

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: May 28, 2019

CAO File No. 0640-01439-0003

Council File No. 18-0829-S4

Council District: All

To: Mayor
Council

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

Reference: City Capital Repair and Infrastructure Projects

Subject: **2018-19 – Fifth Construction Projects Report Addendum**

SUMMARY

On May 3, 2019, this Office released the Fifth Construction Projects Report (CPR) for Fiscal Year 2018-19 that provides a status update for major capital projects and financial transactions needed to fund associated expenses (C.F. 18-0829-S4). This addendum is needed to address time-sensitive items that were identified subsequent to the release of the Fifth CPR.

RECOMMENDATIONS

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

1. Authorize the Controller to transfer \$556,796 between departments and funds as specified in the Attachment, Section 1;
2. Authorize the Controller to transfer \$82,760 between accounts within departments and funds as specified in Attachment, Section 2;
3. In accordance with Recommendation No. 1, authorize the Controller to reimburse the General Fund with Municipal Improvements Corporation of Los Angeles (MICLA) funds, upon City Administrative Officer (CAO) approval and receipt of requesting department's labor services, construction materials and supplies invoices for completed work, including the department's labor services documentation that must contain an hourly breakdown with task codes detailing the completed MICLA eligible work, relative to the respective departmental accounts designated for the following projects:
 - Municipal Building Energy and Water Management and Conservation Program (EWM), Building Retrofit (Item A);
4. Authorize the Controller to replace the funding destination for the Zoo- Bird Show Bleachers and Shade Structure, of the 2018-19 Fifth Construction Projects Report (Item No. CC; C.F. 18-0829-S4), as follows:

- Change from: 100/87/003040 – Contractual Services
 - Change to: 302/89/270K – General Capital
5. Authorize the General Services Department to utilize \$24,581.48 in unspent MICLA funds (298/40) appropriated within GSD's Fund 100/40 accounts that are remaining from a completed tenant improvements project for the 19th and 21st floors of City Hall (C.F. 15-1240), to fund completed roofing repairs for the El Pueblo Casa California facility; and,
6. Authorize the CAO to make technical corrections, as necessary, to the transactions authorized through this report, as required to implement the Mayor and Council's intentions.

DISCUSSION

A. Bridge Improvement Program (BIP) Staff Appropriations

CIEP

Addendum Attachment Section No. 1

Recommendation No. 1

Appropriations totaling \$287,287 in CIEP monies to multiple departments is recommended to reimburse staff costs associated with the Bridge Improvement Program (BIP). Services provided by City staff include accounting, engineering, architectural, onsite inspections, project and construction management services and administrative and supervisory duties and responsibilities. These costs are not reimbursed by the grant funds awarded to the project. The recommended appropriation would utilize a portion of the \$1.3 million in CIEP monies authorized as program contingency funds in 2016-17 Adopted Budget (C.F. 16-0600). Council approval is required to appropriate the funds to the various department accounts. *Operations and Maintenance (O&M) Fiscal impact: There is no General Fund impact for operations and maintenance as this is an administrative action.*

B. BIP Staff Appropriations

Bridge Improvement Program Cash Flow Fund

Addendum Attachment Section No. 1

Recommendation No. 1

Appropriations totaling \$204,673 in BIP Cash Flow Fund monies to Bureau of Engineering (BOE) and Board of Public Works is recommended to reimburse staff costs associated with the BIP. Services provided by City staff include accounting, administrative and supervisory duties and responsibilities and are reimbursed by the grant funds. Funding is provided from a \$10 million Public Works Trust Fund loan, approved by Council on April 24, 2009, to provide cash flow for the BIP (C.F. 08-2475-S2). Council approval is required to appropriate funds to the various department accounts. *O&M Fiscal impact: There is no General Fund impact for operations and maintenance as this is an administrative action.*

**C. General Services Department (GSD) – Municipal Building Energy and Water Management and Conservation Program (EWM), Building Retrofit
MICLA**

**Addendum Attachment Section No. 2
Recommendation No. 2**

Authority is recommended to rescind an appropriation of \$82,760 in 2018-19 MICLA funds that was approved by Council as part of the 2018-19 First Construction Projects Report (CPR) (Item B; C.F. 18-0829). A total of \$1,422,151 was initially approved to complete nine Light-emitting diode (LED) lamp replacement projects. One of the nine projects located at 411 North Vermont Ave was cancelled because the city-owned structure was determined to have structural concerns. The structure is currently occupied by the Department of Transportation (DOT), and staff in this location are in the process of being relocated. Funds appropriated for the LED lamp replacement project at the DOT location were reprogrammed to replace older, less efficient air conditioning units with high efficiency units at LAPD's Southwest Station. *O&M Fiscal impact: There is no General Fund impact for operations and maintenance as this is an administrative action.*

