,845,967.00		2,845,967.00	TBD	Mayor working with LAPD.
Mayor	46	45D	Mayor	45D	JV46CHARTADX11	06/30/11	--	73,986.66	73,986.66	WRITE-OFF	Department requests write-off.
Mayor	46	55K	Mayor	55K	JV46CHRTADX18	06/29/18	28,192.74		28,192.74	PAID	
Mayor	46	55X	Fire	55X	JV38CHRTADX18	06/29/18	247.23		247.23	PAID	
Mayor	46	56G	Mayor	56G	JV46CHRTADX18	06/29/18	0.10		0.10	PAID	
Mayor	46	58H	ITA	58H	JV32CHRTADX18	06/29/18	22,188.11		22,188.11	PAID	
Mayor	46	58H	Emergency Management	58H	JV35CHRTADX18	06/29/18	110,000.00		110,000.00	PAID	
Mayor	46	58H	Mayor	58H	JV46CHRTADX18	06/29/18	69,828.26		69,828.26	PAID	
Mayor	46	58K	City Attorney	58K	JV12CHRTADX18	06/29/18	114,912.00		114,912.00	PAID	
Mayor	46	58P	Mayor	58P	JV46CHRTADX16	06/30/16	--	575,967.00	575,967.00	TBD	Write-off anticipated.
Mayor	46	58S	Mayor	58S	JV46CHRTADX18	06/29/18	843.51		843.51	PAID	
Mayor	46	58X	Police	58X	JV70CHRTADX18	06/29/18	625.36		625.36		3/31/2019
Mayor	46	59E	ITA	59E	JV32CHARTDX18	06/29/18	99,192.00		99,192.00		2/28/2019
Mayor	46	59E	Fire	59E	JV38CHRTADX17	06/30/17		504.02	504.02	WRITE-OFF	Department requests write-off.
Mayor	46	59E	Fire	59E	JV38CHRTADX18	06/30/17	1,073,688.07		1,073,688.07		3/31/2019
Mayor	46	59E	Police	59E	JV70CHRTADX18	06/29/18	62,986.21		62,986.21	PAID	
Mayor	46	59L	Mayor	59L	JV46CHRTADX18	06/29/18	5,350.20		5,350.20		6/30/2019
Mayor	46	59M	Mayor	59M	JV46CHRTADX18	06/29/18	5,236.50		5,236.50	PAID	
Mayor	46	59S	Mayor	59S	JV46CHRTADX18	06/29/18	843.51		843.51	PAID	
Mayor	46	654	Police	654	JV70CHRTADX18	06/29/18	500,465.00		500,465.00	TBD	Mayor working with LAPD.
Mayor	46	664	Police	664	JV70CHRTADX18	06/29/18	617,808.00		617,808.00	TBD	Mayor working with LAPD.
Mayor	46	667	Police	667	JV70CHRTADX15	06/30/15	--	207,035.39	207,035.39		6/30/2019

