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CALIFORNIA



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JOHN L. REAMER, JR.
Inspector of Public Works

and
Director

BUREAU OF
CONTRACT ADMINISTRATION

1149 S. BROADWAY, SUITE 300
LOS ANGELES, CA 90015
(213) 847-1922

<http://bca.lacity.gov>

Honorable Katy Yaroslavsky, Chair
Budget and Finance Committee
c/o Petty Santos, Interim City Clerk
200 North Spring Street, Room 395
Los Angeles, CA 90012

April 22, 2025

Dear Councilmember Yaroslavsky:

**BUREAU OF CONTRACT ADMINISTRATION – COMMENTS ON THE MAYOR’S PROPOSED
BUDGET FOR FISCAL YEAR 2025-26**

The Bureau of Contract Administration (Bureau) has reviewed the Mayor’s Proposed Budget and appreciates the opportunity to provide an overview of potential changes to core services for the coming year. We recognize the challenges of the City’s current fiscal situation and the difficult decisions the Mayor had to make to present a balanced budget. The Proposed Budget eliminates 22 vacant and 31 filled positions, or 14% of what is currently authorized. While the position eliminations were spread across divisions, the largest impact was in the enforcement of labor standards.

We are presenting for your consideration our request to preserve as many filled positions as possible and avoid laying off those employees who not only help provide services to Angelenos daily, but also make up the future of this Bureau and our City. To support this request, our proposal consists of alternative position eliminations and expense reductions that will fully cover the cost of these positions. Below is a summary of how these positions directly impact services the Bureau provides.

EXECUTIVE OFFICE AND ADMINISTRATIVE SERVICES (including Budget and Systems)

Position Eliminations: 4 vacant and 7 filled (33%)

The Bureau has two very distinct components between Inspection and Compliance, and the elimination of the Assistant Director for Inspection creates a significant gap in ensuring consistency and development of cross-divisional inspection practices and policies. The Administrative Services Division also provides executive, budgetary, systems support and revenue collection for the Bureau. The Proposed Budget’s 50% reduction for the systems group will impact its ability to operate and maintain core systems including an Online Certified Payroll System, Inspection Dispatch scheduling system, and Construction Payments System. With a majority of Bureau staff working exclusively in the field, systems must also ensure the availability of technology such as laptops and smart phones for inspectors.

CITYWIDE LABOR STANDARDS ENFORCEMENT (Office of Wage Standards)

Position Eliminations: 7 vacant and 13 filled (48%)

OWS enforces the City’s Minimum Wage, Paid Sick Leave, and Fair Work Week, and is responsible for administration of the Hotel Worker Protection Ordinance. The Proposed Budget eliminated 13 of 20 positions in the Minimum Wage Investigations section. As proposed, we may not be able to accept all cases and it could take 3-4 years before we are able to help workers resolve their wage complaint. It will also make it very challenging to absorb new workload from the forthcoming Hotel Worker Minimum Wage, including enforcement of the new wage, review of hardship waivers, and administration of the



housekeeping training component. The Fair Work Week section also lost key positions which will make it difficult to absorb new workload for any expansion to Fast Food workers. The Proposed Budget eliminated the Division Manager who oversees all facets of the OWS, provides key policy guidance to the Mayor and City Council on labor standards enforcement, and liaises regularly with the worker and business community to ensure fair and equitable implementation of the ordinances.

CONTRACTUAL LABOR STANDARDS AND BUSINESS OUTREACH

Position Eliminations: 2 vacant and 9 filled (19%)

The Office of Contract Compliance (OCC) enforces ordinances that protect workers and provide business opportunity in City procurement. This includes enforcement of Prevailing and Living Wage, as well as administration of Project Labor Agreements, contracting ordinances, Business Inclusion, Certifications, Local Business Preference, and business development such as Community Level Contracting. The proposed Budget eliminated the Division Manager who oversees all elements of the OCC including providing key policy guidance to the Mayor and City Council, and all City Departments on contract labor standards and business development. This also includes interfacing with the three proprietary departments - POLA, LAWA, & DWP to preserve citywide procurement consistency.

CONSTRUCTION INSPECTION

Position Eliminations: 9 vacant and 2 filled (4%)

The Bureau's Construction Inspection Divisions provide inspection on both private development permits and City funded infrastructure projects, as well as support for the Proprietary Departments. The Bureau believes it can absorb these eliminations, but will monitor workload and report back as needed. However, the Proposed Budget also eliminated a Civil Engineer who ensures compliance with applicable federal, state, and local laws on construction sites and coordinates the Bureau's Tailgate Safety meeting program.

OFFICE OF PROCUREMENT (EXHIBIT H)

The Bureau applauds the Mayor on her leadership and recognition of a partnership and consolidation of the Office of Procurement within the Bureau. An overwhelming majority of the OOP staff appear designated for elimination in this budget. The Bureau believes there are opportunities with a potential consolidation and reimagining of the OOP's mission within BCA and welcomes consideration of a strategic plan. This can include consolidated outreach and training on City procurement and in advance of the 2028 Games, leveraging RAMP and prioritizing developments that improve the customer experience on procurement and certification, development of procurement policy that advances opportunities for small, local, diverse businesses, and brings clarity to departments on procurement guidance and advice.

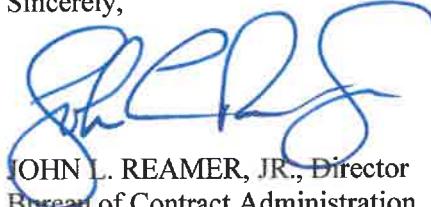
PROPOSED SOLUTIONS

In total, the Bureau is proposing to restore 27 filled and 3 vacant positions at a total cost of \$2,499,909. Note that vacant positions were factored at 9 months funding. A more detailed breakdown of the proposed offset is attached which includes:

- Elimination of 2 positions that are funded by General Fund subsidized Special Funds
- Shifting 12 Inspection and Compliance staff from General Fund to Special Funded positions
- Reductions to Overtime, Hiring Hall, and Contractual Services accounts.

The Bureau looks forward to continued discussions regarding the FY 2025-26 Budget. If you have any questions or need additional information, please contact Angelica H. Samayoa at (213) 798-5087.