**D. GSD – Citywide Nuisance Abatement – Various Locations
CIEP**

**Addendum Attachment Section No. 1
Recommendation No. 1**

An appropriation of \$23,435 from CIEP Citywide Nuisance Abatement program funds to GSD Construction Forces Division is recommended to fund nuisance abatement activities for two vacant lots at APN: 2028-011-901 (23270 W. Sherman Way) and APN: 2028-011-900, Council District 12. The City owned lots are overgrown with weeds, trees that require trimming and assorted debris that need to be removed. The abatement activities are also intended to deter homeless activities currently occurring on site. This is a partial reimbursement for the total cost of \$55,000 incurred using the remaining balance available within this account. Council approval is required to appropriate the funds to GSD's budgetary accounts. *O&M Fiscal impact: There is no General Fund impact for operations and maintenance as these are existing facilities.*

**E. Zoo- Bird Show Bleachers and Shade Structure
CIEP**

Recommendation No. 4

The Fifth CPR provides a recommendation to appropriate \$470,549 in CIEP funds to the Zoo's budgetary accounts to fund the replacement of Bird Show Bleachers and Shade Structure. A correction to the Controller's instructions provided in the original report (Attachment 1) is needed to transfer the monies to the Department of Recreation and Parks (RAP) Special Fund in order to piggyback on a RAP contract with the vendor that will perform the work at the Zoo. The Zoo will manage the project. Council approval is required to effectuate the substitution of funding destination. *O&M Fiscal impact: There is no General Fund impact for operations and maintenance as this is an administrative action.*

**F. Bureau of Street Services (BSS) – Mulholland Dr. Smoothing
Street Furniture Revenue Fund
Addendum Attachment Section No. 1
Recommendation No. 1**

A reappropriation of \$30,213 from the Street Furniture Revenue Fund to the Bureau of Street Services is recommended to perform smoothing work which includes re-grading of the dirt roadway to make the road drivable on Mulholland Drive in Council District 3. This part of Mulholland Drive is currently not paved. The work was completed in December 2018. Council approval is required to reappropriate the funds to BSS's budgetary accounts. *O&M Fiscal Impact: There is no General Fund impact as these costs are funded by Special Fund monies.*

**G. BSS – Concrete Repair and Maintenance
Street Furniture Revenue Fund
Addendum Attachment Section No. 1
Recommendation No. 1**

A reappropriation of \$11,187 from the Street Furniture Revenue Fund to the Bureau of Street Services is recommended for sidewalk repair on Allot Avenue and maintenance activities for various unimproved median islands within the Sepulveda Basin in Council District 6. The work was completed on April 2019. Council approval is required to reappropriate the funds to BSS's budgetary accounts. *O&M Fiscal Impact: There is no General Fund impact as these costs are funded by Special Fund monies.*

**H. GSD – EL Pueblo Roof Repairs
Sites and Facilities Fund
Recommendation No. 5**

Authority is recommended to authorize GSD to utilize \$24,581 of the \$1.03 million in MICLA funds on deposit within GSD's budgetary accounts, to process the final invoice for roofing repairs at the El Pueblo facility that were completed in March 2019. Council authorized use of these funds as part of the 2018-19 Fourth Construction Projects Report (C.F. 18-0829-S3) to complete restroom projects for this facility, which included a \$142,712 contingency, for a remaining contingency of \$118,124 after adjusting for the payment of the roofing expenses. The completed scope of work for the roofing repairs includes removal of the existing roof at Casa California and the installation of a new cool roof. Council approval is required to repurpose the funds on deposit within GSD's budgetary accounts. *O&M Fiscal impact: There is no General Fund impact for operations and maintenance as this is an existing facility.*

FISCAL IMPACT

There is no additional impact on the General Fund in the current fiscal year as a result of the actions recommended in this report addendum.