Reimbursing Department Name	Reimbursing No.	Reimbursing Fund/Agency	Disbursing Dept, Fund or Project	Disbursing Fund	Disbursing Dept	Council File	Date	Funds Advanced In Current Year	Funds Advanced In Prior Years	September 30, 2018 Total	Anticipated Repayment	COMMENTS
Mayor	46	667	Police	667	70	JV70CHRTADX16	06/30/16	--	390,493.26	390,493.26	6/30/2019	Pending receipt of backup documents.
Mayor	46	667	Police	667	70	JV70CHRTADX17	06/30/17		10,426,623.72	10,426,623.72	6/30/2019	Pending receipt of backup documents.
Mayor	46	667	Police	667	70	JV70CHRTADX18	06/29/18	13,291,807.25		13,291,807.25	6/30/2019	Pending receipt of backup documents.
Mayor	46	668	Police	668	70	JV70CHRTADX18	06/29/18	2,475,162.00		2,475,162.00	6/30/2019	Pending receipt of backup documents.
Non-Dept-SPF	50	15A	CAO	15A	10	JV10CHARTERADX9	06/30/09	--	5,868.99	5,868.99	WRITE-OFF	Department requests write-off.
Non-Dept-SPF	50	15M	PW-Engineering	15M	78	JV78CHRTADX16Z	10/20/16	--	2,448.65	2,448.65	TBD	Pending further review.
Non-Dept-SPF	50	16A	General Services	16A	40	JV40CHRTADX17	06/30/17		100,000.00	100,000.00	6/30/2019	Invoices to be reviewed.
Non-Dept-SPF	50	16A	PW-Engineering	16A	78	JV78CHRTADX17	06/30/17		25,059.00	25,059.00	TBD	Pending further review.
Non-Dept-SPF	50	16D	CAO	16D	10	JV10CHARTERADX9	06/30/09		2,281.15	2,281.15	WRITE-OFF	Department requests write-off.
Non-Dept-SPF	50	16J	PW-Board	16J	74	JV74CHRTADX18	06/29/18	87,916.40		87,916.40	WRITE-OFF	Department requests write-off.
Non-Dept-SPF	50	16J	PW-Contract Administration	16J	76	JV76CHRTADX18	06/29/18	147,056.80		147,056.80	TBD	Pending current year expenditure reconciliation.
Non-Dept-SPF	50	16J	PW-Engineering	16J	78	JV78CHRTADX18	06/29/18	418,854.81		418,854.81	6/30/2019	Invoice pending review/approval.
Non-Dept-SPF	50	16K	PW-Board	16K	74	JV74CHRTADX18	06/29/18	52,228.99		52,228.99	WRITE-OFF	Department requests write-off.
Non-Dept-SPF	50	16K	PW-Contract Administration	16K	76	JV76CHRTADX18	06/29/18	79,253.86		79,253.86	TBD	Pending current year expenditure reconciliation.
Non-Dept-SPF	50	16K	PW-Engineering	16K	78	JV78CHRTADX18	06/29/18	306,460.06		306,460.06	6/30/2019	Invoice pending review/approval.
Non-Dept-SPF	50	16Q	PW-Board	16Q	74	JV74CHRTADX18	06/29/18	186.90		186.90	WRITE-OFF	Department requests write-off.
Non-Dept-SPF	50	16Q	PW-Contract Administration	16Q	76	JV76CHRTADX16	06/30/16		67,856.66	67,856.66	6/30/2019	Invoice pending review/approval.
Non-Dept-SPF	50	16Q	PW-Contract Administration	16Q	76	JV76CHRTADX17	06/30/17		65,792.08	65,792.08	6/30/2019	Invoice pending review/approval.
Non-Dept-SPF	50	16Q	PW-Engineering	16Q	78	JV78CHRTADX13	06/28/13		95,829.13	95,829.13	6/30/2019	Invoice pending review/approval.
Non-Dept-SPF	50	16Q	PW-Engineering	16Q	78	JV78CHRTADX16	06/30/16		134,908.76	134,908.76	TBD	Pending further review.
Non-Dept-SPF	50	16Q	PW-Sanitation	16Q	82	JV82CHRTADX18	06/29/18	150,935.81		150,935.81	TBD	Write-off anticipated.
Non-Dept-SPF	50	16T	PW-Contract Administration	16T	76	JV76CHARTADX11	06/30/11		48,179.73	48,179.73	6/30/2019	Invoice pending review/approval.
Non-Dept-SPF	50	16T	PW-Engineering	16T	78	JV78CHRTADX17Z	10/24/17		76,074.05	76,074.05	TBD	Under review for eligibility for bond funding.
Non-Dept-SPF	50	16T	PW-Engineering	16T	78	JV78CHRTADX18	06/29/18	1,102,815.11		1,102,815.11	TBD	Under review for eligibility for bond funding.
Non-Dept-SPF	50	16T	PW-Sanitation	16T	82	JV82CHRTADX14	06/30/14		306,832.57	306,832.57	TBD	Write-off anticipated.
Non-Dept-SPF	50	16T	PW-Sanitation	16T	82	JV82CHRTADX18	06/29/18	563,635.12		563,635.12	TBD	Write-off anticipated.
Non-Dept-SPF	50	16V	PW-Contract Administration	16V	76	JV76CHRTADX15	06/30/15		273.00	273.00	TBD	Under review for eligibility for bond funding.
Non-Dept-SPF	50	16V	PW-Engineering	16V	78	JV78CHRTADX18	06/29/18	234,047.57		234,047.57	TBD	Under review for eligibility for bond funding.

