

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

**DATE:** June 13, 2019

**TO:** Honorable City Council

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

**SUBJECT: OFF-BUDGET POSITIONS FOR TRANSPORTATION AND  
COMMUNITY BLOCK GRANT IMPROVEMENTS**

The Bureau of Street Services (StreetsLA) requests approval to add one, as well as modify and continue 72 off-budget resolution authority positions that are currently provided to perform work on the Neighborhood Block Grants as well as provide design and construction services for various off-budget grant-funded street improvement projects.

**RECOMMENDATIONS**

That the City Council adopt the following:

1. Approve modifications to the 2018-19 Personnel Authority Resolution (PAR) for StreetsLA pertaining to 72 off-budget resolution positions.
2. Add resolution authority for one Street Services Superintendent II, as well as continue 72 modified off-budget resolution authorities for FY 2019-20 as follows:

Qty	Class Code	Class Title
1	3114-0	Tree Surgeon
5	3117-1	Tree Surgeon Supervisor I
2	3151-0	Tree Surgeon Assistant
8	3115-0	Maintenance and Construction Helper
4	3345-0	Senior Carpenter
20	3353-0	Cement Finisher
1	3443-0	Plumber
4	3525-0	Equipment Operator
4	3584-0	Heavy Duty Truck Operator
1	4158-2	Street Services Superintendent II (new)
2	4158-1	Street Services Superintendent I
4	4152-2	Street Services Supervisor II
2	7237-0	Civil Engineer
4	7246-3	Civil Engineering Associate III
1	7929-1	Landscape Architect I
4	7933-3	Landscape Architectural Assoc III
1	9171-1	Senior Management Analyst I
1	9171-2	Senior Management Analyst II (added per CF 15-0753-S2)

3	9184-0	Management Analyst
1	1597-1	Senior Systems Analyst I
73		Total

**BACKGROUND**

The 2018-19 PAR provides for the continuation of 71 off-budget resolution authority positions for StreetsLA, of which:

- 12 were approved by Council in 1999-00 (CF 98-0245-S3) to perform work on the Neighborhood Block Grant Program and funded by the Community Development Block Grant.
- 59 were approved by Council in 2007-2009 (CF 07-0600 and 08-0600) to provide design and construction services for various off-budget, grant-funded Citywide street improvement projects.

Additionally, one (1) resolution authority for Sr. Management Analyst II was approved by Council (CF 15-0753-S2) for the period December 1, 2018 – June 30, 2019 to provide administrative oversight and supervision, manage the administrative work (invoicing, progress reporting, personnel hiring, etc.) related to the Transportation Grant Fund portfolio for the Bureau, coordinate with City staff, Council offices, and community groups in the development of new potential projects, and seek new grant opportunities.

Two additional positions and modifications to existing positions, as highlighted below, are now being requested to better serve the needs of this ongoing program.

Existing FY 2018-19 Approved		Modifications Proposed for FY 2019-20		
Qty	Classification	Qty	Classification	Comments
<b>Street Tree and Parkway Maintenance Budget Program</b>				
1	Tree Surgeon	1	Tree Surgeon	
5	Tree Surgeon Supervisor I	5	Tree Surgeon Supervisor I	
2	Tree Surgeon Assistant	2	Tree Surgeon Assistant	
<b>8</b>	<b>Subtotal</b>	<b>8</b>	<b>Subtotal</b>	
<b>Street Improvement Construction Budget Program</b>				
1	Maintenance Laborer	8	Maintenance and Const. Helper	Delete 1 ML, Add 8 M&C Helper
4	Carpenter	4	Sr Carpenter	Delete 4 Carp, Add 4 Sr Carp
6	Cement Finisher Worker			Delete 6 CFW
22	Cement Finisher	20	Cement Finisher	Delete 2 CF
1	Plumber	1	Plumber	
6	Equipment Operator	4	Equipment Operator	Delete 2 EQ. Op.

1	Truck Operator	4	Heavy Duty Truck Operator	Delete TO, Add 4 HDTO
		1	Street Services Superintendent II	New Position
		2	Street Services Superintendent I	New Positions
4	Street Services Worker II			Delete 4 SSW II
1	Street Services Supervisor II	4	St Services Supervisor II	Add 2 SS Supvr II, Upgrade 1 SS Supvr I
1	Street Services Supervisor I			
<b>47</b>	<b>Subtotal</b>	<b>48</b>	<b>Subtotal</b>	
<b>Street Improvement Engineering Budget Program</b>				
2	Civil Engineer	2	Civil Engineer	
4	Civil Engineering Associate III	4	Civil Engineering Associate III	
1	Landscape Architect I	1	Landscape Architect I	
4	Landscape Architectural Assoc. I	4	Landscape Architectural Assoc. III	Paygrade Upgrade approved by CAO-ERD for FY 19-20
1	Sr Management Analyst I	1	Sr Management Analyst I	
1	Sr Management Analyst II	1	Sr Management Analyst II	
3	Management Analyst	3	Management Analyst	
1	Sr Systems Analyst I	1	Sr Systems Analyst I	
<b>17</b>	<b>Subtotal</b>	<b>17</b>	<b>Subtotal</b>	
<b>72</b>	<b>Total</b>	<b>73</b>	<b>Total</b>	

The proposed modifications represent new needs of this program due to an evolution in the nature, scale, and scope of the typical transportation improvement projects implemented by the Bureau. Furthermore, the Neighborhood Block Grant Program has been restructured and is now the Community Development Block Grant (CDBG) program administered by the Housing and Community Investment Department (HCID). Funds under the CDBG program are programmed annually through a competitive grant application process, which the Bureau applies for in partnership with Council Offices.

