Board Report Procedure Manual
The comprehensive guide for writers and preparers of the Bureau of Engineering Board Reports

Prepared by the Administration Division
July 2019 (Revised)
http://eng.lacity.org/techdocs
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A Board Report is a formal written recommendation from the City Engineer to the Board of Public Works (Board). The recommendation calls for an action, which is beyond the City Engineer's authority or for which by departmental policy, a Board action is required. When a Board Report involves other bureaus and/or departments, it is referred to as a "Joint" Board Report.
Listed below are the primary issues, which require Board Reports. There may be others, although the vast majority of reports prepared by the Bureau of Engineering (BOE) fit into one of the following categories.

Awarding construction projects/Rejecting bids on construction projects  
Approving change orders of $100,000 or more  
Approving supplemental agreements to construction contracts  
Accepting the completion of a construction project  
Assessing penalties against construction contractors  
Establishing pre-qualified or emergency contractor lists  

Approval of Sole Source acquisitions of services, materials or equipment  
Distributing Requests for Proposals or Requests for Qualifications for consultants  
Selecting consultants  
Approving consultant contracts and amendments  
Approving agreements with other governmental agencies outside the City of Los Angeles  
Issuing Task Orders and Revisions of Task Orders of $100,000 or more  

Environmental Documents (Negative Declarations and Environmental Impact Reports)  
Establishing/revising fees for services  
Hearings on appeals of City Engineer’s determinations  
Revocable permits  
Bond foreclosures  
Above Ground Facility  
Approval of proposed ordinances or revisions  
Right of Way acquisitions over $5,000  
Certain requests for appropriation or transfer of funds  
Claims for refunds over $5,000  

An action required by the Board  
Board level policy matters  
Any item where the Board has requested information be provided by a Board Report  
Any item where the BOE is to officially report to the Mayor and Council (other than through Oversight Committees)
Body of the Report

The body of the board report has four main sections: (1) the Subject; (2) the Recommendation(s); (3) the Transmittal(s); and (4) Discussion of the subject. Some board reports contain a Fiscal Impact Statement and Status of Funding.

Subject

The subject is often referred to as the title of the report. If a subject contains a street location, start with the street number and name. If the subject contains a project name and a work order number, include the work order number at the end of the line. See the examples below:

- **REVOCABLE PERMISSION TO ENCROACH INTO PUBLIC STREET EASEMENT - 21150 DUMETZ ROAD**

- **AUTHORITY TO AMEND FUNDING - BROADWAY BETWEEN 5TH STREET AND OLYMPIC BOULEVARD AND BROADWAY SEWER REHABILITATION PHASE 2 - (WORK ORDER NOS. E6000515 AND E2002410)**

Recommendation(s)

Briefly state the recommendation(s) so that it reads as requests for actions to be taken by the Board. The reason for the recommendation is further explained in the discussion.

Recommendations are numbered, if there is more than one.

Do not begin the recommendations with “That your Board...”. Begin the sentence with a verb such as, “Authorize...”, “Execute...” or “Request...”

Use an acronym only after you have first spelled out what it stands for, and only if it is mentioned again in the report. For example, **Authorize the City Engineer to issue the transmitted Request for Qualifications (RFQ)...not Authorize the City Engineer to issue the transmitted RFQ.......** Do not use two lettered acronyms.

Transmittal(s)

A document referenced in a board report such as a Contract, Board Communication, Adopted Board Report, etc., is referred to as a transmittal.

If a report has been written as a result of a Communication from an individual or organization, the complete mailing address must be included in the report. See examples on the following page.
- Example 1: TRANSMITTAL


- Example 2: TRANSMITTALS


The following procedures will enable the reviewer of the report to better understand and identify the materials mentioned in the text.

1. Label each transmittal on the bottom lower right hand corner with the number by which it is referred to in the text of the board report.

2. Refer to the transmittals in the body of the report, indicating the number in parentheses. One reference is sufficient.

3. Number the transmittals in the sequence in which they are mentioned in the report.

4. One copy of every transmittal is required for most board reports. The electronic (e-copy) will also be submitted together with the board report. Refer to Figure 1, which lists the type of transmittals and the number of copies required to submit with the board report.

If the transmittals are too voluminous, contact the Board Report Unit for instruction.

Discussion

The Discussion section should include a complete description of the subject matter and should furnish the basis on which the recommendation is made. Provide some background information.

Fiscal Impact Statement (if applicable)

The Fiscal Impact Statement immediately follows the recommendation section of the report. The statement briefly summarizes the funding situation of the item in discussion. When referencing a funding source, you must include the name of the funding source (e.g. General Fund, Sewer Capital and Maintenance Fund). Fiscal Impact Statements are required on all board reports that are going to the Mayor and/or the City Council.
Status of Funding

The Status of Funding section, briefly describes the amount of required funding, should the recommendation(s) be adopted and approved, and this includes the pertinent fund name and the fund, department, and appropriation unit numbers (e.g., Sewer Capital and Maintenance Fund, Fund No. 761, Department No. 50, Appropriation Unit No. 50RX78). The section appears toward the end of the board report.

Various Types of Board Reports

The Board Report Unit maintains a compilation of various types of board reports which are available for reference as templates on the BOE Intranet, in the Forms Library Application. Assistance is available at (213) 485-4973 or 5084, or you may send an e-mail to Eng.Boardrpt@eng.lacity.org. (See Figure 2 to see a sample Board Report Template). A copy of the designated board template reference must be submitted with the hard copy report. If there is no specific template referenced, then an Interdepartmental Correspondence (IDC) must be submitted stating there was no corresponding template (See Figure 3).
Style and Heading for Board Report Drafts:

Board reports are prepared in draft form by Divisions/Districts/Groups. The reports are to be typed in:

Microsoft Word as follows:

- **Font:** Arial, 12-point
- **Line spacing:** Double space
- **Left/Right Margin:** 1-inch
- **Top/Bottom Margin:** 1-inch

See samples of draft (Figure 4) and final Board Reports (Figure 5).

**Heading:**

Examples of the heading of a Board Report are shown below beginning with Page 1, followed by the even and odd numbered pages.

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<th>Example 3 (Odd numbered pages):</th>
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</thead>
<tbody>
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<td>Bureau of Engineering Report No.</td>
<td>Page 2</td>
<td></td>
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**CD No.1**

**Body of the Report**

The body of a Board Report contains four main sections, the **SUBJECT** title of the report, **RECOMMENDATIONS**, **TRANSMITTALS** and **DISCUSSION**. [Type the four main sections in bold and in small caps.]

If the report includes **STATUS OF FUNDING**, type it at the end of the report. If the report includes a **FISCAL IMPACT STATEMENT** (See Figure 6), type the statement after **RECOMMENDATIONS**.
Introduction

In order to standardize the composition of a board report, board report templates were implemented. These templates were designed to assist in the consistency of each board report written. You can find these board report templates in the Forms Library of the BOE Intranet, under the heading, “Board Reports and Motions.”

Subject

The first item in the report is the subject. If the subject contains a project and a work order has been assigned, include the work order number at the end of the subject line. If the subject contains a street location, type the street number first and then the name of the street. Type the subject line in bold, title case with the exception of articles and prepositions that should be typed in small caps. However, remember to start the subject line with the title of the request followed by the project title (See Figure 5 for an example).

Recommendation(s)

Number the recommendations if there is more than one.

Fiscal Impact Statement (if applicable)

Fiscal Impact Statements are required on all board reports that are going to the Mayor and/or the City Council.

Transmittal(s)

If there is more than one transmittal, they should be numbered and listed separately.

Discussion

The next section is the discussion, which includes a complete description of the subject matter, and the basis on which the recommendation is made. All headers in this section are to be bold, italicized, arial font, with no space between the header and the body of the paragraph.

Status of Funding (if applicable)

This should include the Status of Funding for the project including the fund name and the fund, department, and appropriation unit numbers.

Signature Page of the Board Report

The information on the signature page will vary depending on the type of template used. However, the following items are normally included on the signature page of the report.
Approval Line

The initials of the reviewers who are responsible for approving the board report must be typed on the signature page of the report.

The initials are enclosed with parentheses and centered.

There should also be two spaces after the first parentheses, between initials, and before the closed parentheses.

The approval line begins with the initials of:

- The division/district manager or group manager of the division where the report originated.
- The Division Head of the Administration Division (mandatory).
- The Chief Deputy City Engineer or Deputy City Engineer.
- Any other bureau head representatives.

Report Reviewed By

After the approval line, double space and type “Report reviewed by:” on the left margin of the signature page.

The abbreviations of other divisions/districts, bureaus, or departments responsible for reviewing the draft should be typed in this section (See Figure 5, page 3).

Report Prepared By

After “Report reviewed by”, double space and type “Report prepared by:”. Again, double space and type the name of the division/district office that prepared the report. Double space and type the name of the division, or group manager of the division/district office. Next line, type the correct title of the division, district or group manager. Next line, type “Phone No.”, then the 10-digit phone number of the manager.

Signature Block

The signature block should be set at the 3.5 mark on the ruler bar. The complimentary close is “Respectfully submitted,” and the fifth space after that, the City Engineer’s signature block. If a joint board report, you should add “Bureau of Engineering” to City Engineer’s signature block. Also, for joint board reports, the appropriate signature blocks for heads of other bureaus are typed below the City Engineer’s signature block.
Bureau of Contract Administration, Office of Contract Compliance

When the Bureau of Contract Administration is named in a joint report, in addition to typing the Inspector of Public Works signature block, which should be located on the right margin, the report must also have a signature block for the Program Manager of the Office of Contract Compliance, which should be located on the left margin.

Office of Accounting (OOA)

When the OOA needs to approve the report but is not named in the joint board report, a signature block for the Director of the OOA must be included. This is also typed at the left margin of the report.

Other City Departments

If the report requires the signature of other departments, a signature block should also be included on the right margin of the report.

Writer’s Information

The writer’s information is the last to be entered on the left margin of the signature page. The font size should be 10-point. Note: The person listed as the writer must be at least at the civil service classification of Civil Engineer (7237) or higher. An Associate IV is considered equivalent to that level. In addition, it is recognized the writer is the person familiar with the subject matter and is able to answer questions about its content. However, the writer may have collaborated with, or designated another person to type the board report. Consultants should not be listed as a writer and a project manager’s name should not be listed on a contract award report.

For illustration, See Figure 7.
Division/District/Group Managers

Draft initials on all board reports must be provided by division/district managers and group managers responsible for reviewing and approving the contents of the reports. The first level to review the draft report is the division/district manager or group manager of the writer of the report. The writer must obtain the manager’s initials before forwarding the report to the Board Report Unit. Any report deemed to be a RUSH must be accompanied by an email granting approval from the division’s Deputy City Engineer.

Division Head of the Administration Division

The Division Head of the Administration Division reviews, approves and initials draft board reports before the Board Report Unit routes the report to a senior manager for approval.

Chief Deputy City Engineer and/or Deputy City Engineers

The division’s Chief Deputy City Engineer or Deputy City Engineer, approves and initials the draft reports, and reviews the reports in final before the Board Report Unit routes the report to the City Engineer for signature. When the draft has been approved by the overseeing Deputy City Engineer, the report will be scheduled for briefing with the overseeing Board Commissioner. A list of various group, division and/or district offices is provided on the following page for your reference.

City Engineer

The City Engineer approves and signs final board reports. Before forwarding joint board reports to other bureaus and/or departments to obtain signatures, the City Engineer must sign the report first. In the absence of the City Engineer, the Deputy City Engineers will sign the reports.

Joint Board Reports (Other Bureaus and/or City Departments)

Draft or final reports prepared by the BOE must be reviewed and approved by all levels in the BOE before the Board Report Unit forwards the report to other bureaus and/or departments.
Division/District/Group by Program

Clean Water Infrastructure Program
Environmental Engineering Division (EED)
Project Award & Control Division (PAC)
Prop O Clean Water Division (POB)
Survey Division (SUR)
Wastewater Conveyance Construction Division (WCC)
Wastewater Conveyance Engineering Division (WCE)

Development Services and Permits Program
Central District (CEN)
Harbor District (HAR)
Land Development & GIS Division (LGD)
Landside Access Modernization Project Division (LMP)
Permit Case Management Division (PCM)
Systems Division (SYS)
Valley District (VAL)
West Los Angeles District (WLA)

Finance and Administration Program
Administration Division (ADM)

Civic Center Development Program
Civic Center Development Division (CCD)

Mobility and Engineering Services Program
Environmental Management Group (EMG)
Geotechnical Engineering Group (GED)
Metro Transit Division (MTD)
Real Estate Division (RED)
Sixth Street Viaduct Division (SIX)
Street Improvement & Stormwater Division (SSD)
Structural Engineering Division (SED)

Public Buildings and Open Spaces Program
Architectural Division (ARC)
Bridge Improvement Division (BID)
Construction Management Division (CMD)
Convention Center Division (CCD)
Homeless Facilities & Special Projects Division (HFD)
LARiverWorks (LAR)
Streetcar Division (SCD)

Sidewalk and Complete Streets Program
Complete Streets Division (CSD)
Sidewalk Division (SWD)
OOA

Reports containing recommendation(s) implementation which requires new/additional funding must always have the OOA’s approval. See memorandum (See Figure 8).

The following items require the approval of OOA.

- Certain transfer of funds
- Availability of funds
- Refunds of monies collected or deposited with the department
- Transfer of bond funds under the jurisdiction of the Board
- Use of City funds in the financing of assessment projects
- Change Order of $100,000 or more
- Awards of contract (except assessment projects not involving City funds)

In some board reports, funding sources are provided by other departments, such as the Los Angeles Department of Transportation and Department of Water and Power. Signature block for funding approval should be provided accordingly, consistent to the department and/or other offices.