Sincerely,



JOHN L. REAMER, JR., Director
Bureau of Contract Administration



cc: Carolyn Webb de Macias, Chief of Staff, Office of the Mayor
Randall Winston, Deputy Mayor, Mayor's Office of Infrastructure
Matt Hale, Deputy Mayor, Mayor's Office of Finance and Innovation
Vahid Khorsand, President, Board of Public Works
Matt Szabo, City Administrative Officer
Sharon Tso, Chief Legislative Analyst

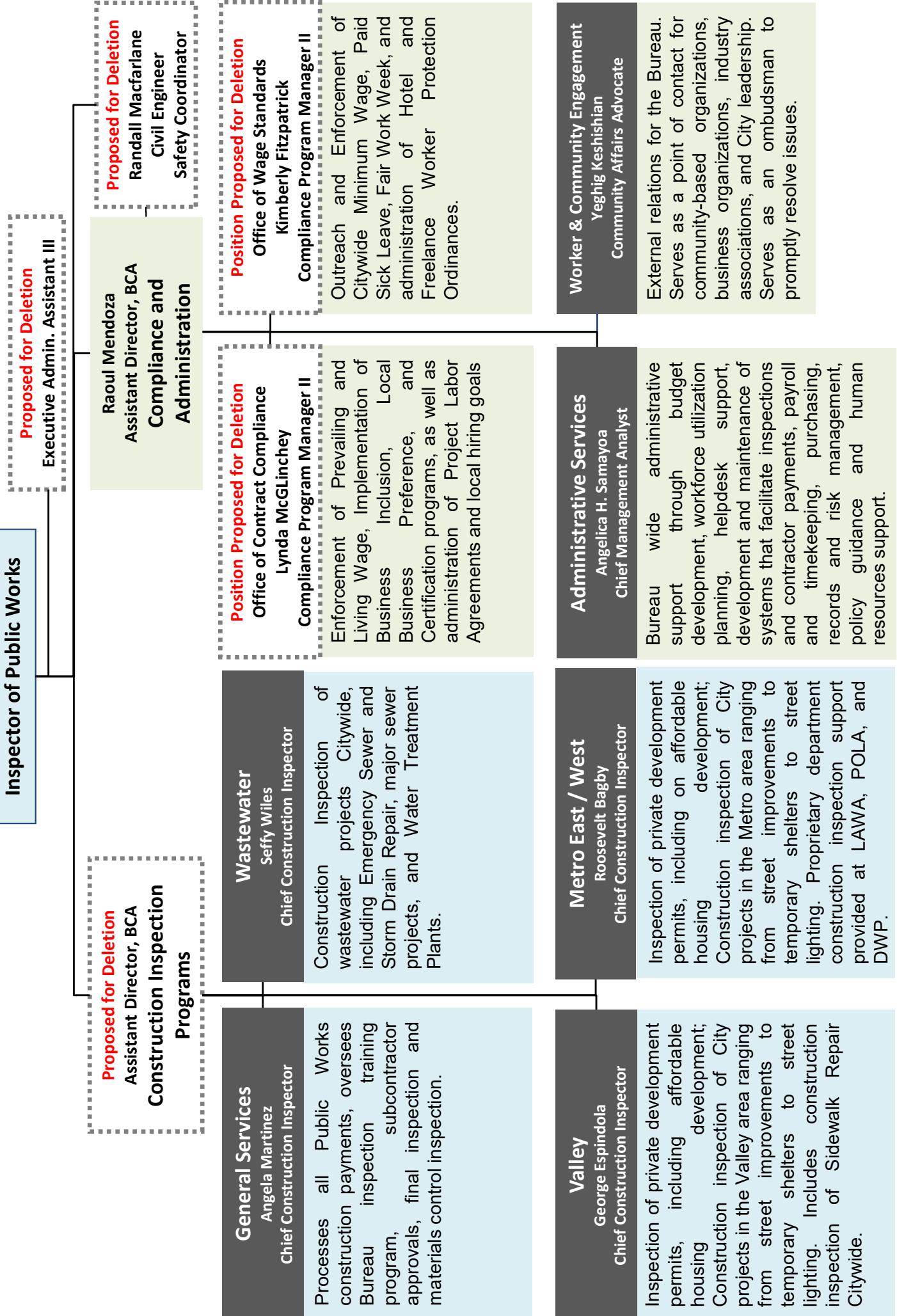
Attachments



Requested Position Restoration					Proposed Offset		
Division/Section	Filled Positions	Vacant Positions	Classification	Cost	Classification	Funding Source	General Fund Savings
Executive					Delete vacant positions funded by Subsidized Special Fund		
Inspection Assistant Director		1	Assistant Director	\$181,421	Construction Inspector	511 - Stormwater Pollution Abatement Fund (Sch. 7)	\$108,404
Exec Support	1		Executive Administrative Asst III	\$75,730	Construction Inspector	540 - Proposition C Anti-Gridlock Transit Fund (Sch. 27)	\$108,404
Administrative Services - Budget & Systems					Shift Staff from General Fund positions to Special Fund/Reimbursed positions. Delete GF Vacancy.		
Admin - Budget	1		Senior Management Analyst II	\$113,798	Principal Construction Inspector	57F - Sidewalk Repair Fund (Sch. 51)	\$160,637
Systems Development	2		Senior Systems Analyst I	\$202,104	Senior Electrical Inspector	67H - RAISE LA Fund (Sch. 29)	\$124,714
Systems Help Desk	1		Senior Systems Analyst I	\$101,052	Senior Construction Inspector	761 - Sewer Capital Fund (Sch. 14)	\$124,714
Systems Help Desk	1		Systems Analyst	\$72,255	Senior Construction Inspector	761 - Sewer Capital Fund (Sch. 14)	\$124,714
Systems Director		1	Senior Systems Analyst II	\$104,585	Senior Electrical Inspector	761 - Sewer Capital Fund (Sch. 14)	\$124,714
Office of Wage Standards					Construction Inspector	59C - Measure M Local Return Fund (Sch. 52)	\$108,404
OWS - Division Manager	1		Compliance Program Manager II	\$145,323	Construction Inspector	59C - Measure M Local Return Fund (Sch. 52)	\$108,404
OWS - Investigations	1		Compliance Program Manager I	\$113,125	Senior Construction Inspector	59C - Measure M Local Return Fund (Sch. 52)	\$124,714
OWS - Investigations	2		Senior Management Analyst I	\$174,060	Senior Construction Inspector	59C - Measure M Local Return Fund (Sch. 52)	\$124,714
OWS - Investigations	8	1	Management Analyst	\$612,204	Management Analyst	100 - General Fund (POLA reimbursed)	\$100,197
OWS - Investigations	1		Senior Administrative Clerk	\$54,018	Management Analyst	100 - General Fund (POLA reimbursed)	\$100,197
Office of Contract Compliance					Management Analyst	100 - General Fund (DWP reimbursed)	\$100,197
OCC Division Manager	1		Compliance Program Manager II	\$145,323	One-Time Reductions from various Expense Accounts		
OCC Admin Support	1		Principal Clerk	\$64,824	OCC Outreach	Contractual Services	\$80,000
OCC Admin Support	2		Administrative Clerk	\$73,708	OWS Outreach	Contractual Services	\$250,000
OCC Admin Support	3		Senior Administrative Clerk	\$162,054	Deputy Inspection	Hiring Hall Salaries	\$293,400
Inspection					Deputy Inspection	Benefits, Hiring Hall	\$178,629
Safety	1		Civil Engineer	\$104,325	Deputy Inspection	Overtime, Hiring Hall	\$12,475
					Overtime for Prop C projects	Overtime Salaries	\$42,277
			TOTAL:	\$2,499,909			TOTAL: \$2,499,909

