

## REPORT FROM

### OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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|            |   |                   |                 |
|------------|---|-------------------|-----------------|
| Date:      | October 30, 2023  | CAO File No.      | 0640-01399-0131 |
|            |   | Council File No.  | 23-0842-S1      |
|            |   | Council District: | All             |
| To:        | Mayor<br>Council  |                   |                 |
| From:      | <i>for</i> Matthew W. Szabo, City Administrative Officer <i>Ylenda Chavez</i> |                   |                 |
| Reference: | City Capital Repair and Infrastructure Projects                               |                   |                 |
| Subject:   | <b>2023-24 – Second Construction Projects Report – ADDENDUM</b>               |                   |                 |

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## RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the Controller to transfer \$305,402 between departments and funds, as follows; and

Transfer from: Fund 100/54, Capital and Technology Improvement Expenditure Program (CTIEP)

|   |              |
|---|--------------|
| 00Y947, Municipal Building Renovations        | \$ 300,000   |
| 00Y046, Citywide Maintenance and Improvements | <u>5,402</u> |
| Total:  | \$ 305,402   |

Transfer to: Fund 100/40, General Services Department (GSD)

|   |               |
|---|---------------|
| 001101, Hiring Hall Construction          | \$ 102,195    |
| 001121, Benefits Hiring Hall Construction | 40,697        |
| 001014, Salaries, Construction Projects   | 67,164        |
| 003180, Construction Materials            | <u>95,346</u> |
| Total:                                    | \$ 305,402    |

2. Authorize the Office of the City Administrative Officer to make technical corrections, as necessary, to the transactions authorized through this report addendum, as required to implement the intent of those transactions.

## SUMMARY

On October 23, 2023, this Office released the Second Construction Projects Report (CPR) for Fiscal Year 2023-24 that provides updates for major capital projects and associated financial transactions (C.F. 23-0842-S1). This addendum is needed to address a time-sensitive item that was identified subsequent to the release of the Second CPR.

An appropriation of \$305,402 in CTIEP funds to GSD's budgetary accounts is recommended for the following various projects to address deferred maintenance renovations at neighborhood City Halls and Council field offices:

| CD            | Project                           | Scope                              | Cost              |
|---------------|-----------------------------------|------------------------------------|-------------------|
| 1             | Council District One Field Office | Interior improvements              | \$ 22,667         |
| 3             | West Valley Municipal Building    | Interior improvements              | 44,342            |
| 6             | Van Nuys City Hall                | Carpeting and painting             | 56,120            |
| 11            | Westchester Municipal Building    | Interior and exterior improvements | 182,273           |
| <b>TOTAL:</b> |                                   |                                    | <b>\$ 305,402</b> |

The estimated completion date for these projects is December 2023. Council approval is required to appropriate these funds to GSD's budgetary accounts. *O&M Fiscal Impact: There is no General Fund impact for operations and maintenance as these are existing facilities.*

### FISCAL IMPACT STATEMENT

There is no additional impact on the General Fund as a result of the actions recommended in this report addendum.

### DEBT IMPACT STATEMENT

There is no debt impact to the General Fund as a result of the recommendations in this report as there are no new debt issuance authorizations recommended.

### FINANCIAL POLICIES STATEMENT

The actions recommended in this report comply with the City's Financial Policies.

By: LaTanya Roux  
Administrative Analyst

**APPROVED:**

City Administrative Officer

MWS:LRR:05240041