City Attorney

If necessary, City Attorney approvals must be obtained by the division/district/group where the board reports originated and stated in the report (See Figure 9). Contracts and/or agreements must provide sufficient space for the City Attorney’s approval, as well as for signatures of all parties, including at least three members of the Board.

Electronic-Mail (e-mail) Draft Approvals/Signatures

E-mail approvals of draft reports as a pdf file are acceptable. Approvals should be forwarded to the Board Report Unit, e-mail address: Eng.Boardrpt@lacitv.org.
Draft Board Reports

Writer

Before submitting the draft report to the Board Report Unit, the writer must ensure that the Signature Page of the report contains all the correct initials and signature blocks for other levels of review outside the BOE. This will avoid delays in the processing of the report.

The writer must also:

- Secure initials from the division/district/group manager where the report originated.
- Attach to the draft the complete set of transmittal(s) and attachment(s) to which reference is made in the report.
- Ensure that the electronic copy in compact disc form, email, or any other electronic form is virus free, and submit to Eng.Board@lacity.org.

If a board report needs to be RUSHED, a written approval from the division’s Deputy City Engineer must be submitted.

Board Report Unit

The Board Report Unit will log the draft into the database to obtain a tracking number, then, route the draft to the appropriate groups for review and approval.

If the report is a joint report, the Board Report Unit will send in a folder with a copy of the draft to the joint bureau after all levels of approval from BOE have been secured.

When the need for funding a project is indicated in the board report, the Board Report Unit will send via email a copy of the draft to the OOA.

Final Board Reports

After all required draft initials have been obtained, the Board Report Unit finalizes the report. The report is then forwarded to the respective Deputy City Engineer for final review, and then returned to the Board Report Unit for routing to the City Engineer for final signature.

If the report is a joint report, the City Engineer’s signature must be obtained first, before another bureau signs it.
Final Board Reports (Continued)

The Board Report Unit staff routinely hand carries the final report to obtain signatures. The division/district/group may also hand carry the report for signatures in rush situations, but the final process must be coordinated with the Board Report Unit. Please note that the Board does not accept board reports after the submittal deadline for a board meeting.

Late Board Reports

Items submitted “late”, (meaning before the agenda is out) due to an emergency basis will require a request to the Executive Officer from the City Engineer or the division’s Deputy City Engineer for consideration (See Figure 10).

Revision of Board Reports

A report (draft or final) that requires major revisions is returned to the division/district/group by the Board Report Unit. Revisions are re-routed as a revised draft report.

If a report only requires minor revisions, it will not be returned to the division/district/group as long as it does not change the recommendation section, or the overall content of the report.

Board Report Status

You can track the status of your board report by logging in to the BRTS at the BOE Intranet site. Enter your PaySR ID and E-time login password on the corresponding fields. Then, type in the report’s tracking number, or type in a keyword, usually part of the title of your board report. The user friendly BRTS will query for the report information. If a report remains without movement for more than 5 days, follow up on the board report with the Board Report Unit. In order to track the report, the coordinator will need the Reference Number provided to the originating office at the time the board report was entered into the system. If not, the following information will be useful: (1) the title of the report; (2) the division/district/group that prepared the report; and (3) the approximate date the report was sent to the Board Report Unit.
Board Meetings

The Board meets on Monday, Wednesday, and Friday mornings at 10:00 a.m. at 200 North Spring Street, Room 350, City Hall. Occasionally, in special circumstances, offsite meetings are held at night at a designated date and time and no Board meetings are scheduled on Holidays and week(s) of recess.

According to the Ralph Brown Act Amendment (the Brown Act), the board agendas must be posted at least 72 hours before the Board meeting. Therefore, in order to meet this requirement, board reports must be submitted to the Board 96 hours prior to the meeting. See copies of the memoranda regarding the Ralph Brown Act as amended (See Figures 11 and 12). Also see Calendar (See Figure 13).

Scheduling Board Reports for Board Meetings

The Board Report Unit will schedule reports for a meeting after all final signatures have been obtained and a briefing has been completed. If the writer requests to have a Board Report scheduled for a specific date, the date must be coordinated with the Board Report Unit, and must coincide with the Briefing Session date (See next page). The Board Report Unit submits all reports to the Board in a Board Package. Copies of the scheduled reports and transmittals are forwarded to the division/district/group managers and the writer by email.

Scheduling Board Reports for Board Hearings

A board report requires a hearing when a communicant’s request is denied or modified. The division/district that prepared the report is responsible for contacting the communicant to offer an opportunity to appear in person before the Board to present his/her case.

When all final signatures on the report have been obtained, the Board Report Unit will contact the Board to obtain hearing dates. The Board will generally provide the Board Report Unit with two dates for the communicant. The dates are usually scheduled two to three weeks in advance. However, a hearing of 30 days or later may be requested if the communicant needs more time. In such cases, the division/district notifies the communicant in writing.

- The Board Report Unit will advise the division/district/group to contact the communicant to inform them of the scheduled date, and if necessary, to reschedule.

- The division/district/group will notify the Board Report Unit of the preferred hearing date.

- If attempts to contact the communicant by phone are unsuccessful, the division/district/group will send an email advising the communicant of the hearing date.

The Board Report Unit and the writer should make sure there is a statement at the end of the report regarding the communicant’s attendance or nonattendance of the meeting.
Board Briefing

No agenda items will be scheduled until an overseeing Board Commissioner has been briefed on the subject. The briefing session with the BOE Commissioner Liaison is currently held on Wednesdays at 2:00 p.m. in the Board’s Large Conference Room No. 361Q at City Hall, 200 N. Spring Street, 3rd Floor. The representative of the originating division office will be requested to attend a briefing at the Board Office or send someone who is familiar with the subject matter.

The Board Report Unit emails scheduled board reports and motions for briefing every Thursday, no later than 11:00 a.m., for the next regular Wednesday briefing date, to the Board/Council Liaison, who will send an email and notify the writer of the scheduled briefing. Board Reports must be reviewed and approved by a Deputy City Engineer before they are scheduled for the next briefing date.

The Commissioner Liaison to the BOE should always be briefed on all Board items. A backup Commissioner is appointed as liaison to the BOE, and in most cases he/she would be the other Commissioner to be briefed in the absence of the BOE Commissioner Liaison. If both liaisons are briefed on the item, then no other Commissioners shall be briefed. In accordance with the Brown Act, no more than two Commissioners may be briefed on any item before it goes before the full Board. If neither Commissioner can be briefed, coordinate with the Board Report Unit and the Board/Council Liaison office. Some reports need an additional briefing with the Presiding Commissioner. Deputies will decide which reports go to that briefing.

Report to Management

The Board/Council Liaison, who is the representative for the BOE, prepares the Report to Management after every Board meeting and/or hearing. A copy of this report is emailed to all concerned division/district/group offices. See Figure 14 for a sample of the Report to Management form.
# Board Report Procedure

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<th>Board Report Procedure</th>
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<td>Office Services Section</td>
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## DISPOSITION OF BOARD REPORTS

### Adopted Board Reports

Adopted board reports are reports that have been approved by the Board (*See Figure 15)*.

### Continued Under Advisement

Board reports that are "Taken Under Advisement" are continued to another meeting. The Board designates the date the report will be continued (*See Figure 16)*.

### Withdrawn or Cancelled Board Reports

If a board report is withdrawn or cancelled, it will be pulled prior to the Board meeting. The original report will be forwarded to the Board Report Unit of the Administration Division, who will return the original report to the originating office. The division/district/group must notify the Board Report Unit when a report is to be withdrawn or cancelled. (If rescheduled, the report must be processed as a new draft report with a new date and number - *See Figure 17*)

### Amended Board Reports

If a board report requires a correction after it has been submitted to the Board, the Board Office will make the correction, note the change with an asterisk, and type "Amended" on the first page of the report. The Board Report Unit will reschedule the report using the original date and number. *See Figure 18* for a sample of an amended report.

### Pending Board Reports

If there is a need to hold the board report from further processing, the division/district/group must provide written instructions by email to the Board Report Unit. The Board Report Unit will hold the report until further instruction. Also, if the Board Report Unit needs to hold the report for some reason, the division/district/group will be notified.

### Official Board Reports (Stamped)

A copy of the adopted, referred, or taken under advisement board reports will be forwarded to the Letter Files Unit within five to seven working days after the Board meeting. The disposition of the report will be inputted in the BRTS by the Board Report Unit.

The stamped "adopted" copy of the board report is then re-uploaded to the BRTS in five to seven days, after it is received.

Once uploaded, a user may log on to the BRTS to obtain a stamped adopted copy online.
Usage Guidelines for Motions

The Bureau of Engineering’s practice is to use Board Reports on items being presented to the Board. Board Reports include a detailed discussion on the item for which Board action is recommended.

A Board Motion is appropriate when the context of the item is administrative in nature. Below is a list of items for which a Motion may be used:

- Extend Bid Date
- Revise Funding
- Reject Bids
- Correct Contract Number
- Revise City Engineer’s Estimate
- Award Construction Order - Emergency Contract*

*While the Board policy allows the use of motions to award construction orders for the PQOC Geotechnical/Structural Contractors List and the Emergency Sewer and Storm Drain Repair Program (Refer to Board Report Nos. 07-2011-0146 and 02-2015-0020), when time permits, a Board Report is to be used to award such construction orders.

The use of a Motion may be appropriate under other circumstances with the consultation and approval by the appropriate Deputy City Engineer. (See Figure 19 for a sample of a motion).
Board Communications are requests from the public that require a response from the BOE. Communications are referred by the Executive Officer of the Board. A sample of a letter and referral sheet is provided (See Figure 20).

The Board issues a Board Communication number and attaches a Referral Sheet with a manila backing to the letter. The Referral Sheet will include the communicant's name, reply date, and the type of reply or action desired.

The Board Report Unit assigns the Board Communication to the appropriate office for a reply. When a Referral Sheet indicates a board report is necessary to reply, the appropriate office must prepare a draft board report that must include the original communication in the Transmittal Section, and indicate the communication number, name, and date on the report.

The Referral Sheet will indicate a due date. If unable to reply within the specified time, call the Board Report Unit at (213) 485-4973 or 5084 for an extended date, which the Board will issue.

All other type of replies requested, including copies of letters, should be sent along with the original Board Communication to the Board Report Unit.
Preparing Board Reports and Motions for Uploading

Board Reports and Motions must be submitted to the Board Report Unit in Microsoft Word and the Transmittal(s) in PDF format. When the board report(s) and motion(s) are finalized, the Board Report Unit will prepare the electronic reports/motions to enter into the BOE BRTS.

The documents are then placed in the designated server directory to allow the Board Office to retrieve and process the documents. The Office will link the Board Reports, Transmittals and Motion(s) to the Agenda and post them on the Internet.

To view the Board Reports, Transmittals, and Motions, access the Intranet/Internet Agendas and Journals at http://boe.lacity.org/dpw/ebreports/index.cfm?fuseaction=public.agenda (See Figure 21).

Board Report Processing Flow Chart

A Board Report Processing Flow Chart is provided for your information and references (See Figure 22).

How to Look for a Board Report in the BRTS

The BRTS is available as a link from the BOE Intranet homepage. You will be surprised how quickly you can access information on both Board Reports in process and final copies of approved Board Reports by simply logging onto the system using your PaySR ID and E-Time password. You can do a simple search by putting in a keyword, or select “Go to Advance Search” to get a full complement of selection criteria. For further information, or to arrange for a demo, contact Fatima Robinson, Office Services Section, Administration Division, at (213) 847-0689 or at fatima.robinson@lacity.org.
<table>
<thead>
<tr>
<th>Figure No.</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Example of Transmittals and Number of Copies Required</td>
<td>22</td>
</tr>
<tr>
<td>2</td>
<td>Sample Board Report Template</td>
<td>23</td>
</tr>
<tr>
<td>3</td>
<td>Sample IDC (No Template)</td>
<td>24</td>
</tr>
<tr>
<td>4</td>
<td>Draft Board Report</td>
<td>25</td>
</tr>
<tr>
<td>5</td>
<td>Final Board Report</td>
<td>26</td>
</tr>
<tr>
<td>6</td>
<td>Fiscal Impact Statement Board Report</td>
<td>27</td>
</tr>
<tr>
<td>7</td>
<td>Illustration and Comment Boxes</td>
<td>28</td>
</tr>
<tr>
<td>8</td>
<td>Memo from the OOA regarding Source of Funds Approval Requirement on Board Reports</td>
<td>29</td>
</tr>
<tr>
<td>9</td>
<td>City Attorney Approval Sample</td>
<td>30</td>
</tr>
<tr>
<td>10</td>
<td>96-hours Board Item Submittal Deadlines</td>
<td>31</td>
</tr>
<tr>
<td>11</td>
<td>Ralph M. Brown Act Amendments, from the City Clerk</td>
<td>32</td>
</tr>
<tr>
<td>12</td>
<td>Ralph M. Brown Act Amendments, from the Board</td>
<td>33</td>
</tr>
<tr>
<td>13</td>
<td>Calendar of Board Meetings and Board Report Due Dates</td>
<td>34</td>
</tr>
<tr>
<td>14</td>
<td>Report to Management</td>
<td>35</td>
</tr>
<tr>
<td>15</td>
<td>Adopted Board Reports</td>
<td>36</td>
</tr>
<tr>
<td>16</td>
<td>Continued Under Advisement Board Report</td>
<td>37</td>
</tr>
<tr>
<td>17</td>
<td>Continue, Withdraw, or Special Agenda</td>
<td>38</td>
</tr>
<tr>
<td>18</td>
<td>Amended Board Reports</td>
<td>39</td>
</tr>
<tr>
<td>19</td>
<td>Sample Motion</td>
<td>40</td>
</tr>
<tr>
<td>20</td>
<td>Board Communication Referral Sheet from the Board Office</td>
<td>41</td>
</tr>
<tr>
<td>21</td>
<td>Website of the Agendas and Journals</td>
<td>44</td>
</tr>
<tr>
<td>22</td>
<td>Board Report Processing Flow Chart</td>
<td>43</td>
</tr>
</tbody>
</table>
Example of Transmittals and Number of Copies Required
Examples of Transmittals and Number of Copies Required to Submit,
Together with the Electronic File for Each

Transmittals
Personal Services Contract
Agreement Amendments
Contracts
Cash Contract Extension
Bar chart/Graphics
Adopted Board Reports
Negative Declaration Mitigated Monitoring Program
Any Other Transmittals for Commissioner Review

Copies
(1) Original Board Report + transmittals
(1) Copy of Board Report + transmittals
(1) Copy of Board Report without transmittals
Sample
Board Report Template
Department of Public Works

Bureau of Engineering
Insert_Dept_or_Agency
Joint Report No. Board_Report_Unit_(BRU)_will_insert_no.