Bureau of Contract Administration Fiscal Year 2025-26 Proposed Budget

John L. Reamer, Jr.
Director
Inspector of Public Works



Bureau of Contract Administration
ADOPTED ORGANIZATIONAL CHART
Fiscal Year 2024-25



Division 200
Contract Compliance - Proprietary Authority

LYNDA MCGLINCHHEY

COMPLIANCE PROGRAM MANAGER II

CONTRACT COMPLIANCE

CC: 9165 PG: 2
Reg Full PRGM: FG602 SVC: FG76009
No. of Positions: 1

PRINCIPAL CLERK

CONTRACT COMPLIANCE
CERTIFICATION COORDINATOR

CC: 9165 PG: 0
Reg Full SVC: FG760103, 105-107
No. of Positions: 1

PROPOSED CONTINUE

SR MGMT ANALYST II

EQUALITY CONTRACT COMPLIANCE - LAWA

CC: 9165 PG: 1
Reg On SVC: FG602 SVC: FG760105
No. of Positions: 1

PROPOSED CONTINUE

SR MGMT ANALYST I

CONTRACT COMPLIANCE - LAWA

CC: 9165 PG: 1
Reg On SVC: FG602 SVC: FG760105
No. of Positions: 1

COMP PROGRAM MANAGER I

WAGE ENFORCEMENT

CC: 9165 PG: 1
Reg Full PRGM: FG602 SVC: FG760105...
No. of Positions: 1

PROPOSED CONTINUE

SR MGMT ANALYST I

SIDEWALK

CC: 9165 PG: 1
Reg On SVC: FG760107
No. of Positions: 1

PROPOSED CONTINUE

MGMT ANALYST

LAWA

CC: 9165 PG: 0
Reg Full SVC: FG760107
No. of Positions: 1

PROPOSED CONTINUE

MGMT ANALYST

SIDEWALK

CC: 9165 PG: 0
Reg Full SVC: FG760107
No. of Positions: 1

PROPOSED CONTINUE

SR MGMT ANALYST I

LABOR COMPLIANCE

CC: 9165 PG: 0
Reg Full PRGM: FG602
No. of Positions: 1

PROPOSED CONTINUE

MGMT ANALYST

WASTEWATER

CC: 9165 PG: 0
Reg Full SVC: FG760107
No. of Positions: 1

PROPOSED CONTINUE

MGMT ANALYST

WATER

CC: 9165 PG: 0
Reg Full SVC: FG760107
No. of Positions: 1

PROPOSED CONTINUE

MGMT ANALYST

VACANT

CC: 9165 PG: 0
Reg Full SVC: FG760107
No. of Positions: 1

PROPOSED CONTINUE

MGMT ANALYST

VACANT

CC: 9165 PG: 0
Reg Full SVC: FG760107
No. of Positions: 1

PROPOSED CONTINUE

MGMT ANALYST

VACANT

CC: 9165 PG: 0
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PROPOSED CONTINUE

MGMT ANALYST

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PROPOSED CONTINUE

MGMT ANALYST

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Reg Full SVC: FG760107
No. of Positions: 1