ATTACHMENT 1

Reimbursing Department Name	Reimbursing No.	Reimbursing Fund/Agency	Disbursing Dept, Fund or Project		Disbursing Fund Dept		Council File	Date	Funds Advanced In Current Year	Funds Advanced In Prior Years	September 30 ,2018 Total	Anticipated Repayment	COMMENTS
Non-Dept-SPF	50	16V	PW-Sanitation	16V	82	JV82CHRTADX17	06/30/17			133,913.25	133,913.25	TBD	Write-off anticipated.
Non-Dept-SPF	50	16V	PW-Sanitation	16V	82	JV82CHRTADX18	06/29/18	633,732.07			633,732.07	TBD	Write-off anticipated.
Non-Dept-SPF	50	214	Fire	214	38	JV38CHRTADX18	06/29/18	100,000.00			100,000.00	TBD	Response pending from department.
Non-Dept-SPF	50	26G	General Services	26G	40	JV40CHRTADX18	06/29/18	186,687.18			186,687.18	6/30/2019	Invoices to be reviewed.
Non-Dept-SPF	50	26K	General Services	26K	40	JV40CHRTADX18	06/29/18	149,978.87			149,978.87	6/30/2019	Invoices to be reviewed.
Non-Dept-SPF	50	26Y	PW-Street Lighting	26Y	84	JV84CHRTADX18	06/29/18	1,900,001.27			1,900,001.27	PAID	
Non-Dept-SPF	50	29B	PW-Engineering	29B	78	JV78CHRTADX16	06/30/16			58,900.00	58,900.00	6/30/2019	Invoice pending review/approval.
Non-Dept-SPF	50	29B	PW-Engineering	29B	78	JV78CHRTADX17	06/30/17			292,948.58	292,948.58	6/30/2019	Invoice pending review/approval.
Non-Dept-SPF	50	29B	PW-Engineering	29B	78	JV78CHRTADX18	06/29/18	61,700.00			61,700.00	6/30/2019	Invoice pending review/approval.
Non-Dept-SPF	50	298	ITA	298	32	JV32CHRTADX18	06/29/18	60,253.95			60,253.95	TBD	Response pending from department.
Non-Dept-SPF	50	298	General Services	298	40	JV40CHRTADX18	06/29/18	13,787.87			13,787.87	6/30/2019	Invoices to be reviewed.
Non-Dept-SPF	50	298	PW-Contract Administration	298	76	JV76CHRTADX18	06/29/18	12,233.34			12,233.34	TBD	Pending current year expenditure reconciliation.
Non-Dept-SPF	50	298	PW-Engineering	298	78	JV78CHRTADX18	06/29/18	280,617.66			280,617.66	6/30/2019	Invoice pending review/approval.
Non-Dept-SPF	50	298	PW-Street Services	298	86	JV86CHARTERADX8	06/30/08			820.00	820.00	WRITE-OFF	Department requests write-off.
Non-Dept-SPF	50	298	PW-Street Services	298	86	JV86CHARTAD10	06/30/10			4,562.23	4,562.23	WRITE-OFF	Department requests write-off.
Non-Dept-SPF	50	41A	PW-Street Services	41A	86	JV86CHRTADX18	06/29/18	2,600,000.00			2,600,000.00	TBD	Insufficient cash in SDRF. CAO working with DWP for pending payments from DWP.
Non-Dept-SPF	50	43U	PW-Street Lighting	43U	84	JV84CHRTADX18	06/29/18	99,084.00			99,084.00	PAID	
Non-Dept-SPF	50	46D	General Services	46D	40	JV40CHRTADX18	06/29/18	137,420.78			137,420.78	6/30/2019	Invoices to be reviewed.
Non-Dept-SPF	50	508	Liability Claims	508	59	JV59CHRTADX18	06/29/18	965,699.85			965,699.85	6/30/2018	Invoice pending review/approval.
Non-Dept-SPF	50	54W	PW-Engineering	54W	78	JV78CHRTADX17Z	10/24/17			29,722.25	29,722.25	6/30/2019	Invoice pending review/approval.
Non-Dept-SPF	50	608	PW-Board	608	74	JV74CHRTADX18	10/29/18	6,628.15			6,628.15	WRITE-OFF	Department requests write-off.
Non-Dept-SPF	50	608	PW-Engineering	608	78	JV78CHRTADX17	06/30/17			107,293.01	107,293.01	6/30/2019	Invoice pending review/approval.
Non-Dept-SPF	50	682	General Services	682	40	JV40CHRTADX17	06/30/17			166.15	166.15	PAID	
Non-Dept-SPF	50	760	Liability Claims	760	59	JV56CHRTADX18	06/29/18	30,000.00			30,000.00	6/30/2018	Invoice pending review/approval.
Non-Dept-SPF	50	760	Liability Claims	760	59	JV59CHRTADX17	06/30/17			717,035.10	717,035.10	6/30/2019	Invoice pending review/approval.
Police	70	339	City Attorney	339	12	JV12CHRTADX18	06/29/18	18,114.50			18,114.50	1/31/2019	
Police	70	339	Police	339	70	JV70CHRTADX18	06/29/18	1,479,011.00			1,479,011.00	1/31/2019	
Transportation	94	385	Aging	385	02	JV02CHRTADX18	06/29/18	24,530.51			24,530.51	PAID	
Transportation	94	385	PW-Contract Administration	385	76	JV76CHRTADX18	06/29/18	17,381.79			17,381.79	PAID	
Transportation	94	385	PW-Street Services	385	86	JV86CHARTERADX9	06/30/09	--		63,895.84	63,895.84	WRITE-OFF	Department requests write-off.

