

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: October 30, 2023
To: Mayor
Council
From: *Ylenda Chavez* for Matthew W. Szabo, City Administrative Officer
Reference: City Capital Repair and Infrastructure Projects
Subject: **2023-24 – Second Construction Projects Report – ADDENDUM**

CAO File No. 0640-01399-0131
Council File No. 23-0842-S1
Council District: All

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
TOTAL:			\$ 305,402

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