BRU_will_insert_date
CD No. "Insert_CDs_affected_or_All"

**INSTRUCTIONS ON HOW TO USE THE BOARD REPORT TEMPLATE**

1. **Gray Areas:** Click inside the gray shaded areas to type the required text.
2. **Red Areas:** Delete the Red instructions once they have been read. Report writer needs to determine if they apply to the specific project.
3. **Italicized Areas:** Areas that are italicized are instructions or examples and are included as a reference.Italicized areas should be deleted before printing the Board Report.

**Note:** Do not change the template revision date (at the bottom of the last page.)

REQUEST FOR AUTHORITY TO EXECUTE A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE BUREAU OF ENGINEERING (BOE) AND INSERT_Dept_or_Agency FOR INSERT_Type_of_Services SERVICES ON THE INSERT_Project_Name_or_Program - WORK ORDER NO. INSERT_Work_Order_No

**RECOMMENDATIONS**

1. Approve the qualification of the Insert_Dept_or_Agency to perform the Insert_type_of_services services necessary to complete Insert_project_name and assign this work to them in the amount of $Insert_amount.

2. Delegate signature authority to the City Engineer to execute the MOU between the Department of Public Works (DPW), BOE and Insert_Dept_or_Agency for this work.

**TRANSMITTAL**

Copy of the draft MOU between the BOE and Insert_Dept_or_Agency.

**FISCAL IMPACT STATEMENT**

Provide_a_brief_description_of_the_fiscal_impact_of_funding_this_project.

[Example: There is no direct impact to the General Fund. Funding shall come from Capital Improvement funds.]

**DISCUSSION**

**Background**

Provide_a_description_of_the_project_and_the_need_for_the_MOU.

[Example: An existing slope adjacent to a residence located at 5041 Medina Road is creeping downhill and blocking 3 to 4 feet of roadway. This project includes providing a
Joint Report No. BRU_will_insert_no.

Page 2

reinforced concrete retaining wall, approximately 120 feet long and 5 to 8 feet high to secure the slope and remove the roadway blockage.

Council Motion 07-1788 was adopted by the City Council on June 13, 2007, to transfer $370,000 from Fund No. 206 Special Gas Tax to General Services Department (GSD) City Forces Construction Salaries and Construction Materials and Supplies accounts. Further Council Action will be required to transfer the balance of $219,748 for GSD to complete this work. The Medina Road Retaining Wall at House No. 5041 will be constructed by GSD.

City Engineer’s Recommendation
Provide the agency's past experience and the benefits of approving the MOU.
[Example: GSD has provided construction services to the Street Program in the BOE on previous projects. The construction of the Medina Retaining wall needs to be completed soon due to the nature of the failure of existing slope in a residential area. GSD can complete this project without the potential problems of increased labor and material costs.]

STATUS OF FUNDING

Describe the funding available for this project and any special conditions.
[Make sure to identify those funds which have already been transferred by Council approval and which still require approval to be transferred.]
[Example: The Medina Road Retaining Wall is a Capital Improvement Project funded through the gas tax under the Capital Improvement Expenditure Plan.]

The following funding has been verified and approved by the Director of the Office of Accounting subject to the conditions described above:

<table>
<thead>
<tr>
<th>Fund No.</th>
<th>Account No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert Fund No</td>
<td>Insert Account No</td>
<td>$xxx,xxx</td>
</tr>
<tr>
<td>Insert Fund No</td>
<td>Insert Account No</td>
<td>$xxx,xxx</td>
</tr>
<tr>
<td>Insert Fund No</td>
<td>Insert Account No</td>
<td>$xxx,xxx</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$xxx,xxx</strong></td>
</tr>
</tbody>
</table>

( RMK Insert_other_initials_as_appropriate )

Report reviewed by: Respectfully submitted,

BOE (ADM) Insert_initials_for_divs/depts_revising_report

Report prepared by:

Insert_Program/Dept_Name

Gary Lee Moore, PE, ENV SP
City Engineer

[If joint report, insert]
Department of Public Works
Bureau of Engineering
Insert_Dept_or_Agency
Joint Report No. BRU_will_insert_no.

BRU_will_insert_date
Page 3

Insert_Program_Manager_Name
Insert_Title
Phone No. Insert_Phone_No.

Statement as to Funds approved by:

________________________________________
Victoria A. Santiago, Director
Office of Accounting
Date: ____________

Board_Report_Unit_will_insert_Document_No.

Questions regarding this report may be referred to:
Insert_Name_of_Civil_CM/PM/Architect, Insert_Title
Phone No. Insert_Phone_No.
E-mail: Insert_E-mail_Address

Form Revised: 07/08/14
Sample of an IDC
(No Template)
Date: December 17, 2015
To: Board Report Unit, Office Services Section
From: Michael Sarullo, Division Engineer Environmental Engineering Division

Subject: ON-CALL CONTRACTS FOR EMERGENCY REPAIR SERVICES AND CONSTRUCTION OF URGENT NECESSITY PROJECTS AT THE CITY'S WASTEWATER TREATMENT PLANTS AND OTHER WASTEWATER FACILITIES

Currently, the BOE Forms Library/Board Reports does not provide a template for authorization to extend an existing emergency contract.

Thank you for processing this Board Report.
<table>
<thead>
<tr>
<th>Administration Division</th>
<th>Board Report Procedure</th>
<th>July 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Services Section</td>
<td>FIGURE 4</td>
<td></td>
</tr>
</tbody>
</table>

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Draft Board Report
Department of Public Works
Bureau of Engineering
Report No.

CD Nos. All

REQUEST FOR AUTHORITY TO CHANGE THE CONSULTANT NAME FOR PRE-QUALIFIED ON-CALL GEOTECHNICAL AND ENVIRONMENTAL CONSULTANT SERVICES, CONTRACT NO. C-121562, FROM FUGRO CONSULTANTS, INC. TO FUGRO USA LAND, INC.

RECOMMENDATION

Authorize the City Engineer to instruct the Controller’s Office to update their payment records to reflect the consultant name change from Fugro Consultants, Inc., to Fugro USA Land, Inc.

TRANSMITTALS

1. Copy of a letter dated March 16, 2017, from Fugro USA Land, Inc. regarding their name change.

2. Copy of Fugro USA Land, Inc.’s W-9 form.

DISCUSSION

The consulting firm formerly known as Fugro Consultants, Inc., currently has a contract with the Bureau of Engineering (BOE) under the authority of the Board of Public Works
Report No.

Page 2

(Board). The Board approved the contract on December 7, 2012, and the contract expires on December 6, 2017.

Pursuant to the contract, all terms of the contract shall remain in effect and enforceable without modifications. However, it is necessary to change the name officially with the City Controller's Office for payment purposes. The consultant's tax payer identification number will remain the same. All future and general correspondence should be revised to reflect the name change.

The new name and mailing address are as follows:

Fugro USA Land, Inc.
5855 Rickenbacker Road
Commerce, CA 90040

FISCAL IMPACT STATEMENT

There is no impact to the General Fund.

( PJS RMK ALM )
Department of Public Works
Bureau of Engineering
Joint Report No. BRU_will_insert_No.

BRU_will_insert_date
Page 3

Report reviewed by: Respectfully submitted,

BOE (ADM)

Report prepared by: Gary Lee Moore, PE, ENV SP

Geotechnical Engineering Group City Engineer

Patrick J. Schmidt, PE, GE
Acting Group Manager
Phone No. (213) 847-0535

PJS/EF/

Questions regarding this report may be referred to:
Easton Forcier, Geotechnical Engineer I
Phone No. (213)847-0476
E-mail: Easton.Forcier@lacity.org
<table>
<thead>
<tr>
<th>Administration Division</th>
<th>Board Report Procedure</th>
<th>July 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Services Section</td>
<td>FIGURE 5</td>
<td>Page 26 of 43</td>
</tr>
</tbody>
</table>

Final Board Report
REQUEST FOR AUTHORITY TO REVISE THE SOLE SOURCE TASK ORDER SOLICITATION (TOS) NO. 10 TO AECOM TECHNICAL SERVICE, INC. (AECOM), CONTRACT NO. C-129645, FOR DESIGN SUPPORT SERVICES DURING BID AND AWARD AND CONSTRUCTION FOR THE ARGO DRAIN SUB-BASIN FACILITY PROJECT (ARGO PROJECT) - WORK ORDER NO. EW40067D

RECOMMENDATION

Authorize the City Engineer to issue a revision of TOS No. 10 to AECOM, Contract No. C-129645, increasing the budget authority from $601,989 to $849,915, for design support services during bid and award and construction phases.

TRANSMITTALS

1. Copy of the Bureau of Engineering (BOE) Report No. 1, adopted on October 28, 2013, authorizing the award of Sole Source TOS No. 13 to AECOM, Contract No. C-120714, from the Pre-Qualified On-Call (PQOC) Consultant List, to provide pre-design, design, and design support services during construction for the Argo Project, in the amount of $2,750,000.

2. Copy of the BOE Report No. 4, adopted on July 12, 2017, authorizing the City Engineer to issue a Sole Source TOS No. 10 to AECOM, Contract No. C-129645, to provide design support services during the bid and award, and construction phases for the Argo Project, for the unspent balance from TOS No. 13 in the amount of $601,989.


4. Copy of the motion adopted on February 7, 2018, adjusting funding source to TOS No. 10, Contract No. C-129645, for design support services during bid and award, and construction phases by AECOM.

DISCUSSION

Background

On October 28, 2013, the Board of Public Works (Board) authorized the City Engineer to issue Sole Source TOS No. 13 to AECOM, Contract No. C-120714 (Transmittal No. 1) from the PQOC Wastewater and Environmental Engineering Services Consultant List to provide pre-design, design, and design support services during construction for the Argo Project, with a budget authority of $2,750,000 including contingency. Contract No. C-120714 expired on July 12, 2017 with a remaining balance of $601,989 from TOS No. 13.

In December 2014, the Bureau of Sanitation and the Los Angeles World Airports (LAWA) signed an Argo Project Memorandum of Understanding (MOU), which included increasing the project size to accommodate additional LAWA stormwater flow, and added $7 million of LAWA funding. In January 2015, the Proposition O Administrative Oversight Committee (AOC) approved the larger project, and approved resuming design work.
On July 12, 2017, the Board approved a request to issue Sole Source TOS No. 10, Contract No. C-129645, to AECOM to continue design support services during the bid and award, and construction phases of the Argo Project (Transmittal No. 2) for the remaining balance of $601,989 from TOS No. 13. On February 7, 2018, the Board approved a motion authorizing funding source adjustment to TOS No. 10, Contract C-129645, for design support services during bid and award and construction phases by AECOM (Transmittal No. 4).

The Argo Project construction contract was advertised on July 28, 2017, and six bids were received on September 20, 2017, with a range of 44 percent to 83.5 percent higher than the City Engineer's estimate. The BOE sought and obtained additional construction funding from the Proposition O AOC and from the LAWA, resulting in a longer bid and award phase. The Board awarded the construction contract on July 11, 2018, for an amount of $35,810,500 to OHL USA, and issued the Notice-to-Proceed on September 10, 2018.

The original budget authority for TOS No. 13 was based on the pre-design work completed in 2013. The TOS budget increase of $247,926 provides a reasonable increase to the previous budget for the already completed design support during the extended bid and award phase, and upcoming design support during construction. Additional design services identified included a methane mitigation system, a clarifier drain line, archaeologist and paleontologist assessment and monitoring, and renewal of all building permits. This proposed TOS budget increase has been reviewed by the project team and found to be reasonable and have merit.