Reimbursing Department		Reimbursing Fund/Agency	Disbursing		Council File	Date	Funds Advanced In Current Year	Funds Advanced In Prior Years	September 30, 2018	Anticipated	COMMENTS	
Name	No.		Dept, Fund or Project	Fund					Dept	Total		Repayment
Transportation	94	385	PW-Street Services	385	86	JV86CHARTADX10	06/30/10	--	46,887.07	46,887.07	WRITE-OFF	Department requests write-off.
Transportation	94	385	PW-Street Services	385	86	JV86CHRTADX18	06/29/18	93,740.86		93,740.86	PAID	
Transportation	94	484	ITA	484	32	JV32CHRTADX18	06/29/18	14,000.00		14,000.00	PAID	
Transportation	94	59C	PW-Engineering	59C	78	JV78CHRTADX18	06/29/18	209,078.63		209,078.63	6/30/2019	Invoice pending Review/approval.
Transportation	94	596	Police	596	70	JV70CHRTADX18	06/29/18	158,854.46		158,854.46	6/30/2019	Invoice pending Review/approval.
GRAND TOTAL									\$ 74,010,519.70			

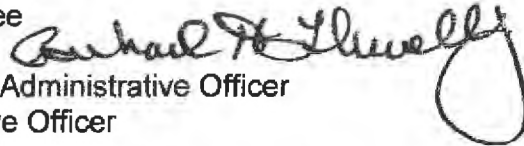
ATTACHMENT 2

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: December 3, 2018

To: Honorable Paul Krekorian, Chair
Budget and Finance Committee

From: Richard H. Llewellyn, Jr., City Administrative Officer
Office of the City Administrative Officer



Subject: **REQUEST TO WRITE-OFF RESERVE FUND LOANS**

The Office of the City Administrative Officer (CAO) requests approval to write off the remaining balances of the loans from the Reserve Fund as listed below:

Reimbursing Fund/Dept	Disbursing Fund/Dept	JV No.	JV Date	Amount	Remarks
41M/43	41M/10	JV10CHRTADX18	6/29/18	\$ 131.85	Revisions to invoiced amounts due to a change in the applied Cost Allocation Plan (CAP) rate resulted in a minor discrepancy between billed and reimbursed expenditures for CAO staff that support the Housing and Community Investment Department. Therefore, these loans are requested to be written off.
440/43	440/10	JV10CHRTADX18	6/29/18	48.14	
561/43	561/10	JV10CHRTADX18	6/29/18	21.96	
15A/50	15A/10	JV10CHARTERADX9	6/30/09	5,868.99	Research shows a technical accounting discrepancy regarding this loan related to the Library Bond Fund 15A in the historical documentation available from the City's previous financial system. Therefore, it is requested that this Reserve Fund loan be written off.
16D/50	16D/10	JV10CHARTERADX9	6/30/09	2,281.15	Actual expenditures for staff supporting the Proposition F Fire Bond in Fiscal Year 2009 were insufficient to justify reimbursement of this Reserve Fund loan from Fund 16D. Therefore, it is requested that this Reserve Fund loan be written off.
			Total	\$8,352.09	

If you need any additional information, please contact Melissa A. Fleming, Chief Administrative Analyst, at (213) 978-7684.

CITY OF LOS ANGELES

CALIFORNIA

Richard H. Llewellyn, Jr.
CITY ADMINISTRATIVE OFFICER



ERIC GARCETTI
MAYOR

ASSISTANT
CITY ADMINISTRATIVE OFFICERS

PATRICIA J. HUBER
BEN CEJA
YOLANDA CHAVEZ

January 14, 2019

Honorable Paul Krekorian, Chair
Budget and Finance Committee

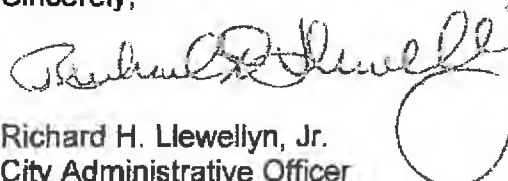
CITY ADMINISTRATIVE OFFICER – OUTSTANDING RESERVE FUND LOAN WRITE OFF REQUEST

The City Administrative Officer (CAO) is requesting to write-off a Reserve Fund loan as follows:

Reimbursing Fund	Fund No.	Council File	Amount
Engineering Special Services Fund	682	11-0600-S159, Year End FSR	\$ 250,000.00

The 2011-12 Year End Financial Status Report included an instruction regarding the approval of a temporary Reserve Fund loan in the amount of \$250,000 to pay for architectural design review related to the New Hall for the Downtown Convention Center and Event Center Project (the Project). The loan was intended to be repaid from bond proceeds that would be issued to finance the Project. The services were completed, however the City elected to not proceed with the Project and the associated bond issuance. Additionally, the Project Implementation Agreement between the City and AEG included language that waived the right for either party to seek reimbursement for expenses incurred prior to the agreement's termination. Therefore, given the absence of any related bond proceeds or other sources of reimbursement, the CAO is requesting the write-off of this Reserve Fund loan.

Sincerely,



Richard H. Llewellyn, Jr.
City Administrative Officer

CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI
MAYOR

JAN PERRY
GENERAL MANAGER

ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

December 26, 2018

Budget and Finance Committee
c/o Richard Williams
200 North Spring Street, Room 395
Los Angeles, CA 90012

**SUBJECT: ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT REQUEST
FOR WRITE-OFF OF RESERVE FUND LIABILITY**

The Economic and Workforce Development Department (EWDD) respectfully requests that the City write-off a reserve fund loan of \$424,205.93 that EWDD incurred for costs associated with seeking Community Development Block Grant (CDBG) funding in Fiscal Year 2017-2018 (FY18) for various projects that were ultimately not awarded CDBG funding. As CDBG funding may only be used for awarded projects, these costs were reassigned to department general administrative costs, resulting in this shortfall.

EWDD first reported this issue to the City Administrative Officer (CAO) in its Year-End 2017-18 Financial Status Report (FSR). EWDD's historic practice was for staff to charge their time to program delivery from the onset of a project. However, when a project falls through or fails to meet CDBG national objectives, any related program delivery charges become ineligible and have to be converted to administrative costs. The United States Department of Housing and Urban Development (HUD) only allows program delivery for projects that meet national objectives. HUD issued a finding because EWDD could not support program delivery charges that tied directly to actual projects, and failed to convert the costs to administrative. To address the finding, in the 43rd Program Year EWDD had to convert approximately \$200,000 of program delivery to administrative costs, which had a major impact on the administrative account. EWDD may face another, larger, such impact to the administrative account in the future if HUD determines that EWDD must address this issue for prior fiscal years.