PROPOSED CONTINUE

MGMT ANALYST

VACANT

CC: 9165 PG: 0
Reg Full SVC: FG760107
No. of Positions: 1

Bureau of Contract Administration Fiscal Year 2025-26 Proposed Budget

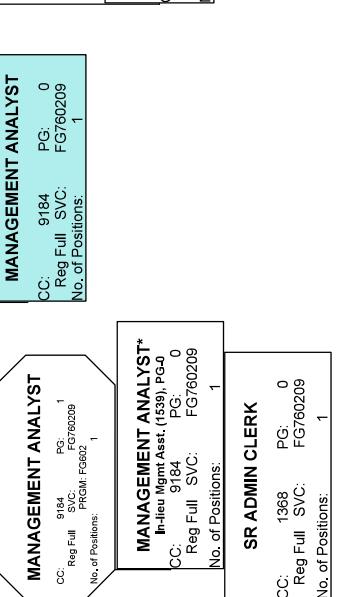
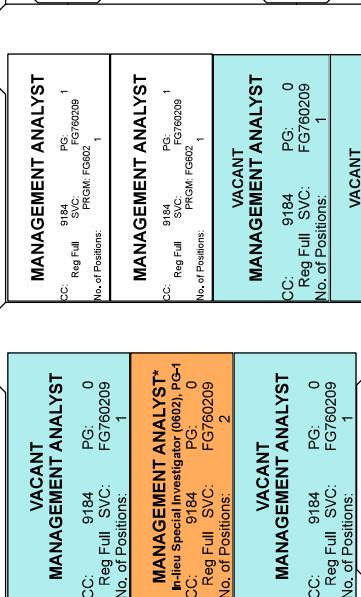
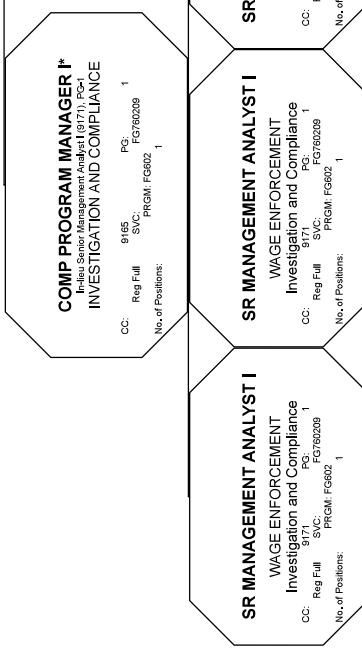
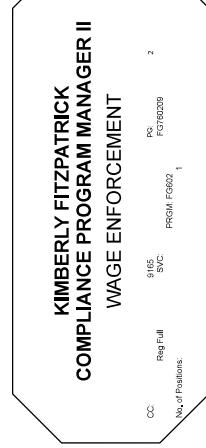
Compliance and Administration				
Office of Contract Compliance				
<p>Lynda McGlinchey Compliance Program Manager II</p> <p>Enforcement of Prevailing and Living Wage, Implementation of Business Inclusion, Local Business Preference, and Certification programs, as well as administration of Project Labor Agreements and local hiring goals.</p>				

Total Authorized Positions: 66	Proposed Position Eliminations: 11			Major Proposed Contractual Services Activities *
Impacted Service Areas	Filled	Vacant	Total Eliminations	
Division Manager	1	0	1	Business and Community Outreach (using a Qualified List of Organizations) 302,900
Labor Compliance	1	1	2	B2G Service Contract with L.A. World Airport (BCA Share) 25,000
Certification	1	0	1	Total \$125,000
Administrative Support	6	1	7	
Total	9	2	11	

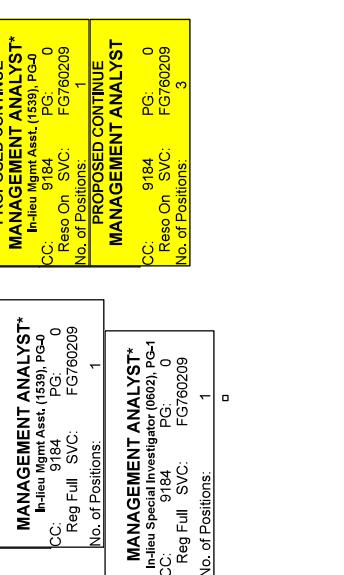
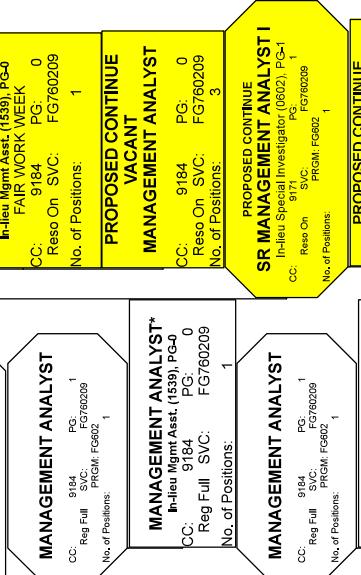
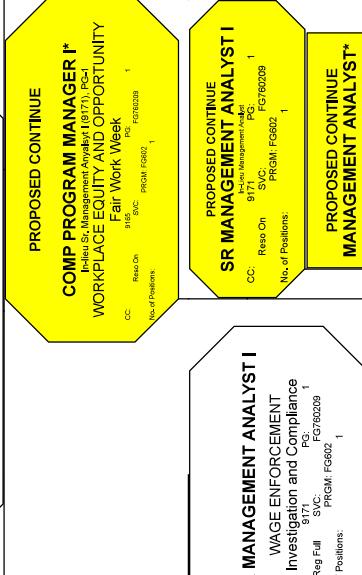
* See also the Administrative Services Division and Office of Wage Standards for information on additional contracting activities.



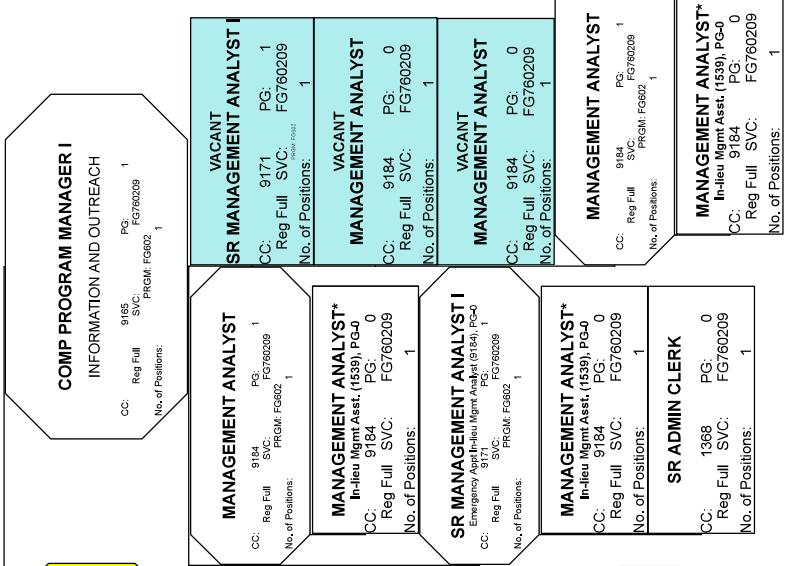
Bureau of Contract Administration
ADOPTED ORGANIZATIONAL CHART
Fiscal Year 2024-2025



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Bureau of Contract Administration Fiscal Year 2025-26 Proposed Budget

Compliance and Administration

Office of Wage Standards

Kimberly Fitzpatrick
Compliance Program Manager II

Outreach and Enforcement of Citywide Minimum Wage, Paid Sick Leave, Fair Work Week, and administration of Hotel and Freelance Worker Protection Ordinances.