The following table summarizes the anticipated additional consultant services needed for this task order to complete the project:

<table>
<thead>
<tr>
<th>No.</th>
<th>Task</th>
<th>Increase Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LADBS Plan Renewal</td>
<td>$ 13,775.00</td>
</tr>
<tr>
<td>2</td>
<td>Additional Bid and Award Engineering Support</td>
<td>$ 31,311.00</td>
</tr>
<tr>
<td>3</td>
<td>Added Design of Clarifier Drain Line</td>
<td>$ 6,047.00</td>
</tr>
<tr>
<td>4</td>
<td>Archaeologist and Paleontologist Support and Monitoring</td>
<td>$105,793.00</td>
</tr>
<tr>
<td>5</td>
<td>Contingency</td>
<td>$ 80,000.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$247,926.00</strong></td>
</tr>
</tbody>
</table>

**Business Inclusion Program (BIP)**

This TOS will be subject to the BIP requirements. The City of Los Angeles has set anticipated participation levels of 15 percent for Minority Business Enterprise (MBE), 4 percent for Women Business Enterprise (WBE), 20 percent participation for Small Business Enterprise (SBE), 4 percent participation for Emerging Business Enterprise (EBE), and 2 percent participation for Disabled Veteran Business Enterprise (DVBE). For this TOS, the consultant is pledging an MBE participation level of 3.59 percent, and a WBE participation level of 11.73 percent.

On the previous TOS No. 13, for the spent amount of $2,171,984, AECOM achieved participation levels of 10.85 percent MBE, 4.90 percent WBE, and 18.13 percent OBE.
Department of Public Works
Bureau of Engineering
Report No. 1

March 1, 2019
Page 3

The following MBE, WBE, SBE, and OBE firms are proposed to be utilized by the consultant:

**Gender/Ethnicity Codes:**

- AA = African American
- APA = Asian Pacific American
- NA = Native American
- M = Male
- HA = Hispanic American
- SAA = Subcontinent Asian American
- C = Caucasian
- F = Female

<table>
<thead>
<tr>
<th>Subconsultant</th>
<th>Gender/ Ethnicity</th>
<th>MBE/WBE/ OBE</th>
<th>(%) of Base Task</th>
<th>Task Order Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geosyntec Consultants</td>
<td>M/C</td>
<td>OBE</td>
<td>6.49%</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>MBI Media</td>
<td>F/C</td>
<td>WBE/SBE</td>
<td>8.98%</td>
<td>$ 69,146</td>
</tr>
<tr>
<td>Ninyo &amp; Moore</td>
<td>M/HA</td>
<td>MBE</td>
<td>1.69%</td>
<td>$ 13,000</td>
</tr>
<tr>
<td>SHAPPHOS Environmental</td>
<td>F/C</td>
<td>MBE</td>
<td>1.06%</td>
<td>$ 8,127</td>
</tr>
<tr>
<td><strong>Total MBE Participation</strong></td>
<td></td>
<td></td>
<td>2.75%</td>
<td>$ 21,127</td>
</tr>
<tr>
<td><strong>Total WBE Participation</strong></td>
<td></td>
<td></td>
<td>8.98%</td>
<td>$ 69,146</td>
</tr>
<tr>
<td><strong>Total SBE Participation</strong></td>
<td></td>
<td></td>
<td>8.98%</td>
<td>$ 69,146</td>
</tr>
<tr>
<td><strong>Total EBE Participation</strong></td>
<td></td>
<td></td>
<td>0.00%</td>
<td>$ 0</td>
</tr>
<tr>
<td><strong>Total DVBE Participation</strong></td>
<td></td>
<td></td>
<td>0.00%</td>
<td>$ 0</td>
</tr>
<tr>
<td><strong>Total OBE Participation</strong></td>
<td></td>
<td></td>
<td>6.49%</td>
<td>$ 50,000</td>
</tr>
<tr>
<td><strong>Subtotal Subconsultant Participation</strong></td>
<td></td>
<td></td>
<td><strong>18.22%</strong></td>
<td><strong>$140,273</strong></td>
</tr>
<tr>
<td>Prime Participation</td>
<td>81.78%</td>
<td></td>
<td></td>
<td>$629,642</td>
</tr>
<tr>
<td>Initial Base Task</td>
<td><strong>100.00%</strong></td>
<td></td>
<td></td>
<td><strong>$769,915</strong></td>
</tr>
<tr>
<td>Contingency</td>
<td></td>
<td></td>
<td></td>
<td>$ 80,000</td>
</tr>
<tr>
<td><strong>Total Task Order Budget Authority</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$849,915</strong></td>
</tr>
</tbody>
</table>

The following is a summary of the subconsultant utilization pledged by the consultant by business enterprise:

<table>
<thead>
<tr>
<th>Total Subconsultant Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pledged</td>
</tr>
<tr>
<td>(%) of Base Task</td>
</tr>
<tr>
<td>( ) Amount</td>
</tr>
</tbody>
</table>

**Contractor Performance Evaluation**

In accordance with Division 10, Chapter 1, Article 13 of the Los Angeles Administrative Code, the appropriate City personnel responsible for the quality control of this personal services contract shall submit contractor performance evaluation reports to the Bureau of Contract Administration and Special Research and Investigation Section, upon termination of the contract.
STATUS OF FUNDING

The total funding for this task order is not-to-exceed $849,915. The additional funding required for the revised task order totaling $247,926 is available as shown in the table below:

<table>
<thead>
<tr>
<th>Fund Source</th>
<th>Dept. No.</th>
<th>Fund No.</th>
<th>Appropriation Unit No.</th>
<th>Original Amount</th>
<th>Increase</th>
<th>Revised Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Improvement Expenditure Program</td>
<td>54</td>
<td>100</td>
<td>00M210</td>
<td>$573,706</td>
<td></td>
<td>$573,706</td>
</tr>
<tr>
<td>Proposition O</td>
<td>50</td>
<td>16T</td>
<td>50LWAF</td>
<td>$28,283</td>
<td>$247,926</td>
<td>$276,209</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>$601,989</td>
<td>$247,926</td>
<td>$849,915</td>
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The City's liability under these contracts shall only be to the extent of the present City appropriation to fund the contracts. However, if the City shall appropriate funds for any succeeding years, the City's liability shall be extended to the extent of such appropriation, subject to the terms and conditions of the contract.

(CAF RMK KRR)

Report reviewed by: BOE (ADM)

Report prepared by: Prop O Bond Division

Andy Flores, PE
Assistant Division Engineer
Phone No. (213) 485-4496

Statement as to Funds approved by:

Victoria A. Santiago, Director
Office of Accounting
Fund Ref. 16T/50/50LWAF/$247,926
Date: 2/14/2019

AF/AW/12-2018-0236.POB.mel

Questions regarding this report may be referred to:
Allen Wang, Project Engineer
Phone No. (213) 847-0345
E-mail: Allen.Wang@lacity.org

Respectfully submitted,

Gary Lee Moore, PE
City Engineer
Fiscal Impact Statement Board Report
FIGURE 6

Department of Public Works

Bureau of Engineering
Report No. 5

May 22, 2017
CD Nos. All

LOS ANGELES REGION IMAGERY ACQUISITION CONSORTIUM DATA REFRESH (LARIAC5) PROJECT

RECOMMENDATIONS

1. That the Board of Public Works:

   a. Adopt this report authorizing the City Engineer to pay the County of Los Angeles (County) for the acquisition of aerial imagery and associated products as a member of the County-wide LARIAC5 Project.

   b. Submit to the City Council this report and recommendations for their consideration.

2. That the City Council, subject to the approval of the Mayor:

   a. Authorize the City Engineer, or designee, to execute the Participant Agreement with the County on behalf of the City of Los Angeles (City) and pay to the County $705,995 for the acquisition of imagery and associated products from the County-wide LARIAC5 Project;

   b. Approve funding from the Development Services Trust Fund (DSTF) Fund No. 58V, Department No. 08 for participation in the County-wide LARIAC5 Project and Appropriately a total of $56,000 to a new account entitled LARIAC5 Project;

   c. Approve funding in the amount of $54,995 from Fund No. 100, Department No. 78, Appropriation Unit No. 003040 for the Bureau of Engineering's (BOE) participation in the County-wide LARIAC5 Project; and

   d. Request the Controller to transfer as soon as possible, the following amounts from the DSTF, City Departments and Bureaus identified below, totaling $705,995 from various departmental accounts to the new account in the Public Works Trust Fund (PWTF) No. 834, Department No. 50, entitled LARIAC5 Project, so that the BOE can make full payment to the County for the LARIAC5 Project:
Report No. 5
Page 2

From:

<table>
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<tr>
<th>Department Name</th>
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To: PWTF No. 834, Department No. 50, Appropriation Unit No. To Be Determined (TBD), $705,995

3. Request all the General Managers or their designees of the various City Departments and Public Works Bureaus identified in Recommendation No. 2 above to complete the transfer of funds as soon as possible, in coordination with the Controller’s Office.

4. Authorize the Controller to make any technical accounting corrections, if necessary, to effectuate the intent of the City Council Action.

5. Authorize the City Engineer, or designee, to execute a Letter of Intent to participate in the next LARIAC phase on behalf of the City, approving in concept the City’s participation in the LARIAC6 project subject to subsequent Council and Mayoral approval of funding for LARIAC6.

**FISCAL IMPACT STATEMENT**

This proposed expenditure complies with the City’s Financial Policies in that available current year balances will be used to support this one-time cost. Furthermore, the proposed special fund financing conforms to the requirements set forth in the respective special fund ordinances.
Department of Public Works
Bureau of Engineering
Report No. 5

May 22, 2017
Page 3

TRANSMITTAL

Copy of the unsigned Participant Agreement for LARIAC5.

DISCUSSION

The LARIAC is a legal entity formed by County, consisting of many cities within the County, such as Los Angeles, Long Beach, and Glendale, which pools participant resources to obtain aerial photographic imagery, elevation contour lines, building footprints and other data to benefit both the individual cities and the entire County. In the City, several departments used the digital terrain and digital aerial image data acquired through the LARIAC1 project in 2006, LARIAC2 project in 2008, LARIAC3 project in 2010 and the LARIAC4 project in 2013. The LARIAC imagery data is updated every two to three years.

This aerial imagery data is shown on the Department of City Planning’s Zone Information and Map Access System, and the BOEs NavigateLA web application. In addition, the DBS uses the aerial images in conjunction with existing geographic information system (GIS) data for inspection activities, parcel research, plan check, and for processing building permits. The LAPD, LAFD, POLA, LAWA, DWP and LASAN use the GIS data for maps and analysis that can be used for planning, emergency management and response, and construction purposes.

Funding of $705,995 is now needed to update the data as part of the LARIAC5 Project given the industry standard to refresh aerial image and GIS data every two years for construction and development activities. The contributions of participating cities are calculated based on the individual city’s geographic area and population as established by the original LARIAC Project, and approved by the Mayor and Council (C.F. Nos. 06-0445 and 09-0565). The City’s participation is memorialized through a Memorandum of Agreement with the County. It is requested that the City Engineer be authorized to sign the Participation Agreement approving the City’s participation in the LARIAC5 Project and remit payment on behalf of the City.

The total County-wide cost of the LARIAC5 Project is $4.2 million. The City’s contribution of $705,995 would come from various benefiting departments and the DSTF, as follows:
At this time, Council approval of the funding is required along with the corresponding fiscal transfers so that the payment for the City’s participation in LARIACos Project can be made. Funding from each of these sources is available as enumerated in the above table, with the exception of an appropriation of $56,000 from the DSTF for which Council approval is requested. The funding from the various sources of funds will be transferred to the Public Works Trust Fund LARIAC 5 Project account to provide one centralized payment to the County.

The DSTF receives revenue from a 3 percent surcharge on all transactions that occur at the City’s constituent Development Services Centers (formerly Construction Services Centers), also known as the One-Stop Centers (One-Stops). Expenditures from the DSTF must be made to support or enhance the quality of services at the One-Stops. The up-to-date aerial image and GIS data provided by the LARIAC5 Project will ultimately reduce costs to permit applicants at the One-Stops by reducing map errors and avoiding unnecessary and costly physical location inspections. County-wide image data that covers the City’s boundaries with the County and other municipal jurisdictions enables permit processing for construction projects that are at or near City boundaries to be completed by City staff with minimal consultation with the boundaries-in-common jurisdiction authorities, resulting in a more efficient permit processing service at the One-Stops. Use of this new GIS data as a shared core database will allow City departments to be more productive by working with the same set of base image data. This approach will also reduce errors and waiting time for permit applicants. Funding was previously approved from the trust fund for the City’s participation in the LARIAC4 project.

The LARIAC imagery data is updated approximately every two years. Anticipating continual cooperation with the County, we request authorization for the City Engineer, or designee, to execute a Letter of Intent to participate in the next LARIAC project phase on behalf of the City, approving in concept the City’s participation in the LARIAC6 project subject to subsequent Council and Mayoral approval of funding for LARIAC6 when it occurs.
Department of Public Works
Bureau of Engineering
Report No. 5

May 22, 2017
Page 5

( EY RMK TA )

Report reviewed by: BOE (ADM)

Report prepared by: Land Development and GIS Division

Edmond Yew, PE
Division Engineer
Phone No. (213) 482-7120

Statement as to Funds Approved by:

Victoria A. Santiago, Director
Office of Accounting
Fund Ref: 508/50/50NX82/$40,000
100/78003040/$54,995

Date: 4/17

Respectfully submitted,

Gary Lee Moore, PE, ENV SP
City Engineer

Questions regarding this report may be referred to:
Veronica Buenrostro, SR. MA I
Phone No. (213) 482-7127
E-mail: Veronica.Buenrostro@acity.org

EYVB/04-2017-0071.LGD.klc
Illustration and Comment Boxes
Illustration of a Board Report

Department of Public Works
Bureau of Engineering
Report No.
XXXXXX 00, 2004
CD No. 0

NORTH OUTFALL SEWER – EAST CENTRAL INTERCEPTOR SEWER (NOS-ECIS) PROJECT (RIGHT-OF-WAY MAP NO. 33088), PARCEL 1-02-02.2, W.O. NO. E2001434

RECOMMENDATION

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

DISCUSSION

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TRANSMITTAL

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

STATUS OF FUNDING

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

( UJ RMK ALM♂)

Report Reviewed by:
BOE (ADM) ← Respectfully submitted,

Report prepared by:
Real Estate Division
Uriel Jimenez
Chief Real Estate Officer II
Phone No. (213) 647-6890

Statement as to Funds Approved by:

Victoria A. Santiago, Director
Office of Accounting
Fund Ref:
Date: ____________

FVIA/P

Questions regarding this report may be referred to:
Augusto Parcero, Senior Real Estate Officer
Phone No. (213) 203-0800
E-mail: Augusto.Parcero@acity.org

Numbered if more than one Recommendation.
Numbered if more than one Transmittal.
Initial line includes only authoring Division/District Engineer; Division Head; Administration Division Head; Deputy City Engineer; and other Assistant Bureau Head if a joint report.
Staff level review for other Divisions, Districts, Bureaus, and Departments.