To help prevent future disallowed program delivery costs, EWDD now charges all staff time to the administrative account from the beginning of a potential project, and later converts eligible costs to program delivery if CDBG funding is received. As a result, charges to the administrative account have increased substantially, affecting the shortfall. Nonetheless, EWDD anticipates that once projects are determined to meet national objectives and funded, EWDD can offset the administrative account by changing costs to program delivery. Until the project is funded, however, EWDD can only charge to the administrative account.

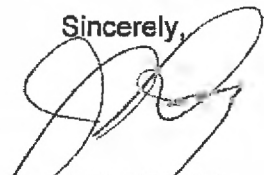
EWDD is seeking to write-off \$424,205.93 reflecting costs incurred for the 43rd Program Year in FY 18. This amount is calculated as follows:

In the Fiscal Year 2017-18 Reversion Worksheet, the EWDD reported a shortfall of \$561,446.68 in CDBG Admin funding, due to expenditures charged by EWDD staff working on projects that were not awarded CDBG funds in the 43rd Program Year. EWDD reported the shortfall to the Controller's Office; the shortfall became an outstanding Reserve Fund liability for EWDD. This amount reflects the shortfall for FY 2017-18, through June 30, 2018.	\$561,446.68
Because the 43 rd CDBG Program Year ended on March 31, 2018, a portion of the above amount is funded by 44 th Program Year funding. The portion funded in the 44 th Program Year is \$172,111.31 and reflects the period of April 2018 through June 2018. The EWDD is not requesting this amount to be written off and is deducted from the above amount.	- \$172,111.31
Personnel Department billed EWDD \$34,870.56 for human resources services. EWDD was not able to pay this amount due to the shortfall, and therefore the Personnel Department reported this amount to the Controller as an unfunded liability.	+ \$34,870.56
Total amount EWDD is requesting to be written off:	Total: \$424,205.93

Since EWDD is prohibited from using CDBG funding to pay costs for projects that were not awarded CDBG funds, we request that the Reserve Fund liability in the amount of \$424,205.93 be written off. As mentioned above, since FY18, EWDD has changed charging procedures for potential CDBG projects to avoid future shortfalls. EWDD now charges initial work to department general administrative costs and only converts eligible charges to a specific project if CDBG funding is secured for that project.

If you have any questions regarding these matters, please contact Anthony Sanchez of the EWDD at (213) 744-7340.

Sincerely,



JAN PERRY
General Manager

JP:AS:gh

cc: Samuel Hughes, Assistant General Manager, EWDD
Catherine Bondoc, Departmental Chief Accountant, EWDD
Anthony Sanchez, Senior Management Analyst II, EWDD
Shafia Mir, Senior Administrative Analyst II, Office of the City Administrative Officer

CITY OF LOS ANGELES
INTERDEPARTMENTAL CORRESPONDENCE

November 30, 2018

TO: Honorable Paul Krekorian
Chair, Budget and Finance Committee
c/o City Administrative Officer

Attention: Delilah Puche, Senior Administrative Analyst II

FROM:  Ralph M. Terrazas, Fire Chief
Los Angeles Fire Department

SUBJECT: RESERVE FUND ADVANCES AND LOANS

Reserve Fund Year-End Special Borrowing: \$235,645.01

The Los Angeles Fire Department (LAFD) requests approval for write-off of a Year-End Reserve Fund Loan made in Fiscal Year 2017-18. The LAFD requested special borrowing from the Reserve Fund to the General Fund in the amount of \$235,645.01 to meet a payroll shortage in Fund 100/38, Sworn Salaries Account 001012 attributed to a slight deviation from year-end projections. Although a substantial surplus was available to cover this deficit, there was no opportunity at that point to transfer funds from other accounts. As reported in the Fiscal Year-End 2018 Reversion Worksheet, the Department had a total reversion of \$11.7 million.