RHL:DFB:05190155c

Attachments

**FIFTH CONSTRUCTION PROJECTS REPORT
ADDENDUM
FY 2018-19 BUDGET ADJUSTMENTS**

SECTION 1: TRANSFERS BETWEEN DEPARTMENTS AND FUNDS

		TRANSFER FROM		TRANSFER TO	
ITEM	DEPARTMENT/PROJECT	FUND/ACCOUNT	AMOUNT	FUND/ACCOUNT	AMOUNT
A	Bridge Improvement Program Staff Appropriations	Fund 100/54, Capital Improvement Expenditure Program		Fund 100/78, Bureau of Engineering	
		00N218, Bridge Improvement Program -	\$ 287,287.48	001010, Salaries, General	\$ 124,401.51
		Seismic Program			
				Fund 57Q/50 Bridge Improvement Program Cash Flow Fund	
				50R299, Reimbursement of General Fund Costs	57,092.71
				Fund 100/84, Bureau of Street Lighting	
				001010, Salaries General	7,509.72
				Fund 57Q/50 Bridge Improvement Program Cash Flow Fund	
				50R299, Reimbursement of General Fund Costs	4,086.79
				Fund 100/74, Board of Public Works	
		001010, Salaries General	19,113.17		
		Fund 57Q/50 Bridge Improvement Program Cash Flow Fund			
		50R299, Reimbursement of General Fund Costs	9,368.38		
		Fund 100/76, Bureau of Contract Administration			
		5317, Seismic Bond Fund	65,715.20		
		Subtotal	\$ 287,287.48		
B	Bridge Improvement Program Cash Flow Fund- Staff Appropriations	Fund 57Q/50, Bridge Improvement Program Cash Flow Fund		Fund 100/78, Bureau of Engineering	
		50MB01, BIP-Grant Reimbursement Receipts	\$ 204,673.29	001010, Salaries General	\$ 62,200.75
				Fund 57Q/50 Bridge Improvement Program Cash Flow Fund	
				50R299, Reimbursement of General Fund Costs	28,546.36
				Fund 100/74, Board of Public Works	
				001010, Salaries General	76,452.68
				Fund 57Q/50 Bridge Improvement Program Cash Flow Fund	
		50R299, Reimbursement of General Fund Costs	37,473.50		
		Subtotal	\$ 204,673.29		
D	General Services Department 23270 W. Sherman Way & APN 2028-011-900	Fund 100/54, Capital Improvement Expenditure Program		Fund 100/40, General Services Department	
		00R068, Citywide Nuisance Abatement Program	\$ 23,435.00	001101, Salaries, Hiring Hall Construction	\$ 7,030.50
				001121, Benefits Hiring Hall Construction	4,687.00
				003180, Construction Materials and Supplies	11,717.50
			\$ 23,435.00		
F	Public Works: Street Services Mulholland Dr "Dirt" Repair Services (16-0011-S7)	Fund 43D/50, Street Furniture Revenue Fund		Fund 100/86, Public Works-Street Services	
		50N186, PW-Street Services	\$ 30,213.00	001090, Overtime General	\$ 30,213.00
G	Public Works: Street Services Allott Ave Sidewalk Repair & Median Maintenance for Sepulveda Basin in CD 6 (14-0600-S256 & 16-0600-S173)	Fund 43D/50, Street Furniture Revenue Fund		Fund 100/86, Public Works-Street Services	
		50N186, PW-Street Services	\$ 11,187.00	001090, Overtime General	\$ 11,187.00
TOTAL ALL DEPARTMENTS AND FUNDS			\$ 556,795.77		\$ 556,795.77

**FIFTH CONSTRUCTION PROJECTS REPORT
ADDENDUM
FY 2018-19 BUDGET ADJUSTMENTS**

SECTION 2: TRANSFERS BETWEEN ACCOUNTS WITHIN DEPARTMENTS AND FUNDS

		TRANSFER FROM		TRANSFER TO	
ITEM	DEPARTMENT/PROJECT	FUND/ACCOUNT	AMOUNT	FUND/ACCOUNT	AMOUNT
C	General Services Department	Fund 100/40, General Services Department		Fund 298/40, MICLA Lease Rev Com Paper Ntes	
	Municipal Building Energy and Water	001101, Salaries, Hiring Hall Construction	\$ 28,970.00	40R24M, Municipal Bldg Energy Mgmt & Conservation	\$ 82,760.00
	Management and Conservation Program	001121, Benefits Hiring Hall Construction	23,703.00		
	(EWM), Building Retrofit	003180, Construction Materials and Supplies	30,087.00		
			\$ 82,760.00		
TOTAL ALL DEPARTMENTS AND FUNDS			\$ 82,760.00		\$ 82,760.00