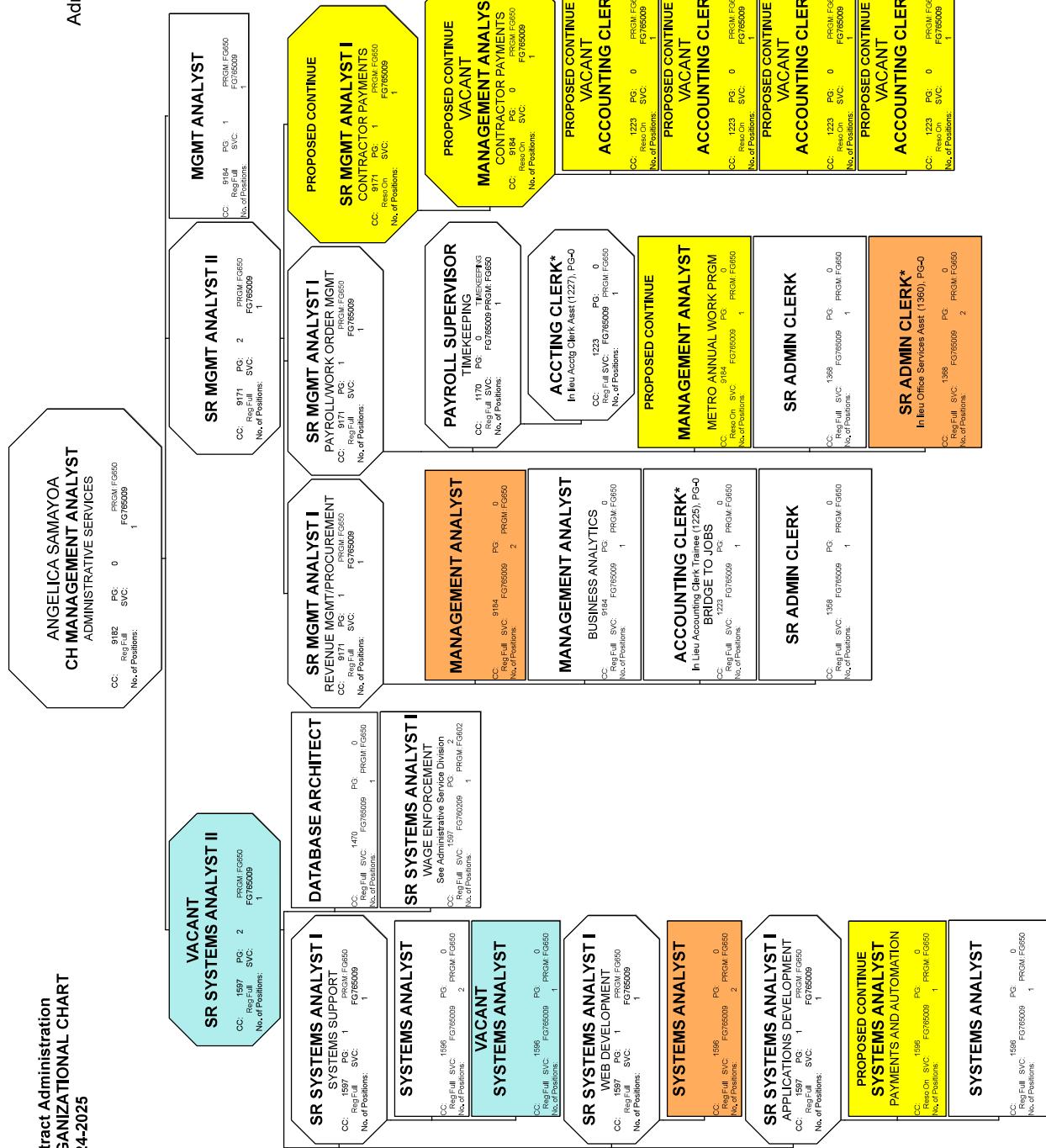
Total Authorized Positions: 40	Proposed Position Eliminations: 20			Major Proposed Contractual Services Activities *	
Impacted Service Areas	Filled	Vacant	Total Eliminations	Business Research Subscription	\$10,000
Division Manager	1	0	1	Business and Community Outreach (using a Qualified List of Organizations)	302,900
Investigations and Compliance	10	3	13		
Outreach	0	3	3		
Fair Work Week	0	3	3		
Total	11	9	20		\$312,900

* See also the Administrative Services Division and Office of Contract Compliance for information on additional contracting activities.

Bureau of Contract Administration
ADOPTED ORGANIZATIONAL CHART
Fiscal Year 2024-2025