Writer's Information
Memo from the OOA regarding Source of Funds Approval Requirements on Board Reports
DATE: June 29, 2000

TO: C. Bernard Gilpin, Director
    Bureau of Contract Administration
    Vitaly B. Trojan
    City Engineer

    Richard Jaramillo, Director
    Bureau of Street Lighting
    Judith A. Wilson, Director
    Bureau of Sanitation

    James A. Gibson, Secretary
    Board of Public Works
    Gregory L. Scott, Director
    Bureau of Street Services

    William P. Weeks, Director
    Bureau of Management-Employee Services

FROM: Craig V. Bloomquist, Director
      Bureau of Accounting

RE: SOURCE OF FUNDS APPROVAL REQUIRED ON BOARD REPORTS

In 1992, a number of accounts payable and related improvement suggestions were discussed by the Departmental Accounts Payable Task Force, chaired by Commissioner John W. Murray, Jr. One suggestion was to eliminate the "Source of Funds Approved" approval block, signed by a Bureau of Accounting employee on final Board reports, provided approval was received on a draft report. Consensus on this suggestion was not reached primarily because of concerns of funding availability changes between draft and final Board report dates. This suggestion was not approved.

The purpose of this memo is to reiterate that the "Source of Funds Approved" approval block, signed by an authorized Bureau of Accounting employee is still required on both draft and final Board reports, which require source of funding approval.

If you have any questions, please call me at extension 7-6336 or Johnny Blanco at extension 7-6337.

CVB:JB:tg

cc: Terri Schmidt, Board of Public Works
    John M. Franco, Bureau of Engineering
    Bernie Barrett, Bureau of Sanitation
    Nancy Russell, Bureau of Street Services
    Denise Plato, Bureau of Street Lighting
    Lary Williams, Bureau of Contract Administration
    Jean C. Su, Bureau of Accounting
    Rachel Romero, Bureau of Management-Employee Services
    Abe Rasheed, Bureau of Accounting
Date: November 1, 2012

To: All Bureau Directors
Department of Public Works

From: Aileen P. Taylor, Executive Officer
Board of Public Works

Subject: Board Reports Requiring Accounting Review and Signature

To avoid Office of Accounting delays in the execution of approved Board Reports, please adhere to the following prior to submitting reports to the Board Secretariat:

1. Source of Funds Approval: Continue to include on draft and final Board reports a source of funds approved signature block, signed by the Director of the Office of Accounting or designee, verifying the availability of funds. Example:

   Statement as to Funds approved by:

   Victoria A. Santiago, Director
   Office of Accounting
   Date: __________________________

2. Instructions to Accounting: All Board Reports including instructions to the Director of Accounting for execution require Accounting review and approval on draft and final Board reports to verify availability of funds and correct process. Include a signature block for the Director of Accounting’s signature or designee for this purpose. Example:

   Statement as to Accounting Instructions approved by:

   Victoria A. Santiago, Director
   Office of Accounting
   Date: __________________________

The Board Office will contact you and return Board Reports in the absence of the above. Thank you for your assistance.

C: Board Secretariat Staff
   Carleen Marquez, Bureau of Street Lighting
   Larry Williams, Bureau of Contract Administration
   Neil Gugilmo, Bureau of Sanitation
   Robert Kadomatsu, Bureau of Engineering
   Victoria A. Santiago, Director, Office of Accounting
   Victoria Vila-Agustin, Bureau of Street Services
   Walter Bradley, Bureau of Contract Administration
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<td>Office Services Section</td>
<td>FIGURE 9</td>
<td>Page 30 of 43</td>
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</table>

City Attorney Approval Sample
Department of Public Works

Bureau of Engineering
Bureau of Contract Administration
Joint Report No.

CD Nos. All

REQUEST FOR AUTHORITY TO EXECUTE AGREEMENTS FOR ON-CALL EMERGENCY REPAIRS AND CONSTRUCTION SERVICES AT THE CITY'S WASTEWATER TREATMENT PLANTS AND OTHER WASTEWATER FACILITIES

RECOMMENDATIONS

1. Approve the list of eight qualified contractors to provide emergency repairs and construction services at the City's wastewater treatment plants and other wastewater facilities.

2. Authorize the City Engineer to transmit the Contract Agreements to the eight qualified contractors for signature.

3. Authorize the President or two members of the Board of Public Works (Board) to (1) execute signed Contract Agreements received from qualified contractors, (2) forward the executed Agreements to the City Clerk for attesting, and (3) determine the initial order of the emergency on-call contractors list via random draw.

TRANSMITTALS


2. Proposed Contract Agreement to be transmitted to each of the qualified contractors.

DISCUSSION

Background
The Board has authorized pre-qualified contractors to make emergency repairs and provide construction services at the City's wastewater treatment reclamation facilities using a Treatment Plant On-call Contract for the past twenty years. Throughout this time, the contracts have been managed by the Bureau of Engineering (BOE) Environmental Engineering Division (EED). The existing Treatment Plant On-call Contract expired on October 7, 2016.

On August 31, 2016, the Board authorized the City Engineer to advertise a Request for Qualifications (RFQ) to establish a new Treatment Plant On-call Contract (Transmittal No. 1). The Board also authorized staff from BOE and Bureau of Contract Administration (BCA) to review and evaluate the responses according to the selection criteria included in the RFQ
and to prepare and return a proposed list of qualified contractors to the Board for adoption and execution of the contracts.

On September 06, 2016, the RFQ was distributed to prospective contractors and a notice of the RFQ was published in local newspapers, trade publications and in the City's Business Assistance Virtual Network (BAVN) requesting that prospective contractor submit a Statement of Qualifications (SOQ) to the City by October 12, 2016. Ten (10) contractors responded to the RFQ and submitted their SOQ package.

Selected Contractors
A contractor evaluation committee consisting of members from BOE, and BCA evaluated the SOQ submittals using the “On-call Contractor Selection Criteria” outlined in the RFQ. The SOQ submittals were evaluated for proper state licenses, bonding and insurance capacity, experience performing wastewater treatment construction projects, availability to respond to an emergency, and compliance with all RFQ requirements. The committee evaluated 10 SOQ submittals and found eight of the contractors qualified to perform the type of work required. A Record of Selection which summarizes staff’s evaluation of the SOQ’s has been prepared and placed on file. The eight contractors selected each received a passing score of 21 points (70 percent) or greater and are listed below in alphabetical order. Letters of selection and non-selection were sent to the contractors on January 26, 2017.

1. Clarke Contracting Corp.
2. Colich and Sons, L.P.
4. J.F. Shea Construction Inc.
5. Miron Electric Construction Corp.
6. Myers and Sons Construction
7. Murray Plumbing and Heating Corp.
8. United Riggers and Erectors, Inc.

Previous Work History
The Bidder's Work History and Qualifications Questionnaire provided by the contractors was reviewed and compared against the Board’s Bidder Responsibility database. None of the selected contractors were found to have significant or unresolved problems in inspection or contract compliance.

Compliance with City Non-Discrimination Policy
All of the selected contractors have complied with the Affirmative Action, Equal Benefits Ordinance, and Slavery Disclosure Ordinance requirements of the RFQ.
Department of Public Works
Bureau of Engineering
Joint Report No.

Page 3

Contractor Responsibility Ordinance
All contractors participating in this program will be subject to compliance with the City of Los Angeles' Contractor Responsibility Ordinance No. 173677, (Article 14, Chapter 10, L.A.A.C.). Failure to comply with the requirements specified in the Ordinance will subject the contractor's subsequent contract to termination pursuant to the conditions expressed therein.

Contractor Performance Evaluation
The quality of the work performed by the contractors will be monitored in accordance with the Contractors Evaluation Ordinance No. 173018, (Article 13, Chapter 1, Division 10, L.A.A.C.). Contractor Performance Evaluation Reports will be filed with the BCA for reference by other City Departments or Agencies.

Term of Agreement
The new 5-year On-call Contract Agreements will take effect on the date that the contracts are attested by the City Clerk, and will expire five years from that date.

City Attorney Approval
The proposed Contract Agreement (Transmittal No. 2) has been reviewed and approved as to form by the City Attorney's Office.

Status of Funding
Due to the emergency nature of the work to be performed under this contract, project-specific accounts have not been established. Funding will be arranged on a project-specific basis, and will be authorized by the Program Review Committee, which has oversight of the Wastewater Capital Improvement Program. If the project value is greater than $100,000, a Board report will be prepared, which will contain the funding information.

The contract contains a "Financial Liability Clause" which states that "the City's liability under this contract shall only be to the extent of the present City appropriation to fund the contract. However, if the City shall appropriate funds for any succeeding years, the City's liability shall be extended to the extent of such appropriation, subject to the terms and conditions of the contract."
Joint Report No.

Page 4

(MJS RMK KRR CLS)

Report reviewed by: Respectfully submitted,

BOE (ADM) and City Attorney

Report prepared by: Gary Lee Moore, PE

Environmental Engineering Division City Engineer

Michael J. Sarullo, PE, ENV SP Bureau of Engineering
Division Engineer
Phone (310) 648-6120

Compliance Review Performed John L. Reamer, Jr.
and Approved by: Inspector of Public Works

Hannah Choi, Program Manager
Office of Contract Compliance
Bureau of Contract Administration

MJS/RA/01-2017-0019.EED.

Questions regarding this report may be referred to:
Rick Andelin, Project Manager
Phone No (310) 648-6126
E-mail: Rick.Andelin@lacity.org
96-Hours
Board Item Submittal Deadlines
July 6, 2015

A message from Fernando Campos, BPW Executive Officer

Re: CHANGE IN BOARD ITEM SUBMITTAL DEADLINES

Effective Friday, August 7, 2015, all items to be submitted for Board of Public Works approval, such as Board Reports, Motions, Authority for Expenditure, etc., must be submitted to the Board Office at Room 355 City Hall, 200 North Spring Street, one week prior to the BPW meeting date as follows:

  Monday meeting items are due the Monday prior;
  Wednesday meeting items are due the Wednesday prior;
  Friday meeting items are due the Friday prior.

These changes will allow staff additional time to review board reports, process and agendize items, and POST the agenda within The Brown Act requirements.

The 10 a.m. deadline will be strictly enforced.

Reminder: Items submitted “late”, on an emergency basis, will require a request to the Executive Officer from a Bureau Director or Assistant Bureau Director for consideration. “Special Meeting Agenda” item(s) will require approval by the Board’s President.

Please see the attached schedule for August 2015.

Thank you for your cooperation.
Memo dated December 9, 1986 regarding Ralph M. Brown Act Amendments from the City Clerk
Date: December 9, 1986
To: All City Departments, Bureaus and Commissions
From: Elias Martinez, City Clerk
SUBJECT: RALPH M. BROWN ACT AMENDMENTS

The Ralph M. Brown Act, which requires open meetings by Local legislative bodies, has been amended by the State Legislature. These amendments become effective January 1, 1987. These changes will greatly impact the administrative procedures of the City Council, Council Committees and City Commissions. Since each of you will be impacted in getting your programs through the City Council due to these new statutory requirements, I strongly urge you to familiarize your staff with the various changes in the Brown Act. The City Attorney's Office has published a report (attached) which summarizes the changes to the State Government Code.

The City Clerk is responsible for coordinating all files for full Council and Council Committee consideration and for preparing Council and Council Committee agendas. The new law necessitates major changes in the way we process items for Council consideration. A new Government Code section requires that agendas of legislative bodies be posted at least 72 hours before the meeting. No action may be taken on any item not on the posted agenda, with very restrictive exceptions. This provision applies to both Committee and full Council consideration of an item. The current practice of bringing in additional items during the Committee or Council session can no longer occur, except under special circumstances as specified in the law.

In order to comply with the strict public notification requirements of the new law, the City Clerk's Office must adopt new procedures for processing Council Files and receiving information from City agencies. Department proposals for Council Committees and full Council consideration must be presented as a complete package. The City cannot miss the strict posting deadlines specified in the law, and any failure to comply with those deadlines could result in a Committee or Council action being legally challenged and subsequently delayed.

The law requires a minimum of 72 hours public notice. However, this Office will require further lead time which will vary depending on the complexity of the issue. Processing decisions will be made on an individual basis. However, a minimum of 24 hours lead time should be expected for critical items to be ready to be posted on any agenda.

