

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: February 11, 2015

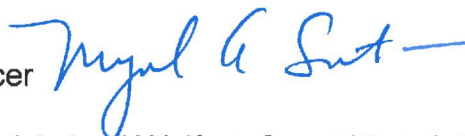
CAO File No. 0220-05127-0000

Council File No. 15-0061

Council District: ALL

To: The City Council

From: Miguel A. Santana, City Administrative Officer



Reference: Request from the Chair of the Personnel and Animal Welfare Committee dated January 27, 2015

Subject: **BUREAU OF ENGINEERING METRO/STREETS DIVISIONS**

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### SUMMARY

The Bureau of Engineering (Bureau) proposes to create a new division responsible for managing Los Angeles County Metropolitan Transportation Authority (Metro) and Exposition Metro Line Construction Authority (Expo) construction projects (collectively, Metro/Expo Authority). The Chair of the Personnel and Animal Welfare Committee has requested that this Office review and make recommendations on the Bureau's staffing requests for the new division. Recent Council authorized work programs have significantly increased the Bureau's workload within the Engineering Services Program. The Engineering Services Program provides design and construction of street improvement projects, regional transportation improvements, bridges, streetscapes, grade separations, and retaining walls. Currently, the Engineering Services Program contains six divisions: the Environmental Management Group, Real Estate Division, Geotechnical Engineering Group, Sixth Street Viaduct Division, Structural Engineering Division, and the Street Improvement and Stormwater Division (SSD).

On February 3, 2014, the Council approved a CAO report relative to a Citywide sidewalk repair program (C.F. 14-0163-S4). The report established implementation and funding schedules for the first year of a broad, ongoing sidewalk repair program that will be added to the Engineering Services Program. Recommendation No. 5 in the report establishes the Bureau of Engineering as the Program Manager for sidewalk repair. The Bureau's SSD will be coordinating with various City departments as well as with contract staff to complete sidewalk repair projects in a timely manner. The report authorized nine new resolution authority positions for the Bureau to perform this work, and authorized the City Engineer to issue Task Orders with a total value up to \$14.2 million for sidewalk design and construction services for the repair of sidewalks adjacent to City facilities.

In addition to sidewalk repair, the SSD is working on approximately 56 street and stormwater projects with an estimated cost of approximately \$270 million. The City has also been successful in securing grant funding for new street and transportation projects. On August 20, 2014, the City

received notice of an award for an additional 16 projects worth \$65 million from the State Active Transportation Program (ATP). On December 8, 2014, the Council approved a report from the Streets and Transportation Projects Oversight Committee addressing the increased workload for street and transportation projects (C.F. 14-0499-S1). The report authorized six new resolution authorities for the Bureau. SSD will play an integral role in executing these projects. As a condition of acceptance, ATP projects must undergo design, environmental clearance and utility clearance within 13 months instead of the traditional project timeline of 18 to 30 months.

In addition to these new work programs, a large portion of the work performed by SSD includes Metro projects. The workload of SSD has increased recently as several major Metro rail projects move into the construction phase. These projects include the Expo Line Phase II, Crenshaw/LAX Line, Regional Connector Project, and the Purple Line Extension. The Bureau is responsible for the review and permitting of these projects to ensure conformance with City design standards. The City has signed a Master Cooperative Agreement (MCA) with Metro/Expo, which includes an agreement to perform expedited reviews of several major Metro rail projects in Los Angeles (C.F. 02-2702, C.F. 05-2445-S1). In addition, the City and Metro sign annual work agreements on a project-specific basis that detail funding provided by Metro to pay for positions assigned to Metro projects. Metro reimburses the City on an annual basis for actual costs incurred. Current projects are anticipated to continue through Fiscal Year 2024-25.

Due to the recent increase in workload in both long term and ongoing projects within the division, there appears to be a need to separate SSD into two distinct divisions. The Bureau proposes to create a separate Metro Division with 25 existing City staff to focus on the timely delivery of Metro projects. The remaining SSD staff will continue work on sidewalks and street and stormwater improvement projects.

Metro has agreed to use charging authority under existing MCA work orders to fund two additional positions to support the new Metro Division. These positions include one Principal Civil Engineer to serve as division manager, and one Senior Clerk Typist to provide clerical support for the Division. Metro positions are front-funded by Proposition C and are fully reimbursed by the Metro/Expo Authority.

## RECOMMENDATIONS

That the Mayor and Council:

1. Authorize resolution authority for two new positions, subject to allocation by the Civil Service Commission, for the period February 22, 2015 through June 30, 2015, as follows:

<u>Code</u>	<u>Classification</u>	<u>No.</u>
9489	Principal Civil Engineer	1
1368	Senior Clerk Typist	1

2. Direct the Personnel Department to expedite the allocation of these positions for Civil Service Commission consideration.

## **FISCAL IMPACT STATEMENT**

There is no General Fund impact. There will be an estimated \$136,136 fiscal impact to the Proposition C Anti-Gridlock Fund for fiscal year 2014-15 as a result of these recommendations, inclusive of \$72,614 in direct and \$63,522 in indirect costs. Sufficient funds are available in the Bureau's budget to support the 2014-15 costs. Full year costs will be \$408,408 (\$217,841 direct, \$190,567 indirect). Costs incurred in current and future years will be fully reimbursed by Metro/Expo Transit Authority. The recommendation in this report complies with the City's Financial Policies as sufficient revenues are available to support proposed expenditures.

*MAS:EMM:06150101*

Attachment