Proper crew configuration is essential to maximize productivity of a crew. This request is reconfiguring the previous resolution authorizations to create four (4) full 11-person concrete crews, with each crew consisting of:

1	Street Services Supervisor II
1	Sr. Carpenter
5	Cement Finisher
2	Maintenance and Construction Helper
1	Equipment Operator
1	Heavy Duty Truck Operator
<b>11</b>	<b>Total</b>

The reasoning for the proposed modifications is outlined below:

**Eight (8) Maintenance and Construction Helper (M&C Helper) Additions & One (1) Maintenance Laborer Deletion:** Each concrete crew needs to have semi-skilled labor to assist the carpenter and other skilled craftsmen in performing skilled labor as needed. There is also a need to have members on a concrete crew with a Class B driver's license to operate the multiple commercial vehicles on a crew as needed. The Bureau requires employees in the M&C Helper classification to maintain a Class B license, whereas this requirement is waived for the Maintenance Laborer class. The Maintenance Laborer class is generally reserved for unskilled labor needs associated with street maintenance or yard maintenance functions versus capital improvements.

**Four (4) Sr. Carpenter Additions & Four (4) Carpenter Deletions:** New curb ramps require a significant amount of complex forming to ensure the appropriate grades follow engineering plans and ADA standards. Although both Carpenters and Sr. Carpenters perform journey level carpentry tasks, Sr. Carpenters are required to interpret engineering plans and may also be required to prepare detailed sketches. Since most grant projects are unique with custom engineering plans, Sr. Carpenters would be necessary to help form these complex improvements.

**Six (6) Cement Finisher Worker, two (2) Cement Finisher, two (2) Equipment Operator, & Four (4) Street Services Worker II Deletions:** These 14 positions are proposed for deletion to better configure this request to form four (4) full concrete crews to perform complex concrete street construction.

**Four (4) Heavy Duty Truck Operators (HDTO) Additions & One (1) Truck Operator Deletion:** Each crew requires at least one member to have a Class A driver's license to drive a heavy duty 10-wheel truck and tow a loaded trailer. This function is critical since a backhoe and other heavy equipment is usually towed from site to site by a heavy 10-wheel truck. A HDTO is required to maintain a Class A driver's license, whereas a Truck Operator is only required to maintain a Class B license. Given the need to tow a loaded trailer, the Truck Operator class would not be an appropriate classification for a typical crew under this program.

**Three (3) Street Services Superintendent Additions:** With the combination of the four crews proposed for continuation under this request, four crews under the continuing Street and Transportation Improvement request (consisting of 78 positions and no Superintendents), and the continuing Vision Zero Concrete Crew request (consisting of 9 positions), there would be a total of nine full concrete crews performing work related to grant and special funded projects. This level of production would necessitate a span of control for one (1) Street Services Superintendent II with two (2) Street Services Superintendent I level positions to facilitate the daily scheduling, troubleshooting, and overall management activities of four (4) to five (5) crews each. Currently, this function is being performed by Superintendents on loan from other programs within the Bureau, thereby reducing the effectiveness of those programs. The Street Services Superintendent I's serve as second level supervisors to handle disciplinary matters and coordinate with Project Managers, while the Superintendent II will have overall management responsibility and prioritization control to ensure all projects in the program run smoothly.

**Three (3) Street Services Supervisor II Additions/Upgrades:** The proposed modifications in this request creates a total of four (4) independent crews to perform work on transportation projects with increased complexity. The prior configuration is outdated to perform the improvements required by current grantors.

The paygrade level for supervisors of concrete field crews is most appropriate at paygrade level II to ensure sufficient salary differential with subordinate staff on the crew, such as the Equipment Operator, Sr. Carpenter, or other staff with leadman bonuses. Furthermore, in line with the paygrade description for this class, unlike paygrade level I, Street Services Supervisor IIs supervise large crews engaged in the installation of concrete, structural and street appurtenances, street gutters, and bulkheads, and are required to interpret engineering plans. Given the complexity of the concrete work performed under these projects and the necessary coordination with engineers to ensure compliance with ADA, the Street Services Supervisors at paygrade level I are not well suited to oversee a concrete crew.

The Street Services Worker classification proposed for deletion does not provide the necessary skill level needed to perform complex concrete construction, as described previously.

#### **FISCAL IMPACT**

There is no fiscal impact, as positions are provided off-budget and are funded by various local, state, and federal transportation grants and Community Development Block Grants.