

# TRANSMITTAL

To:

**THE COUNCIL**

Date: 2/16/2017

From:

**THE MAYOR**

**TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.**



(Ana Guerrero)

**ERIC GARCETTI**  
Mayor

February 16, 2017

The Honorable Eric Garcetti  
Mayor, City of Los Angeles  
City Hall – Room 303  
Los Angeles, CA 90012

**LAX**

**Van Nuys**

**City of Los Angeles**

Eric Garcetti  
Mayor

**Board of Airport  
Commissioners**

Sean O. Burton  
President

Valeria C. Velasco  
Vice President

Jeffery J. Daar  
Gabriel L. Eshaghian  
Beatrice C. Hsu  
Thomas S. Sayles  
Dr. Cynthia A. Telles

Deborah Flint  
Chief Executive Officer

ATTN: Mandy Morales  
Legislative Coordinator

RE: Approval of 2017 City of Los Angeles Annual Work Plan for Landside  
Access Modernization Program

In accordance with Executive Directive No. 4, we are transmitting a copy of the  
specified Board Report for the Approval of the 2017 City of Los Angeles Annual  
Work Plan for Landside Access Modernization Program.

Sincerely,



Deborah Flint  
Chief Executive Officer

DF:MSA: CI

Attachments

cc: City Administrative Officer  
Attention: Sarai Bhaga  
Mark Adams



Los Angeles World Airports

# REPORT TO THE

# BOARD OF AIRPORT COMMISSIONERS

Item Number  
**12**

*AM*  
Approved by: Amber Meshack, Senior Management Analyst

*Samantha Bricker*

Reviewed by: Samantha Bricker, Deputy Executive Director  
Project Development and Coordination

*J. Timothy J.*

City Attorney

*Deborah Flint*

Deborah Flint – Chief Executive Officer

Meeting Date:

**2/2/2017**

CAO Review:

- Completed
- Pending
- N/A

Reviewed for	Date	Approval Status	By
Finance	12/23/2016	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	NE
CEQA	12/19/2016	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	NM
Procurement	12/19/2016	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Cond	MT
Guest Experience	12/23/2016	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	BY

**SUBJECT: Approval of 2017 City of Los Angeles Annual Work Plan for Landside Access Modernization Program**

Approve an Annual Work Plan with the City of Los Angeles and appropriate funding in the not-to-exceed amount of \$3,200,000 for various City Departments to provide dedicated staff to support the Landside Access Modernization Program.

**RECOMMENDATIONS:**

Management RECOMMENDS that the Board of Airport Commissioners:

1. ADOPT the Staff Report.
2. DETERMINE that this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Article II, Section 2.f of the Los Angeles City CEQA Guidelines.
3. APPROVE the 2017 City of Los Angeles Annual Work Plan for the Landside Access Modernization Program.
4. APPROPRIATE capital funding for the 2017 City of Los Angeles Annual Work Plan for the Landside Access Modernization Program in an amount not to exceed \$3,200,000.
5. AUTHORIZE the Chief Executive Officer to execute the 2017 City of Los Angeles Annual Work Plan.

The total not-to-exceed amount contained in this report is an estimate based on a calculation of staff rates inclusive of salaries, cost of living adjustments, fringe benefits, overhead/Cost Allocation Plan rates, and prospective overtime. Staff will closely monitor actual rates and hours worked on the LAMP program to ensure the accuracy of charges to the LAMP program.

At this time, the dedicated Working Group staff members are expected to remain housed in their respective Departments. As work progresses and the Working Group is more integrated with the procurement and approvals processes, Working Group members may be relocated to work at LAWA facilities, affecting future Cost Allocation Plan (CAP) rates.

In accordance with the MOU in development, the job classifications listed below will be involved with the Working Group established to meet with the developer teams to provide clarifications and information during the Request for Proposals (RFP) process, and help expedite approvals for any enabling projects that commence this year. It is anticipated that other support staff may also assist on the LAMP project and this AWP allows for reimbursement of their time on the project provided that funds are available within the requested appropriation detailed below. Additionally, the AWP will allow for the reimbursement of other costs such as mileage, printing, supplies, etc. required for these positions to complete their assignments.

Staff is requesting a total Not-to-Exceed appropriation of \$3,200,000 to cover salary and incidental costs across the City departments. The estimated staffing levels for the 2017 AWP are included in the table below.

Department	No. of Positions	Position Requested	Est. Annual Cost (including CAP)
Building & Safety	0.50	Building Civil Engineer II	\$ 156,810
Planning	1.00	Principal City Planner (LAMP Project Coordinator)	\$ 490,014
	1.00	Senior City Planner	\$ 410,027
	1.00	City Planner	\$ 348,275
Fire	0.25	Fire Protection Engineering Associate IV	\$ 89,244
Public Works: Bureau of Engineering	1.00	Civil Engineer	\$ 327,063
Public Works: Bureau of Street Services	0.25	Civil Engineer	\$ 63,685
Public Works: Bureau of Street Lighting	0.25	Street Lighting Engineer	\$ 97,605
Public Works: Bureau of Contract Administration	0.50	Principal Construction Inspector	\$ 143,422
Public Works: Bureau of Sanitation	0.25	Environmental Engineer	\$ 69,458
Transportation	0.50	Transportation Engineering Associate III	\$ 81,171
Los Angeles Department of Water and Power	0.50	Waterworks Engineer	\$ 178,269
	0.50	Electrical Engineer	\$ 186,296
Additional staff support		Various	\$ 400,000
<b>Total Estimated Labor</b>	<b>7.40</b>		<b>\$ 3,041,339</b>
Other Reimbursable Costs (mileage, printing, etc.)			\$ 158,661