Reserve Fund Loan: \$504.02 (UASI 2016)

The LAFD also requests write-off approval in the amount of \$504.02 in Special Fund 59E UASI 2016, in order to correct salary over-reporting in the FY 2016-17 reversion worksheet, and allow the Office of the Mayor to reconcile its accounting of this grant.

Please contact Emilio Rodriguez, Sr. Management Analyst II, Financial Services Division, at 213-978-3478 with any questions.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: December 12, 2018

To: Paul Krekorian, Chair, Budget and Finance Committee
Richard H. Llewellyn, City Administrative Officer

From: Caitlin Ishigooka, Director of Grants and Finance
Mayor's Office of Public Safety *C. Ishigooka*

Subject: Request to Write Off Outstanding Reserve Fund Advance –
Schiff Cardenas Act Fund (45D)

It is requested that \$73,986.66 in reserve fund advances administered by this office be written off. The Controller is authorized to process Reserve Fund advances in order to perform the year end closing without departments returning to Council to request additional appropriations. The aforementioned amount was the result of overstated salary expenditures that needed to be reversed out on the Reversion worksheet but never done.

See details as follows:

Reimbursing Fund 45D – Schiff Cardenas Act Fund - \$73,986.66
Mayor's Office overstated salary expenditures

RF Advances for Unfunded Expenditures

Fund #	Document #	Date	Amount	Fund Name
45D	JV46CHARTADX11	06/30/11	\$73,986.66	Schiff Cardenas Act Fund

If you need any additional information, please contact me at (213) 978-0675 or Travon Moss at (213) 978-3343.

Attachments



ERIC GARCETTI
MAYOR

September 9, 2015

TO: Paul Krekorian, Chair, Budget & Finance Committee
Miguel Santana, City Administrative Officer

FROM: Alisa Finsten, Director of Grants & Finance *FOR*
Mayor's Office of Public Safety *C. Delgado*

SUBJECT: **Request to Write Off Outstanding Reserve Fund Advances**

It is requested that \$59,335.99 in reserve fund advances administered by this office be written off. The Controller is authorized to process Reserve Fund advances in order to perform the year end closing without departments returning to Council to request additional appropriations. Listed below are the advances for various City departments which received grant funding from our office.

- I. Reimbursing Fund 424 – Community Development Trust \$4,045.60
Mayor's office overstated salary expenditures.
- II. Reimbursing Fund 45D – Schiff Cardenas Act Fund \$55,335.99
Mayor's office overstated salary expenditures.

RF ADVANCES FOR UNFUNDED EXPENDITURES

Reim Fund	Document Number	Date	Amount	Grant
424	JV46CHRTADX13	6/28/13	4,045.60	Community Development Trust
45D	JV46CHRTADX13	6/28/13	55,290.39	Schiff Cardenas Act Fund
		TOTAL	59,335.99	

If you need any additional information, please contact me at (213) 978-0730 or Deserie Flores at (213) 978-3343.



CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

November 16, 2018

TO: Honorable Budget & Finance Committee
c/o: City Administrative Officer

FROM: Vincent Bertoni *V. Bertoni*
Director of Planning
Department of City Planning

SUBJECT: REQUEST TO WRITE OFF OUTSTANDING ADVANCE FROM THE
RESERVE FUND

It is hereby requested that the following reserve fund advance provided to the Department of City Planning in FY 2016 be written off as follows:

Fund	Council File#	Amount
100	14-1169	\$248.94

The amount was for contractual services related to the Planning for Infill and Complete Street Work Program (Fund 46Y, Department 68). The Strategic Growth Council provided the City with a \$491,770 grant to fund significant portions of this Work Program. At the end of fiscal year 2018, it was reported that the total appropriated amount of \$491,761.67 was expended. The unspent balance has been reverted to Reserve Fund through the year end Reversion. However, \$248.94 of the paid expenditure was not eligible for grant reimbursement and not expected to be reimbursed by the grant. Therefore, I am requesting that this Reserve Fund loan be written off.

If you have any question about this matter, please contact Michelle Chan at 978-1285.