Division 400
Administrative Services Division



Bureau of Contract Administration Fiscal Year 2025-26 Proposed Budget

Compliance and Administration

Administrative Services

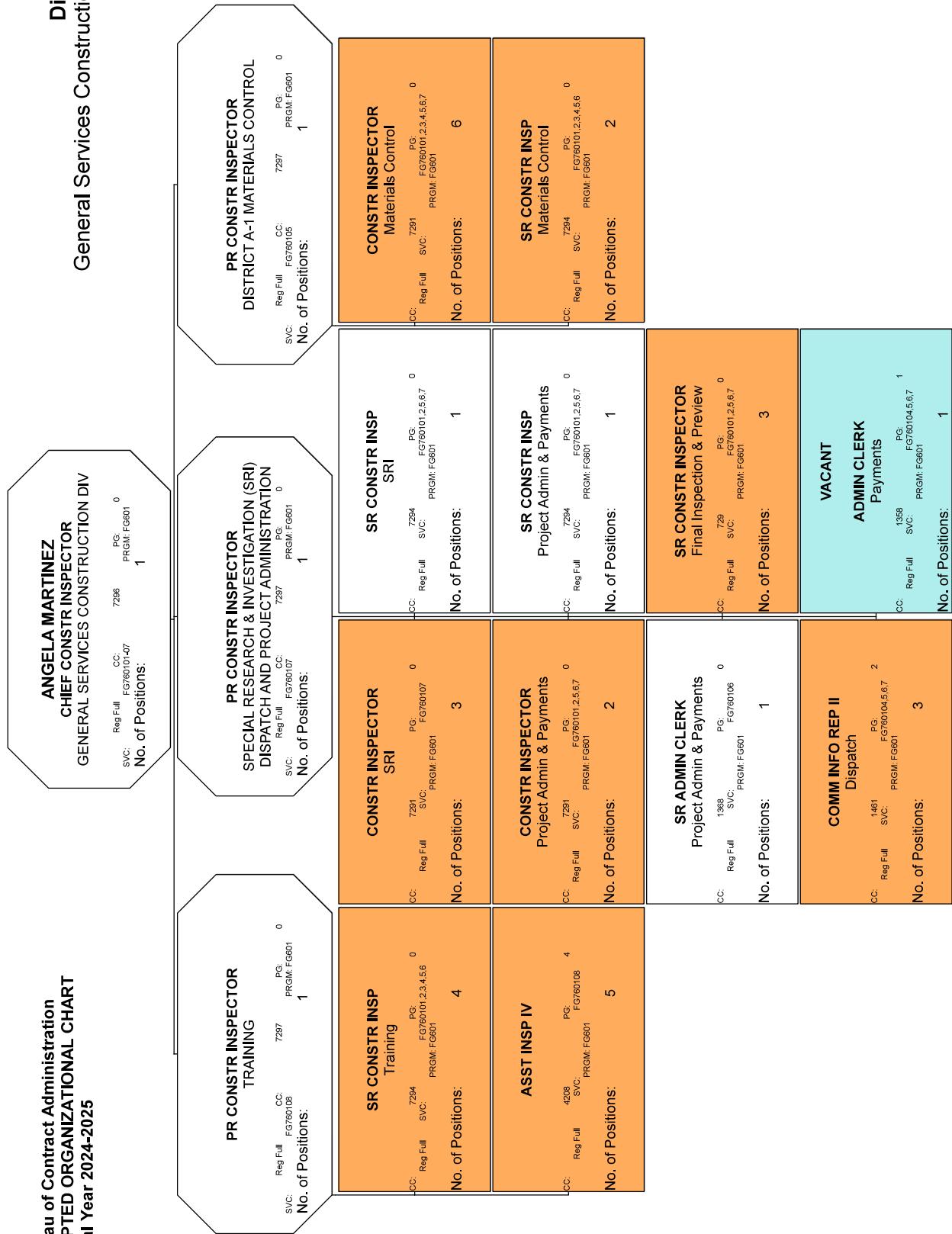
Angelica H. Samayoa
Chief Management Analyst

Bureau wide administrative support through budget development, workforce utilization planning, helpdesk support, development and maintenance of systems that facilitate inspections and contractor payments, payroll and timekeeping, purchasing, records and risk management, policy guidance and human resources support.

Total Authorized Positions: 33				Proposed Position Eliminations: 9	Major Proposed Contractual Services Activities *	
Impacted Service Areas	Filled	Vacant	Total Eliminations	Contractual Services Activities		
Systems Help Desk Support / Development	4	1	5	Technological / Software License renewals, additional, for all Staff	\$410,284	
OWS Systems Support	1	0	1	Copier Maintenance Leases	41,638	
Financial / Revenue Management	2	0	2	Records Storage	1,000	
Construction Payments Processing	0	1	1	Total	<u>\$452,922</u>	
Total	7	2	9			

* The Administrative Services Division is responsible for the Bureau wide contract administration of the activities above. See also the Office of Contract Compliance and Office of Wage Standards for information on additional contracting activities.

Bureau of Contract Administration
ADOPTED ORGANIZATIONAL CHART
Fiscal Year 2024-2025



Bureau of Contract Administration
Fiscal Year 2025-26 Proposed Budget

Construction Inspection Program

General Services

Angela Martinez

Chief Construction Inspector

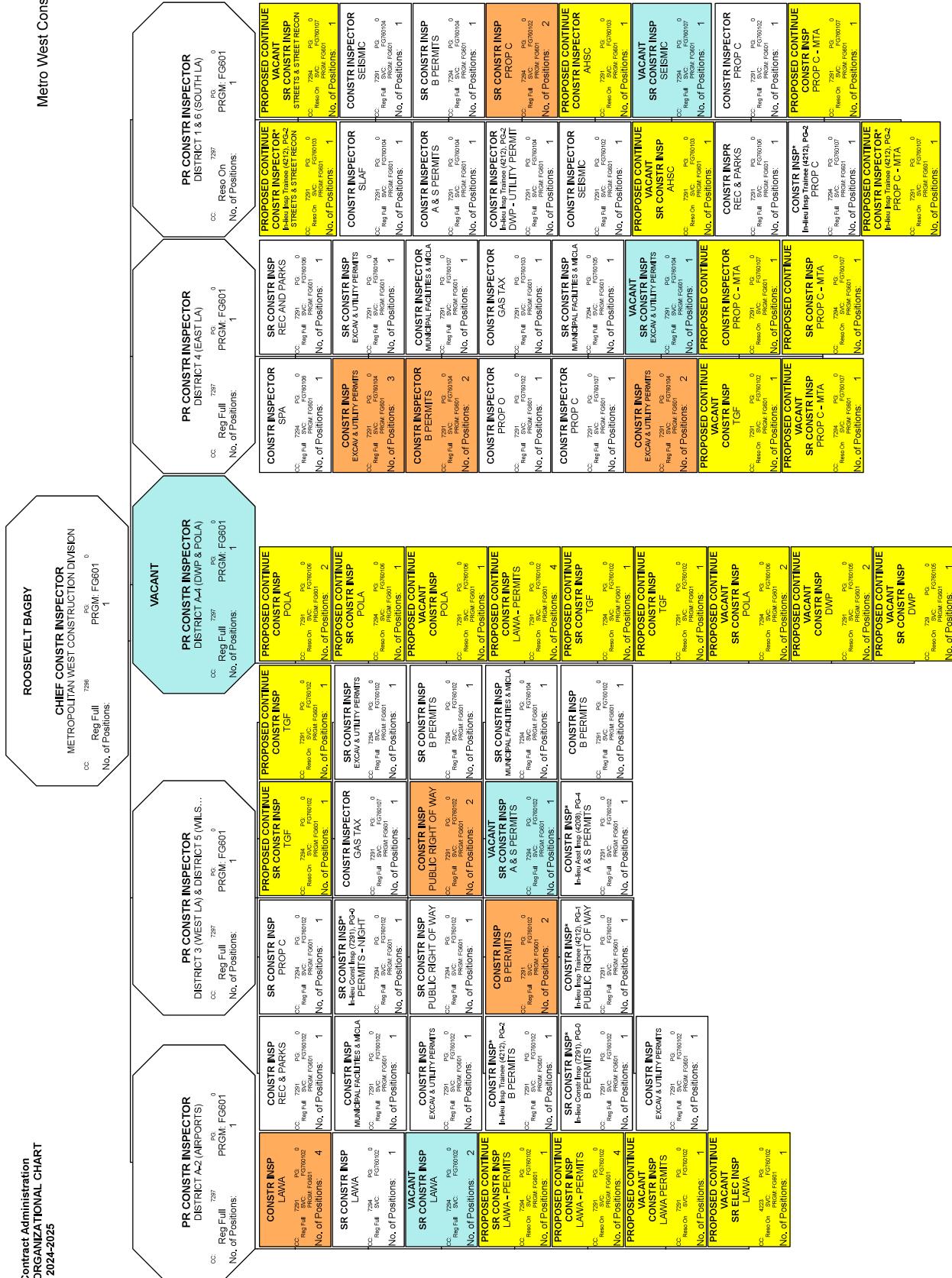
Processes all Public Works construction payments, oversees Bureau inspection training program, subcontractor approvals, final inspection and materials control inspection.