There are many complex issues covered by the law. This Office and the City Attorney's Office will hold a meeting to give an overview of the new requirements. Department Heads and Staff Members responsible for processing items to the City Council and City Commissions should attend this session which has been scheduled for Thursday, December 11, 1986, at 10:00 A.M. in Room 238, City Hall.
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<th>Administration Division</th>
<th>Board Report Procedure</th>
<th>July 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Services Section</td>
<td>FIGURE 12</td>
<td>Page 33 of 43</td>
</tr>
</tbody>
</table>

Ralph M. Brown Act Amendments from the Board
FIGURE 12

Date: January 9, 1987

To: Heads of Bureaus and Offices of the Department of Public Works

From: Jim Gibson, Assistant Secretary
Board of Public Works

Subject: Impact of Recent Brown Act Amendments

In a memorandum dated December 17, 1986, this office advised Bureaus of new reporting and posting requirements mandated by amendments to the Ralph M. Brown Act which became effective January 1, 1987. Based on the number of inquiries we have received, that memorandum was not adequately distributed.

The major impact of these amendments on Board and Bureau operations is the requirement that agendas be posted at least 72 hours prior to the scheduled meeting. This requires that we revise our schedule for when Board Reports and other agenda items must be submitted to this office. Under this revised schedule, reports and other items must be submitted to the Board Secretary's Office, Room 353 City Hall no later than 10 a.m. on the following days:

Thursday for Monday's Board meeting
Friday for Wednesday's Board meeting
Monday for Friday's Board meeting

If holidays fall on either a Thursday, Friday or Monday, reports must be submitted a day earlier than otherwise required. For example, Monday, January 19 is a holiday (M.L. King, Jr. Day). Therefore, reports to be scheduled for Friday, January 23 must be submitted on the previous Friday, January 16. So as not to confuse these reports with the reports for Wednesday's meeting, please submit the reports for January 23 after 12 noon but not later than 2 p.m. on January 16.

Here are exceptions to the 72 hour posting requirement which permit action by the Board on items not on the agenda. These exceptions require:

1. A determination by a majority vote of the Board that an emergency situation exists which poses a threat to the public health or safety.

2. A determination, by two-thirds vote of the Board that the need for Board action arose after the posting of the agenda. This does not permit action to be taken in situations where the Board, Bureau or other City agency became aware of the need for action after posting of the agenda. Thus, if an individual or organization requires a Board action but fails to make request in time to properly agenda that request, the Board will most likely be unable to act on the request.

3. Items appearing on properly posted agendas may be continued to a subsequent meeting without again appearing on the agenda, provided that the item is not continued for more than 5 calendar days from the meeting at which the item was originally considered.

You will also note changes to the Board agenda format which reflect additional requirements for the Brown Act Amendments. For example, the Act now requires that the public be given an opportunity to address the Board on non-agenda matters under the Board's jurisdiction. The Board will, therefore, allow for
public continents at 10:30a.m. each meeting, up to a cumulative total of 15 minutes.

Should you have any questions concerning this matter, please contact the Board Secretary's office at extension 53381.

JG: dp

cc:   BPW Commissioners
      City Attorney, Attn: Chris Westoff
      Public Information Director
      MPCO
      CICED
Calendar of Board Meetings and Board Report Due Dates
Report to Management
A. ITEMS REQUIRING ACTION:

<table>
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<th>Item No.</th>
<th>Subject</th>
<th>Disposition</th>
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<td>BIDS - 10:00 A.M.</td>
<td>BIDS RECEIVED, OPENED &amp; DECLARED</td>
</tr>
<tr>
<td>1</td>
<td>Bids will received at 10:00 a.m. for the following Public Works projects:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. For the North Central Animal Services Center Phase II (Re-Bid)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>W.O. E170049F</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Estimate: $11,204,406</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CD 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. For the Secondary Sewer Renewal Program (SSRP) P01A Riverside Drive and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dorris Place</td>
<td></td>
</tr>
<tr>
<td></td>
<td>W.O. SZC13099</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Estimate: $4,292,637</td>
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<td></td>
<td>CDs 1, 13 &amp; 14</td>
<td></td>
</tr>
<tr>
<td>BPW-2017-0348</td>
<td>BOE REPORT NO. 1</td>
<td>REPORT ADOPTED, FORTHWITH</td>
</tr>
<tr>
<td>6</td>
<td>CD 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BUDGET CONTINGENCY INCREASE AND CHANGE ORDER NO. 13 - KIEWIT INFRASTRUCTURE WEST - DONALD C. TILMAN WATER RECLAMATION PLANT SCREW PUMPS INSTALLATION AND UPGRADES PROJECT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommending the Board:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. AUTHORIZE $414,870 in additional contingency and approve a revised construction budget of $6,566,820 for this project; and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. AUTHORIZE the City Engineer to issue Change Order No. 13 for this project to remove the existing shotcrete and rebar in four screw pump troughs.</td>
<td>(W.O. SZD11256, C-126106)</td>
</tr>
<tr>
<td>BPW-2017-0349</td>
<td>BOE REPORT NO. 2</td>
<td>REPORT ADOPTED, FORTHWITH</td>
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<tr>
<td>7</td>
<td>CD 11</td>
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<td></td>
<td>TASK ORDER SOLICITATION NO. 41 BUDGET INCREASE - ARCADIS US INC. FOR THE VENICE AUXILIARY PUMPING PLANT PROJECT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommending the Board:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. AUTHORIZE the City Engineer to issue a revision of the Task for Solicitation No. 41 to Arcadis US Inc., increasing the budget authority from $1,200,000 to $1,600,000 for pre-design, design, and design support services during construction. (W.O. SZC12923, C-120715)</td>
<td></td>
</tr>
</tbody>
</table>

B. BOARD COMMENTS OR DECISION WHICH MAY BE OF INTEREST TO MANAGEMENT:
Adopted Board Reports
REQUEST FOR AUTHORITY TO ISSUE THE TASK FOR SOLICITATION NO. 16-232 TO AMEC FOSTER WHEELER ENVIRONMENT AND INFRASTRUCTURE, INC. (AMEC), CONTRACT NO. C-121567, FROM THE PRE-QUALIFIED ON-CALL CONSULTANTS LIST TO PROVIDE GEOTECHNICAL EVALUATION SERVICES FOR THE EDLEEN DRIVE PROJECT - WORK ORDER NO. E1908159

RECOMMENDATION

Authorize the City Engineer to issue the Task to AMEC, Contract No. C-121567, from the Pre-Qualified On-Call (PQOC) Geotechnical Consultants List to provide a geotechnical evaluation of Edleen Drive, as described in Task Order Solicitation (TOS) No. 16-232 (Transmittal), with a budget authority of $160,000, which includes contingency.

TRANSMITTAL

Copy of TOS No. 16-232 entitled “TOS for Edleen Drive Geotechnical Evaluation.”

DISCUSSION

Background

On August 27, 2012, the Board of Public Works (Board) approved the PQOC List of Consultants to provide geotechnical services for the Geotechnical Engineering Group. The contract with AMEC was executed on December 7, 2012, and will expire on December 6, 2017.

TOS Description

The scope of work for this TOS is presented in the Transmittal. In summary, a geotechnical evaluation of six City-owned vacant properties located at 18801 through 18825 Edleen Drive is planned. The geotechnical evaluation includes: review of available information, subsurface exploration, laboratory testing, analysis and interpretation of collected data, and summarization of findings in a report prepared for each property.

The reports generated by this geotechnical evaluation will be included as part of a real estate disclosure. The City proposes that the six surplus properties be auctioned. The reports will provide valuable engineering and geologic information that will allow potential bidders to assess feasibility of redeveloping the properties.

Summary of Selection and Negotiations

The TOS was sent to all 15 firms on the PQOC Geotechnical Consultants List. Proposals were received from nine firms. The proposals were reviewed by two staff members from the Bureau of Engineering. Based upon the review of the proposals and the selection scoring criteria, AMEC was determined to be the most qualified consultant for this project. The total
budget authority requested is $160,000, which includes a contingency of $20,009.85. Documentation supporting the selection of the consultant, as well as a record of the negotiations, has been included in the project file.

**Minority Business Enterprise/Women Business Enterprise/Other Business Enterprise (MBE/WBE/OBE) Subcontractor Outreach Program**

This Task will be subject to the MBE/WBE/OBE Subcontractor Outreach Program requirements. The City has set anticipated participation levels of 12 percent and 2 percent for MBE/WBE participation, respectively. For this Task, the consultant is pledging a MBE participation level of 12.44 percent and a WBE participation level of 1.56 percent. On prior tasks under this contract, AMEC has an actual WBE participation level of 4.2 percent. After completion of this Task, AMEC will have an actual WBE participation level of 3.67 percent.

On this particular Task, the following MBE, WBE, and OBE firms are proposed to be utilized by the consultant:

<table>
<thead>
<tr>
<th>Gender/Ethnicity Codes:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AA = African American</td>
<td></td>
</tr>
<tr>
<td>APA = Asian Pacific American</td>
<td></td>
</tr>
<tr>
<td>NA = Native American</td>
<td></td>
</tr>
<tr>
<td>M = Male</td>
<td></td>
</tr>
<tr>
<td>HA = Hispanic American</td>
<td></td>
</tr>
<tr>
<td>SAA = Subcontinent Asian American</td>
<td></td>
</tr>
<tr>
<td>C = Caucasian</td>
<td></td>
</tr>
<tr>
<td>F = Female</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Subconsultants</th>
<th>Gender/ Ethnicity</th>
<th>MBE/WBE/ OBE</th>
<th>(%) of Base Task</th>
<th>Task Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Integrated Services, Inc.</td>
<td>M/HA</td>
<td>MBE</td>
<td>8.66%</td>
<td>$ 12,117.25</td>
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<tr>
<td>AP Engineering &amp; Testing, Inc.</td>
<td>M/APA</td>
<td>MBE</td>
<td>3.79%</td>
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<tr>
<td>A Cone Zone, Inc.</td>
<td>F/C</td>
<td>WBE</td>
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<tr>
<td>Al Roy Drilling Services, Inc.</td>
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<td>OBE</td>
<td>20.22%</td>
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<tr>
<td>GEOVision Geophysical Services, Inc.</td>
<td></td>
<td>OBE</td>
<td>0.71%</td>
<td>$ 997.50</td>
</tr>
<tr>
<td>Total MBE Participation</td>
<td></td>
<td></td>
<td>12.44%</td>
<td>$ 17,417.25</td>
</tr>
<tr>
<td>Total WBE Participation</td>
<td></td>
<td></td>
<td>1.56%</td>
<td>$ 2,189.25</td>
</tr>
<tr>
<td>Total OBE Participation</td>
<td></td>
<td></td>
<td>20.93%</td>
<td>$ 29,305.50</td>
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<tr>
<td><strong>Subtotal Subconsultant Participation</strong></td>
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<td>34.94%</td>
<td>$ 48,912.00</td>
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<tr>
<td>Prime Participation</td>
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<td></td>
<td>65.06%</td>
<td>$ 91,078.15</td>
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<tr>
<td><strong>Initial Base Task</strong></td>
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<td></td>
<td>100%</td>
<td>$139,990.15</td>
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<tr>
<td>Contingency</td>
<td></td>
<td></td>
<td></td>
<td>$ 20,009.85</td>
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<tr>
<td><strong>Total Task Budget Authority</strong></td>
<td></td>
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<td></td>
<td>$160,000.00</td>
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</table>

**Contractor Performance Evaluation**

In accordance with Division 10, Chapter 1, Article 13 of the Los Angeles Administrative Code, the appropriate City personnel responsible for the quality control of this personal services contract shall submit Contractor Performance Evaluation Reports to the Bureau of Contract Administration, Special Research & Investigation Section upon termination of the contract.
Department of Public Works
Bureau of Engineering
Report No. 1

March 29, 2017
Page 3

STATUS OF FUNDING

Funding in the amount of $160,000 is available in Fund No. 682, Department No. 50, Appropriation Unit No. 50NVCD.

The City’s liability under this contract shall only be to the extent of the present City appropriation to fund the contract. However, if the City shall appropriate funds for any succeeding years, the City’s liability shall be to the extent of such appropriation, subject to the terms and conditions of the contract.

(PJS RMK ALM)

Report reviewed by:
BOE (ADM)

Report prepared by:
Geotechnical Engineering Group

Patrick J. Schmidt
Acting Group Manager
Phone No. (213) 847-0535

Statement as to Funds approved by:

Victoria A. Santiago, Director
Office of Accounting
Date: 3/14/17

Respectfully submitted,

Gary Lee Moore, PE, ENV SP
City Engineer

Questions regarding this report may be referred to:
Daniel Orris, Engineering Geologist Associate I
Phone No. (213) 847-0488
E-mail: Daniel.Orris@lacity.org
<table>
<thead>
<tr>
<th>Administration Division</th>
<th>Board Report Procedure</th>
<th>July 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Services Section</td>
<td>FIGURE 16</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Page 37 of 43</td>
<td></td>
</tr>
</tbody>
</table>

Continued Under Advisement
Board Report
Cesar Chavez/Lorena Street/Indiana Street Intersection Improvements Project (Project) - Right-of-Way No. 33709, Work Order No. E1906614, Property Owner - Behar Properties, Ltd., Response to Appeal for Relocation Claim for Non-Residential Moving and Related Expenses Submitted by La Gloria Foods Corporation (La Gloria)

Recommendations

Disapprove all bid items that the City of Los Angeles (City) determined to be not eligible as a moving expense in the July 14, 2017 response to La Gloria’s claim for relocation benefits.

Transmittal

Memorandum dated January 25, 2018 by Uriel Jimenez.