## **DISCUSSION:**

### **1. Purpose**

Approve an Annual Work Plan (AWP) with the City of Los Angeles (City) and appropriate capital funds for several City of Los Angeles Departments (Departments) to provide dedicated staff to interface with Los Angeles World Airports (LAWA) staff and proposed developer teams (developers) for the Automated People Mover (APM); as well as assist in design coordination, review, and construction inspection for applicable elements of the Landside Access Modernization Program (LAMP).

### **2. Prior Related Actions**

- June 2, 2016—Resolution No. 25987,  
The Board approved a general appropriation of \$10,000,000 in capital funding for City services and other agencies' support related to LAMP. These funds are used for site surveys, engineering services, plan checks, permit fees, materials, equipment, and other services performed by LAWA divisions, other City departments and various outside agencies including Metro, CalTrans, County of Los Angeles, and utility providers.

### **3. Current Action**

Over the last several months, LAWA has worked closely with the Mayor's Office of Economic Development and staff from the City Departments who will be involved in the LAMP Project, to develop a Master Memorandum of Understanding (MOU) to ensure coordination amongst LAWA staff, City staff, and developers to expedite design approvals and provide consistency on design standards, processes, and procedures. This MOU is being finalized and expected to be executed in January 2017.

Per the terms of the Master MOU, various City Departments will provide dedicated staff to support the LAMP Project during procurement, planning, design, and construction phases of the Project via the approval and funding of Annual Work Plans (AWPs). Such AWP's will be negotiated each year with the City Departments based upon estimated staffing needs, level of work, and stages of the projects.

The MOU also implements a Working Group of the City staff members dedicated to the LAMP project to facilitate communication, provide information and resolve issues. This will help bring certainty and consistency to the design, construction and inspection processes, which in turn will minimize delays and be instrumental in the successful, on-time delivery of the LAMP projects.

The action contained herein requests estimated funding for dedicated staff from various City Departments for Calendar Year 2017 to support LAMP projects. As these positions were not included in the Departments' approved budgets for Fiscal Year 2016-2017 and the resources are needed to begin work early 2017, staff is requesting funding based on the calendar year rather than fiscal year. LAWA will reimburse the Departments only for hours worked on LAMP-related tasks, based on actual rates at the time the work is performed.

Total Requested Appropriation	\$ 3,200,000
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**Action Requested**

Staff requests that the Board approve the 2017 City of Los Angeles Annual Work Plan, and appropriate and allocate funds in the not-to-exceed amount of \$3,200,000 for the calendar year 2017.

**Fiscal Impact**

Costs incurred under this work plan will be capitalized and, when projects are put in service, those costs will be recovered through landing fees, terminal rates and charges, as well as through non-aeronautical revenues.

**4. Alternatives Considered**

- **Take No Action**  
Without an AWP that assigns dedicated staff from each City department, the design review and approval will be subject to same policies and procedures as every other project within the City of Los Angeles limits, which will result in review delays and differing interpretations from inconsistent reviewers for each successive design submittal. Ultimately, the design approvals will be significantly delayed which will, in turn, delay permit acquisition and construction starts.

**APPROPRIATIONS:**

Staff requests that the Board approve funds in the not to exceed amount of \$3,200,000 allocated from the LAX Revenue Fund, for the Annual Work Plan with the City of Los Angeles for City services and incidental costs to WBS Element 1.15.08A-700 Automated People Mover System, WBS Element 1.15.09A-700 Intermodal Transportation Facility, WBS Element 1.15.07A-700 Consolidated Rent-A-Car Center, and other Board-approved capital projects related to the LAMP, and their respective WBS elements as may be required

**STANDARD PROVISIONS:**

1. This item, as a continuing administrative, maintenance and personnel-related activity, is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Article II, Section 2.f of the Los Angeles City CEQA Guidelines.
2. This item is not subject to approval as to form by the City Attorney.
3. Actions taken on this item by the Board of Airport Commissioners will become final pursuant to the provisions of Los Angeles City Charter Section 245.
4. This action is not subject to the provisions of the Service Contractor Worker Retention and Living Wage Ordinances.
5. This action is not subject to the Small Business Enterprise Program.
6. This action is not subject to the provisions of the Affirmative Action Program.

7. This action does not require a Business Tax Registration Certificate number.
8. This action is not subject to the provisions of the Child Support Obligations Ordinance.
9. This action is not subject to the insurance requirements of the Los Angeles World Airports.
10. This action is not subject to the provisions of Charter Section 1022 (Use of Independent Contractor).
11. This action is not subject to the provisions of the Contractor Responsibility Program.
12. This action is not subject to the provisions of the Equal Benefits Ordinance.
13. This action is not subject to the provisions of the First Source Hiring Program.
14. This action is not subject to the provisions of Bidder Contributions CEC Form 55.