Total Authorized Positions: 35	Proposed Position Eliminations: 3		
Impacted Service Areas	Filled	Vacant	Total Eliminations
Materials Control	0	1	1
Finals Inspection	1	0	1
Records Management	0	1	1
Total	1	2	<u>3</u>



**Bureau of Contract Administration
ADOPTED ORGANIZATIONAL CHART
Fiscal Year 2024-2025**

ORGANIZATIONAL CHART
for 2024-2025



**Bureau of Contract Administration
Fiscal Year 2025-26 Proposed Budget**

Construction Inspection Program

Metro East / West

Roosevelt Bagby

Chief Construction Inspector

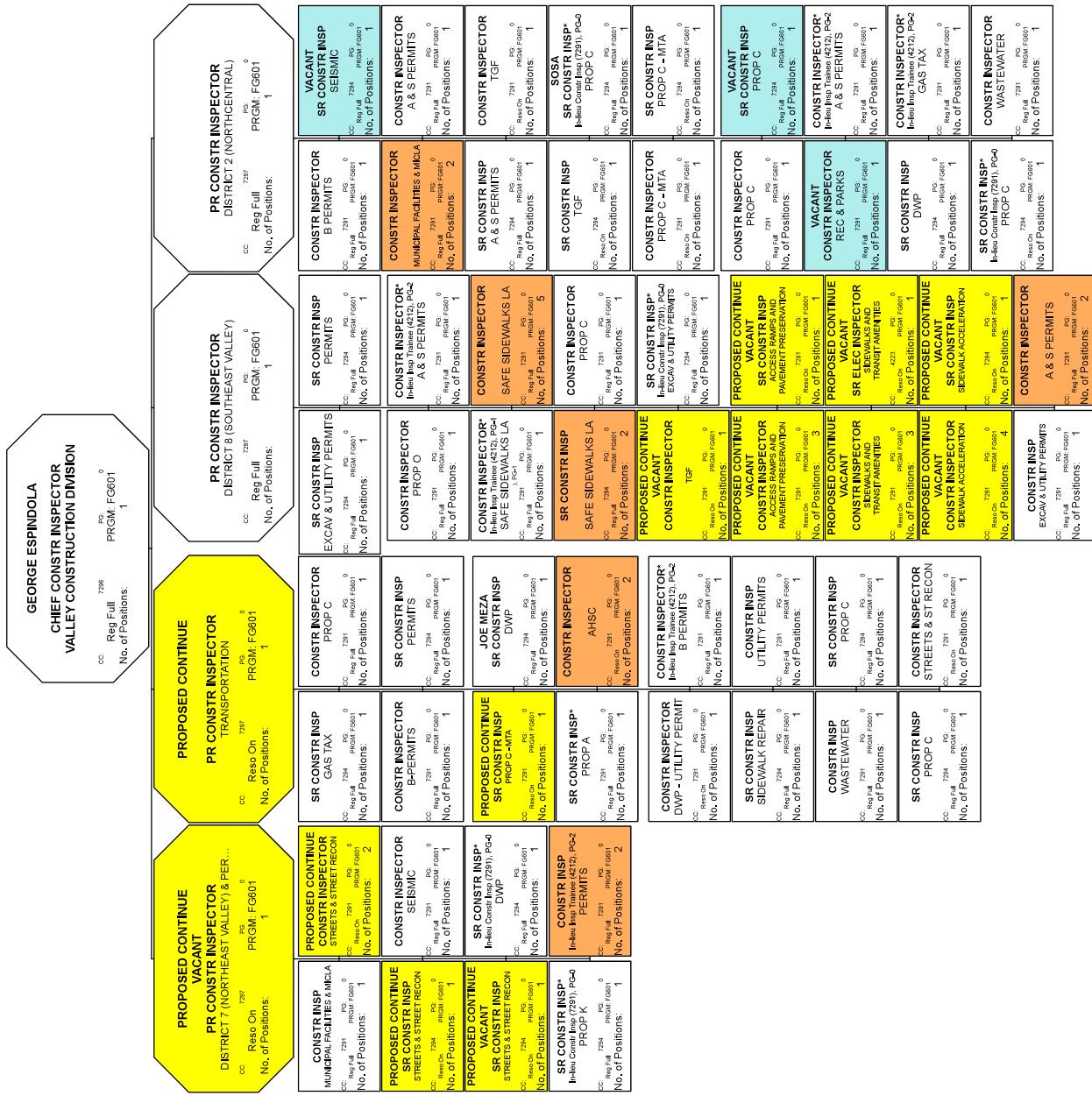
Inspection of private development permits, including on affordable housing development; Construction inspection of City projects in the Metro area ranging from street improvements to temporary shelters to street lighting. Proprietary department construction inspection support provided at LAWA, POLA, and DWP.