Discussion

Background

The intersection of Cesar Chavez Avenue at Lorena Street and Indiana Street is a five-legged intersection in the Boyle Heights community of the City. Access to and through the intersection is currently controlled by traffic signals and stop signs. The intersection includes two traffic islands. Due to the complex configuration and alignment of the intersection, vehicular traffic is hazardous and has experienced delays and traffic conflicts.

To mitigate the congestion and increase traffic safety in the area, the Los Angeles Department of Transportation has proposed to reconfigure the existing intersection into a modern roundabout.

To enable construction of the Project, the City acquired the property located at 3285 E. Cesar E. Chavez Avenue (Subject Property), and the improvements on the properties must be demolished. Therefore, the relocation of La Gloria, an existing tortilla factory, must move forward in order to move the project forward.

The City has acquired legal possession of the Subject Property and settled all matters regarding the acquisition, except relocation benefits, per the Judgment and Final Order of Condemnation issued in December 2015. As noted in the Judgment, on March 3, 2015, the City deposited $1,160,000 into a Treasurer of the State of California account as probable compensation. On or about July 23, 2015, the City paid the property owner Behar,
$391,295, as an additional payment for certain furniture, fixtures, and equipment. Additionally, the City paid Behar, $643,316.73, to resolve all issues remaining between the City and Behar. Therefore, the City paid Behar a total of $2,184,611.73 for the purchase of the La Gloria property.

As part of the relocation process, La Gloria presented the City two bids for the relocation to 3455 E. First Street, Los Angeles. The City reviewed the bids and determined some of the bid items are eligible for reimbursement and some bid items are not eligible for reimbursement. This was communicated to La Gloria in a letter dated July 14, 2017.

Some of the reasons the City determined items to be not eligible as a moving expense include, but are not limited to the following:

- La Gloria has already been compensated for some items as part of the acquisition process. It would therefore be a duplication of payment if La Gloria was to be compensated for these items as part of relocation.

- Some items claimed by La Gloria were not in place at the displacement site.

- Items were considered betterments or upgrades to personal property or real property, which may be eligible as reestablishment expenses (capped at $25,000), but not eligible as a moving expense.

- Items that are a result of the business consolidation of the flour tortilla operation at the displacement site with the existing corn tortilla operation at the replacement site would result in betterments.

La Gloria disagrees with the City's determination and submitted an appeal to your Board dated October 19, 2017.

The Board of Public Works, acting as the Relocation Appeals Board, is tasked with hearing the appeal and making a determination based on a review of the appeal, and the information provided by the City and La Gloria.

In response to La Gloria's appeal, the Bureau of Engineering (BOE) is prepared to present and support its determination of eligibility at the hearing. BOE staff will review each of the items being appealed and explain the reasoning for the City's determination. The transmittal included with this report is a memo dated January 25, 2018. This memo and its attachments provide information that will be presented at the hearing to address the items being appealed by La Gloria.
Department of Public Works
Bureau of Engineering
Report No. 1

January 29, 2018
Page 3

Report reviewed by:
BOE (ADM)

Report prepared by:
Real Estate Division

Uriel Jimenez
Chief Real Estate Officer II
Phone No. (213) 485-5787

(UJ RMK ALM )

Respectfully Submitted,

Alfred L. Mate

For Gary Lee Moore, PE, ENV SP
City Engineer

Questions regarding this report
may be referred to:
Uriel Jimenez, Chief Real Estate Officer II
Phone No. (213) 485-5787
Email: Uriel.Jimenez@lacity.org
Continue, Withdraw, or Special Agenda
Requests to CONTINUE, WITHDRAW, or place a BPW item on a SPECIAL AGENDA

Revision: April 11, 2017

First request for an item to be CONTINUED:

Early requests (more than 72 hrs before the Hearing)

- PM shall get DCE approval and email request to the Executive Officer and cc the DCE, Board Unit and Board/Council Liaison.

Late requests (less than 72 hrs before the Hearing)

- DCE shall email the Executive Officer and cc the Board/Council Liaison.

Urgent requests (less than 24hrs before the Hearing)

- DCE shall email the Executive Officer and cc the City Engineer, PM, Bureau Representative and Board/Council Liaison.
- PM shall call the Bureau representative or Board/Council Liaison to follow up on the urgent request.

*All requests to CONTINUE an Item require BPW Action. PMs shall attend the hearing as scheduled.

**Provide the reason for the request and a date for the item to be heard (minimum 1 week from the original hearing date).

Request for an item to be WITHDRAWN:

Early requests (more than 72 hrs before the Hearing)

- PM shall get DCE approval and email request to the Executive Officer and cc the DCE, Board Unit and Board/Council Liaison.
- PM shall follow up with the Board Office (Agenda and Minutes Section at 213-978-0260) to make sure the item has been removed from the Agenda.

Late requests (less than 72 hrs before the Hearing)

- DCE shall email the Executive Officer and cc the City Engineer, PM, Bureau Representative and Board/Council Liaison.
- PM shall attend the Hearing and address the Board in case the Board has questions or does not grant the request.

Urgent Requests (less than 24 hrs before the Hearing)

- DCE shall email the Executive Officer and cc the City Engineer, PM, Bureau Representative and Board/Council Liaison.
- PM shall call the Bureau Representative or Board/Council Liaison to follow up on the urgent request.
- PM shall attend the Hearing and address the Board in case the Board has questions or does not grant the request.

Request for a SPECIAL AGENDA — Minimum 72 hrs before the Hearing

- DCE shall email the Executive Officer.
- If an initial request is denied, only the CE may appeal.

* Indicate the urgent necessity and reason for the request.

If you have any questions, please contact the Council/Board Liaisons
### Amended Board Reports

<table>
<thead>
<tr>
<th>Administration Division</th>
<th>Board Report Procedure</th>
<th>July 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Services Section</td>
<td>FIGURE 18</td>
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</table>

Page 39 of 43
Metropolitan Transportation Authority (Metro) Regional Connector Transit Corridor Project (Project) - Request to Extend the Existing Temporary Closure of Flower Street, Between 4th Street and 5th Street for Five 58-Hour Weekends, Beginning March 17, 2017, to Facilitate the Construction of Roadway Decking and Construction of the Flower Street Tunnel Box Structure (Work Order No. E1907394)

Recommendations

1. Find that the Board of Public Works (Board) has reviewed and considered the information in the Project Draft Environmental Impact Statement/Environmental Impact Report (EIS/EIR) (Transmittal No. 1) and the Project Final EIS/EIR (Transmittal No. 2).

2. Find under the California Public Resources Code, Section 21166 and the California Environmental Quality Act (CEQA) Guidelines Section 15162, on the basis of substantial evidence contained in the whole record, that since certification of EIS/EIR, there have been no changes with respect to the circumstances under which the temporary street closure being undertaken would require a subsequent EIR or supplemental EIR.

3. Adopt the January 20, 2012 Mitigation Monitoring and Reporting Program (MMRP) (Chapter 8 of the Final EIS/EIR, as amended by the Metro Board of Directors on April 26, 2012) and Appendix 3: Memorandum of Agreement (MOA) with the California State Historic Preservation Officer (Transmittal No. 3), prepared by the Los Angeles County Metro as it pertains to construction impacts.

4. Find under CEQA Guidelines Section 15091 that changes or alterations have been required in, or incorporated into, the Project which reduce or substantially lessen the significant environmental effects as identified in the EIS/EIR. Further find that there is no feasible alternative or additional feasible mitigation measures within the Board’s powers that would substantially lessen or avoid any significant effect the Project would have on the environment.

5. Adopt the attached CEQA Findings of Fact and Statement of Overriding Considerations (Transmittal No. 4), as it pertains to the temporary street closure and find that the economic, social, technological, and other benefits of the Project outweigh its significant and unavoidable impacts.
Joint Report No. 1

Page 2

6. Specify that the Metro Transit Division of the Bureau of Engineering (BOE), located at 1149 South Broadway Street, to the Board, located at 200 North Spring Street, and other relevant City of Los Angeles departments are custodians of the documents or other material which constitute the record of the proceedings upon which the Board’s decision is based.

7. Find that the Board approve the request to extend the temporary existing street closure of Flower Street, between 4th Street and 6th Street for five 58-hour weekends, starting Friday at 7:00 p.m. and ending Monday at 5:00 a.m., for the following weekends, subject to the conditions identified within this report:
   - March 17, 2017 to March 20, 2017
   - March 24, 2017 to March 27, 2017
   - March 31, 2017 to April 3, 2017
   - April 7, 2017 to April 10, 2017
   - April 14, 2017 to April 17, 2017

8. Authorize the City Engineer and the Director of the Bureau of Street Services (BSS) to administratively approve two additional 58-hour weekend full closures (Recommendation No. 7, above), if unforeseen conditions are encountered which delay the completion of this construction. Ending May 8, 2017

CONDITIONS


2. Permittee shall obtain all necessary approvals for construction work related to the aforementioned street closure, prior to implementing any and all street closure related activities.

3. Permittee shall obtain a Los Angeles Police Department (LAPD) exemption from Work Hour Restrictions Permit and comply with all permit conditions.

4. Permittee shall comply with all construction-related mitigation measures required in the MMRP.
TRANSMITTALS


3. Appendix 3: MOA with the California State Historic Preservation Officer, Project, State Clearinghouse No. 2009031043, dated September 2011.


5. Copy of the BOE and BSS Joint Report No. 1, adopted on November 9, 2016, to temporarily reduce Flower Street to three southbound lanes and temporarily close Flower Street, between 4th Street and 5th Street, for 58-hour weekends.

6. Copy of the letter from Metro, dated January 18, 2017, that requests 58-hour weekend full street closures on Flower Street (between 4th and 5th Streets) for temporary traffic deck installation.

7. Copy of the BOE email, dated February 15, 2017, to exercise the administrative action to approve four additional 58-hour weekend full closures on Flower Street (between 4th and 5th Streets).

8. Copy of the email from Metro, dated February 10, 2017, that requests the City Engineer to exercise administrative action to grant 58-hour weekend closures starting the weekend of February 17, 2017.

9. Copy of the Minutes from Metro's Board hearing on April 26, 2012, at which Metro's Board approved the Project, adopted several design refinements, and adopted amendments to the MMRP.


11. Copy of the letter from Metro, dated February 1, 2017, that summarizes community outreach efforts.
12. Copy of the e-mail from Nate Hayward of Council District No. 14, dated February 3, 2017, supporting the weekend street closures.

13. LAPD Noise Variance Permit, Corrected Letter dated October 13, 2016, for installation of decking and excavation for the Flower Street area.

**DISCUSSION**

**Background**

On November 9, 2016, the Board adopted the BOE and BSS Joint Board Report No. 1 (Transmittal No. 5). Permitted within the report was the re-approval of the temporary closure of Flower Street between 4th Street and 5th Street for fourteen various weekends between October 14, 2016 and February 13, 2017, for the installation of the structural decking needed to carry traffic while construction continues below the deck.

Metro and their contractor, Regional Connector Constructors (RCC) requested to extend the existing temporary 58-hour weekend full street closure for nine additional weekends (Transmittal No. 6) to continue the installation of the structural decking. On February 15, 2017, four of the requested nine 58-hour weekend street closures were granted through Recommendation No. 11 of the November 9, 2016 Joint Board Report No. 1, re-authorizing the City Engineer and the Director of the BSS to administratively approve four additional 58-hour weekend full closures if unforeseen conditions are encountered which delay the completion of the construction (Transmittal No. 7). According to Metro’s email request for administrative extension, dated February 10, 2017 (Transmittal No. 8), unanticipated challenges associated with the relocation of a 72-inch storm drain and securing numerous utilities to the deck could not be accomplished during the normal decking phase. It was necessary to remain at the northern half of the street to avoid extended future impacts to the immediate neighborhood. Also, rain events on several weekends and the January 21, 2017 protest march in downtown, negatively impacted production.

This closure request is for five 58-hour weekend full street closures starting Friday, March 17, 2017 at 7:00 p.m. and ending Monday, April 17, 2017 at 5:00 a.m., to advance the structural decking further south along Flower Street through the northern half of the intersection of Flower Street and 5th Street.

In conformance with the MCA Section 10.1, the applicant shall defend, indemnify and hold harmless the City, its agents, officers, or employees from any claim, action, or proceeding against the City or its agents, officers, or employees relating to or to attack, set aside, void or annul this approval.
Los Angeles Department of Transportation (LADOT) Traffic Impact Statement

The LADOT has received a request to extend the existing temporary closures of Flower Street between 4th and 5th Streets which was allowed by the adoption of the Board Report on November 9, 2016 (Transmittal No. 5). Metro and RCC is requesting to extend the existing 58-hour weekend full street closures. This request is a result of Metro’s decision to suspend five weekend closures, previously approved under the November 9, 2016 Board Report, to focus construction efforts on preparation for the retrieval of the tunnel boring machine that is expected to arrive in May 2017 at the subject location. The LADOT previously reviewed the Worksite Traffic Control Plans (WTCP) for the work associated with the Flower Street between 4th and 5th Streets structural deck that was originally expected to take 11 weekends to complete. The total extension period for this request will start February 17 and end on April 17, 2017.

The extension period being requested is for five additional weekends to complete structural decking and will include a new phase of additional four weekend closures to advance the structural deck further south along Flower Street through the northern half of the 5th Street intersection. The WTCP identified traffic impacts and access concerns to the Bonaventure Hotel passenger loading zones and driveways and the J-2 garage and Citigroup parking lot driveways, and make provisions for maintaining access to the subject driveways and passenger loading zone. The WTCP also make provisions for mitigations such as the installation of alternate route signage and coordination with special events, for the purpose of eliminating route conflicts during the 58-hour weekend closures.