BOARD OF PUBLIC WORKS
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ERIC GARCETTI
MAYOR

OFFICE OF THE
BOARD OF PUBLIC WORKS

DR. FERNANDO CAMPOS
EXECUTIVE OFFICER

200 NORTH SPRING STREET
ROOM 361, CITY HALL
LOS ANGELES, CA 90012

TEL: (213) 978-0261
TDD: (213) 878-2310
FAX: (213) 978-0278

<http://bpw.lacity.org>

November 26, 2018

Honorable Paul Krekorian, Chair
Budget and Finance Committee

BOARD OF PUBLIC WORKS – OUTSTANDING RESERVE FUND LOAN WRITE OFF REQUEST

On November 21, 2018, the Office of the City Administrative Officer requested a response from the Board of Public Works (Board) on outstanding reserve fund loans, and instructed departments to submit a memo to the Budget and Finance Committee to justify requests for write-off.

The Board is requesting to write-off four (4) Reserve Fund loans totaling \$146,960.44:

Reimbursing Fund	Fund No.	Council File	Amount
GOB Series 2006A Fire/Paramedic Const.	16J	17-0924-S2, 3rd CPR	\$ 87,916.40
GOB Series 2006A Animal Shelter Const.	16K	17-0924-S2, 3rd CPR	\$ 52,228.99
GOB Series 2008A Clean Water Cleanup	16Q	16-1114-S2, 3rd CPR	\$ 186.90
Seismic Bond Reimbursement Fund	608	16-1114-S2, 3rd CPR	\$ 6,628.15
TOTAL:			\$ 146,960.44

These expenditures, and subsequent Reserve Fund Loans, were from 2016-17 and 2017-18 Fiscal Year appropriations for the Board, Office of Accounting. These appropriations were anticipated to be funded by bond proceeds from Proposition F for Fire Station and Animal Shelter construction projects, Proposition O for Clean Water projects, and Proposition G Seismic Projects.

The work performed by the Office of Accounting included but was not limited to analysis, review, and processing of payments to construction contractors and design and engineering consultants, as well as preparation of various budgetary and encumbrance documents including transfers of appropriations, establishment of new accounts, and authorities for expenditure. When the appropriations listed above were authorized, these project activities were determined to be eligible for bond funding. Since then, the CAO, in conjunction with their Bond Counsel, have determined that this scope of work is no longer eligible for reimbursement by bond proceeds. Therefore, the Board is requesting the write-off of the four (4) outstanding Reserve Fund loans listed above.

Sincerely,


DR. FERNANDO CAMPOS
Executive Officer, Board of Public Works



CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: November 28, 2018

TO: Budget and Finance Committee
 Attention: Nichole Trujillo, Sr. Administrative Analyst I
 Office of the City Administrative Officer

FROM: Adel H. Hagekhalil, P.E.
 Executive Director and General Manager 
 Bureau of Street Services

SUBJECT: REQUEST TO WRITE OFF RESERVE FUND LOANS

The Bureau of Street Services (BSS) is requesting to write off the balance on the following loans from the Reserve Fund:

Disbursing Fund/Dept	Reimbursing Fund/Dept	CF/FMS Ref #	CF/FMS Ref Date	Amount	Comments
298/86 (PW-Street Services)	298/50 Non-Dept-SPF	JV86CHARTERADX8	6/30/08	\$820.00	Due to the age, lack of historical info, and low amount, BSS is requesting write-off.
298/86 (PW-Street Services)	298/50 Non-Dept-SPF	JV86CHARTADX10	6/30/10	\$4,562.23	Due to the age, lack of historical info, and low amount, BSS is requesting write-off.
385/86 (PW-Street Services)	385/94 Transportation	JV86CHARTERADX9	6/30/09	\$63,895.84	DOT reimbursed GF instead of Reserve Fund for Metro Rail Projects.
100/86 (PW-Street Services)	385/94 Transportation	JV86CHARTADX10	6/30/10	\$46,887.07	FY 09-10 Reversion over-reported expenditures (should have excluded Dept Admin & Div Overhead costs).
			TOTAL	\$116,165.14	

If you have any questions pertaining to this matter, please contact Melinda Chou, Senior Management Analyst at (213) 847-2822.

AHH/MC:mc

Attachment(s)