Total Authorized Positions: 68	Proposed Position Eliminations: 1		
Impacted Service Areas	Filled	Vacant	Total Eliminations
Assistant Inspector IV (entry-level training position)	0	1	1
Total	<u>0</u>	<u>1</u>	<u>1</u>
New – Proposed Position Authorities at 3 months' funding			
Convention Center Special Projects			<u>3</u>



**Bureau of Contract Administration
ADOPTED ORGANIZATIONAL CHART
Fiscal Year 2024-2025**

ADOPTED ORGANIZATION CHART
Fiscal Year 2024-2025



Bureau of Contract Administration
Fiscal Year 2025-26 Proposed Budget

Construction Inspection Program

Valley

George Espindola

Chief Construction Inspector

Inspection of private development permits, including affordable housing development; Construction inspection of City projects in the Valley area ranging from street improvements to temporary shelters to street lighting. Includes construction inspection of Sidewalk Repair Citywide.

Total Authorized Positions: 82		Proposed Position Eliminations: 6		
Impacted Service Areas	Filled	Vacant	Total	Eliminations
Affordable Housing and Sustainable Communities	0	1	1	1
Access Ramps – Pavement Preservation	0	4	4	4
Construction Inspection Training *	0	1	1	1
Total	0	6	6	6

* Position on loan to General Services Division for Construction Inspection Training.



Bureau of Contract Administration
ADOPTED ORGANIZATION CHART
Fiscal Year 2024-2025

Division 900
Wastewater Construction Division

SEFFY WILES
CHIEF CONSTR INSPECTOR
WASTEWATER CONSTRUCTION DIV

Reg Full CC: 7296 PG: 0
SVC: FG760101 No. of Positions: 1
PRGM: FG601

CONSTR INSPECTOR
WASTEWATER CONSTRUCTION DIV
DISTRICT W1 (HYPERION, TERMINAL ISLAND, CISCO O, LAG, DCT)
Reg Full CC: 7291 PG: 0
SVC: FG760101 No. of Positions: 1
PRGM: FG601

SR ELEC INSPECTOR
IN-LIEU INSPECTOR (4223), PG-0
Reg Full CC: 4223 PG: 0
SVC: FG760101 PRGM: FG601
No. of Positions: 2

PR CONSTR INSPECTOR
WASTEWATER CONSTRUCTION DIV
DISTRICT W2 (LA WEST, COLLECTION SYSTEMS, SSCR, DAR, D...
Reg Full CC: 7297 PG: 0
SVC: FG760101 No. of Positions: 1
PRGM: FG601

SR CONSTR INSP
IN-LIEU INSPECTOR (4223), PG-0
Reg Full CC: 4223 PG: 0
SVC: FG760101 PRGM: FG601
No. of Positions: 2

PR CONSTR INSPECTOR
WASTEWATER CONSTRUCTION DIV
DISTRICT W3 (LA EAST, COLLECTION SYSTEMS, SSCR, ESRR)
Reg Full CC: 7291 PG: 0
SVC: FG760101 No. of Positions: 1
PRGM: FG601

SR CONSTR INSP*
IN-LIEU CONSTR INSPECTOR (4221), PG-0
Reg Full CC: 4223 PG: 0
SVC: FG760101 PRGM: FG601
No. of Positions: 2

CONSTR INSPECTOR*
IN-LIEU INSPIREEN IV (4212), PG-1
Reg Full CC: 7291 PG: 0
SVC: FG760101 PRGM: FG601
No. of Positions: 2

SR CONSTR INSP
IN-LIEU INSPIREEN IV (4212), PG-0
Reg Full CC: 4223 PG: 0
SVC: FG760101 PRGM: FG601
No. of Positions: 2

CONSTR INSPECTOR
WASTEWATER CONSTRUCTION DIV
DISTRICT W4 (DCI, LAG, CSCO)
Reg Full CC: 7297 PG: 0
SVC: FG760101 No. of Positions: 1
PRGM: FG601

SR CONSTR INSP
IN-LIEU INSPIREEN IV (4212), PG-0
Reg Full CC: 4223 PG: 0
SVC: FG760101 PRGM: FG601
No. of Positions: 2

CONSTR INSPECTOR
MATT SMITH, TOLENTINO
WASTEWATER CONSTRUCTION DIV
DISTRICT W4 (DCI, LAG, CSCO)
Reg Full CC: 7291 PG: 0
SVC: FG760101 PRGM: FG601
No. of Positions: 15

CONSTR INSPECTOR*
IN-LIEU INSPIREEN IV (4212), PG-4
Reg Full CC: 4212 PG: 4
SVC: FG760101 PRGM: FG601
No. of Positions: 2

ACCTING CLERK
IN-LIEU INSPIREEN IV (4212), PG-4
Reg Full CC: 4223 PG: 0
SVC: FG760101 PRGM: FG601
No. of Positions: 1

CONSTR INSPECTOR*
IN-LIEU INSPIREEN IV (4212), PG-4
Reg Full CC: 4223 PG: 0
SVC: FG760101 PRGM: FG601
No. of Positions: 1

SR CONSTR INSP*
IN-LIEU CONSTR INSPIREEN (7291), PG-0
Reg Full CC: 7291 PG: 0
SVC: FG760101 PRGM: FG601
No. of Positions: 3

SR CONSTR INSP*
IN-LIEU CONSTR INSPIREEN (7291), PG-0
Reg Full CC: 7291 PG: 0
SVC: FG760101 PRGM: FG601
No. of Positions: 1

**Bureau of Contract Administration
Fiscal Year 2025-26 Proposed Budget**

Construction Inspection Program

Wastewater

Seffy Wiles

Chief Construction Inspector

Construction Inspection of wastewater projects Citywide, including Emergency Sewer and Storm Drain Repair, major sewer projects, and Water Treatment Plants.

Total Authorized Positions: 64	Proposed Position Eliminations: None
New – Proposed Position Authorities at 9 months’ funding	
Safe, Clean Water Program (Measure W Project Support)	<u>2</u>