The LADOT has determined that the WTCP originally prepared for the weekend closures will remain valid for the extension period with the addition of a new Phase 9A that will make provisions for a work zone into the northern half of the 5th and Flower Streets intersection. The addition of Phase 9A will reduce 5th Street to two lanes in the westbound direction. One lane will be a shared left-through lane and the other will be a dedicated through lane. This reduction in lanes along 5th Street, between Grand Avenue and Flower Street is expected to cause significant delay and congestion along 5th Street east of Flower Street. Otherwise, since there have been no significant changes to nearby development, anticipated traffic patterns and/or construction activities, all impacts and mitigations, as outlined in the Statement of Impact contained in the Board Report adopted November 9, 2016, pertaining to driveway access, pedestrian circulation and traffic congestion and delay, remain unchanged.
Joint Report No. 1

Page 6

The LADOT recognizes that this proposal is important to the Project and is supported by the surrounding Community and Council Office, and therefore, will provide support services to manage traffic conditions as safely and efficiently as possible during the proposed extension.

The WTCP have been approved by the LADOT for the work on Flower Street, between 4th Street and 5th Street, and for the work at the northern portion of the intersection of 5th Street and Flower Street.

CEQA

Assuming the Board is acting as a responsible agency to approve a project subject to CEQA, the Board must comply with CEQA prior to granting any permit authorizing the closure of the subject streets. Acting as a responsible agency the Board must certify that it has considered the environmental effects of the street closures, as shown in the Project Final EIS/EIR. The Draft and Final EIS/EIR are provided as Transmittal Nos. 1 and 2, and can also be found at:

http://www.metro.net/projects/connector/draft-eis-eir-report/ and
http://www.metro.net/projects/connector/connector-final-eis-eir/

Metro, acting as the CEQA lead agency, certified the Final EIS/EIR on April 26, 2012. Also on that date, Metro approved the Project, adopted several design refinements that were consistent with the EIS/EIR, and adopted amendments to the MMRP that were consistent with the EIS/EIR (Transmittal No. 9). Pursuant to Public Resources Code Section 21186 and CEQA Guidelines Section 15162, the City must also consider whether there have been any changes to the project, as it relates to the subject action, since certification of the Final EIS/EIR or new information which gives rise to prepare a supplemental or subsequent EIR ("Subsequent Analysis").

The Board’s actions that may be subject to CEQA are described elsewhere in this report. The relevant findings of the Final EIS/EIR and associated mitigation measures are summarized in Transmittal No. 10 - CEQA Review: Summary of Relevant Findings and Mitigation Measures of Metro’s Street Closure Request, dated February 9, 2017.

Effects of Current Proposed Project

The proposed Project would require temporary lane closures on Flower Street. This will temporarily reduce roadway capacity and modify existing traffic patterns as drivers bypass congested areas. The Project requires compliance with the Project’s worksite traffic control plan as stated in the Final EIS/EIR. The temporary street closure will be subject to mitigation measures outlined in Recommendation No. 3. As a result, changes or alterations have been required in, or incorporated into, the Project which lessen the significant impacts. However, as stated in the Final EIS/EIR, residual impacts remain [CEQA
Guidelines Section 15091(a)(1)]. These mitigation measures will be enforced by Metro and are required as a condition of approval as described in the MMRP and Condition No. 4 above. However, potentially significant construction impacts to air quality, traffic, transit, bicycle, and pedestrian circulation would remain after mitigation. The Board finds that there are overriding economic, social, technological, and other considerations for approving the Project as set forth in the Statement of Overriding Considerations (Transmittal No. 4), adopted herewith.

Recommendation Nos. 1 to 6 fulfill any obligation the Board has as a responsible agency approving a project subject to CEQA. Under the Board’s previous November 9, 2016, action, (as well as for this current action), the Board was and is taking action pursuant to the Master Cooperative Agreement and to the Special Permitting Process adopted by the Board on September 12, 2014. In addition, as part of the project description, the Project already incorporated the mitigation measures required in the MMRP as described above. Finally, Public Resources Code Section 21080(b)(12) exempts from CEQA “[f]acility extensions not to exceed four miles in length which are required for the transfer of passengers from or to exclusive public mass transit guideway or busway public transit services,” and if the Project is exempt from CEQA, these additional CEQA actions would not be necessary.

Community Support Statement
According to Metro’s letter, dated February 1, 2017 (Transmittal No. 11), Metro is committed to providing advanced notice and mitigating construction impacts for the downtown communities in advance of construction activities and during the life of the Project. Metro Construction Relations have informed the community and stakeholders via briefings and meetings, distribution of construction notices, project website updates, Facebook and Twitter updates, social media and digital advertisements, WAZE notifications, and a project hotline. Metro will continue coordinating with individual stakeholders as construction progresses.

Council District No. 14 has communicated in an email, dated February 3, 2017, that Council District No. 14 supports the Full Weekend Closures (Transmittal No. 12) associated with this work.

The LAPD Exemption from Work Hour Restrictions for nighttime, early morning and Sunday construction was granted on October 12, 2016 (as corrected on October 13, 2016) (Transmittal No. 13). The approved LAPD Exemption has been granted through
March 8, 2017. Per LAPD Commission request, extensions are pursued two weeks prior to expiration.

Article 3.3 of the MCA and Condition Nos. 8 and 9 of the Special Permitting Process, allow for temporary street closures for the necessity and convenience of the Metro Rail Projects, provided that the closure is consistent and compatible with the WTCP and Detour Plans as approved by the LADOT. The usual investigation and processing fees are waived at this time as agreed to in the Special Permitting Process. All charges are accumulated under a work order number and billed to Metro.

{ LH RMK ALM GH GS }

Report reviewed by:
BOE (ADM) and LADOT

Report prepared by:
Metro Transit Division

Lawrence Hsu, PE
Division Engineer
Phone No. (213) 485-4562

LH/CG/02-2017-0035.MTD.gva

Questions regarding this report may be referred to:
Curtis Gee, Civil Engineer
Phone No. (213) 847-4782
Email: Curtis.Gee@lacity.org

Respectfully submitted,

Gary Lee Moore, PE, ENV SP
City Engineer
Bureau of Engineering

Nazario Sauceda
Director
Bureau of Street Services
### Sample Motion

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**Administration Division**

**Office Services Section**

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MOTION

The project titled Channel 35 Television Studio Relocation and Pico House Seismic Separation at 416-424 North Main Street, Los Angeles, CA, 90015 Work Order No. E1907457 was advertised on February 10, 2017. This project entails the rehabilitation of two historic structures, tenant improvements for three new digital television studios and accessory spaces, and the seismic separation of the Pico House from Merced Theatre. The City Engineer’s estimate for this project is $21,120,000.

The project was originally scheduled to receive bids on March 15, 2017. On March 13, 2017, the Board of Public Works (Board) adopted a motion extending the bid date to April 5, 2017. Due to the issuance of a large addendum, the contractors need additional time to review the drawings further and secure accurate pricing for the project.

I THEREFORE MOVE, that the Board grants the request to extend the bid date from April 5, 2017 to May 24, 2017.

I FURTHER MOVE, that the City Engineer advise all prospective bidders of the Board’s action by Addendum.

( MK EBO RMK DW )

Motion reviewed by: Respectfully submitted,

BOE (ADM and PAC)

Motion prepared by:

Architectural Division

Mahmood Karimzadeh, AIA
Principal Architect
Phone No. (213) 485-4282

Motion No. 16-2017.ARC.klc

Questions regarding this Motion may be referred to:
Ohaji K. Abdallah, Project Manager
Phone No. (213) 485-4755
E-mail: ohaji.abdallah@laacity.org

Gary Lee Moore, PE, ENV SP
City Engineer
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Board Communication
Referral Sheet
from the
Board Office
CORRESPONDENCE REFERRAL SHEET

Date: April 12, 2017

To: Bureau of Engineering, Attn: Julie Sauter, PAC

From: Fernando Campos, Executive Officer
Board of Public Works

Subject: COMMUNICATION NUMBER: 122121

The attached communication was sent to our offices from the following communicant. Please respond as indicated below by June 12, 2017.

Communicant: Janis Gurnick
2959 Crenshaw Boulevard, LLC

Address: 830 North Oakhurst Drive
Beverly Hills, CA 90210

Phone Number: None

Subject: Sidewalk Repair

Location/Project: 2959 Crenshaw Boulevard, LLC
Beverly Hills, CA 90210

Type of Reply Requested: 4

1. For preparation of formal report to the Board and/or to schedule hearing

2. For preparation of letter to communicant for my signature, Fernando Campos, Executive Officer, BPW.

3. For preparation of memo to ________________

4. For attention and reply direct to communicant with one copy of reply sent back to this office (attached to manila backing)

5. For research of appeal; to contact appellant to arrange hearing

6. For Necessary Attention

FC:mp

cc: Brett McReynolds, BSS

Received Bureau of Engineering
Administrative Services
Board Report Unit

APR 19 2017
April 12, 2017

Janis Gurnick  
2959 Crenshaw Boulevard, LLC  
630 North Oakhurst Drive  
Beverly Hills, CA 90210

Subject: Sidewalk Repair

Location/Project: 2959 Crenshaw Boulevard, Beverly Hills, CA 90210

Your correspondence dated April 10, 2017, has been assigned Communication Number 122121 and has been referred to our Bureau of Engineering for further research regarding your request.

We expect a response from our bureaus by June 12, 2017.

If you need further information, please feel free to contact me at (213) 978-0261.

Respectfully,

Fernando Campos, Executive Officer  
Board of Public Works

FC: mp  
cc: File

AN EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER
Property reference:
2959 Crenshaw Boulevard
Los Angeles, CA 90016

To: Department of Public Works
200 North Spring Street
Room 361
Los Angeles, CA 90012-4801

Note: If this letter has not been directed to the correct department please forward to the appropriate office that deals with dangerous sidewalks

To Whom It May Concern

I am the managing member of the 2959 Crenshaw Blvd. LLC that owns the commercial property located at the above referenced address. The property is leased to a tenant who operates a restaurant there.

I wish to report that the sidewalk on the Los Angeles city owned property in front of this restaurant is damaged, unsafe and in need of immediate repair. The sidewalk is cracked and extremely uneven and remains a safety issue. In its current condition it remains a trip hazard for a pedestrian walking down the street on this sidewalk. The uneven sidewalk could prevent people in wheelchairs or others with mobility impairments from accessing this portion of the sidewalk, which is in violation of the Americans with Disabilities Act and could leave the city open to lawsuits by disability groups. The city has already been named in a lawsuit by an individual who claimed to have tripped or fallen on this sidewalk.

I understand that there is a $1.4 billion dollar sidewalk repair program as a result of the class action lawsuit brought against the City of Los Angeles that is available for repairs such as this. Please be aware of both the necessity and urgency of this repair.
I am including close up photos of the sidewalk for your reference.

Thank you in advance for your immediate attention to this matter.

Janis Gurnick, Managing Member
2959 Crenshaw Blvd. LLC

cc: Bruce Saltzer, Esq.
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Website of the Agendas and Journals
Board Report and Motions Processing Flow Chart
Draft Board Report
Board Report and Motions Processing Flow Chart
Draft Board Report

Step 1
ORIGINATING OFFICE
Sends 1 Hard Copy with 1 copy of each Transmittal and all of the
electronic files to Board Report Unit.

Step 2
Board Report Unit
Receives Initiated Draft Board Report from Originating Office
Enter information on the Board Report Tracking System.
Notify originating office of processing with provision of Document Tracking No.

Step 3
Route Draft to
Robert M. Kadomatsu
ADM/BOE Chief Management Analyst

Board Report Unit

Step 4
Route Draft to
Other BOE Division/District/Group
If necessary

Board Report Unit

Step 5
Route Draft to
Respective Deputy City Engineer

Board Report Unit

Step 6
The report is scheduled for the following briefing session

Board Report Unit

Step 7
Route Draft Report to any Joint Bureaus or Departments

Board Report Unit

1 to 2 Days
1 to 2 Days each Office
2 Days
Every Wednesday
2 to 5 Days each Bureau, except BCA which may take more days.
Final Board Report and Motions

Step 8
Finalize, incorporating all proofreaders' corrections and route to respective Deputy City Engineer. Upon approval of the DCE, the final folder will be sent to the CE for final signature. Thereafter, the folder will be sent back to the Board Report Unit.

2 to 4 Days

Step 9
If Joint with other Bureau/Department Route to Joint Bureau for Final Signature. Return to Board Report Unit.

2 to 5 Days

Notice to schedule is sent days before the 7 days actual schedule for Board presentation.

Step 10
Board Report Unit schedules report for the next Board Meeting. Board Report Unit will email a Notice to Schedule to Originating Office.

Step 11
Board Report Unit prepares Board Package. Delivers to Board Office. Distribute copies to Writer, Group Manager. Scan Board Report and Transmittals, Link and upload to Electronic Board Reporting System and Novus. Board Report Unit will email a Scheduled Board Report.

Step 12
Board Report Unit receives copy of adopted reports and motions in about 7 days after adoption. Board Report Unit Section replaces and re-uploads stamped adopted reports and motions. The reports can be located on the BRTS and motions can be found on the Agenda and Journals.

Note: Contract Award Board Reports originating from the Project Award and Control Division are submitted to the Board Report Unit are processed skipping steps 3 to 7. The Board Report is formatted in final and will be reviewed in final first by Robert M. Kadomatsu of ADM. Its approval will now continue to undertake steps 8 to 12.