

0220-03621-0031

**TRANSMITTAL**

TO City Council	DATE 7/11/22	COUNCIL FILE NO.
FROM Seismic Governance Committee		COUNCIL DISTRICT

At its meeting held on June 30, 2022, the Seismic Governance Committee adopted the recommendations of the attached Bureau of Engineering (BOE) report, which is hereby transmitted for Council consideration. Adoption of the report recommendations would approve the proposed staffing plan for fiscal year 2022-23, authorize appropriations up to \$2.5 million to reimburse anticipated staffing costs, and authorize the City Administrative Officer (CAO) to submit quarterly staff reimbursement appropriations for Council consideration and approval through the Construction Projects Report.

There is no additional General Fund impact beyond monies authorized for this purpose as part of the 2022-23 Adopted City Budget.



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Matthew W. Szabo  
City Administrative Officer  
Chair, Seismic Governance Committee

MWS:EYL:05220183

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: June 16, 2022

To: Seismic Governance Committee  
Matthew Szabo, City Administrative Officer, Chair  
Sharon M. Tso, Chief Legislative Analyst  
Jennifer McDowell, Office of the Mayor

From: Kevin Minne, PE, Principal Civil Engineer  
Bridge Improvement Division  
Bureau of Engineering



**Subject: Bridge Improvement Program Proposed Staffing and Salary  
Appropriations for Fiscal Year 2022-23**

**RECOMMENDATIONS:**

1. That the Seismic Governance Committee approve the staffing plan shown in Attachment A for Fiscal Year 2022-23;
2. That the Seismic Governance Committee authorize appropriations to reimburse anticipated staff costs for Fiscal Year 2022-23 for the various departments in the amount up to \$2,506,049.42 and authorize the City Administrative Office (CAO) to submit quarterly appropriations for Council consideration and approval through Construction Projects Reports; and
3. Authorize the CAO to make funding and technical adjustments, as necessary, within the approved budget authority for City staff costs.

**Background**

Program staffing for the Bridge Improvement Program (BIP) projects under the Seismic Governance Committee started at a level of 24 resolution authorities in December 2000 under Council File 00-2433. Total authorities have been reduced over time as the BIP delivered the original projects approved under the BIP Seismic Budget.

The Bureau of Engineering (BOE) analyzed the current staffing needs to support five projects in design and right of way phases, one project in the construction phase, and eight projects in the post-construction/Caltrans close-out phase, and recommends maintaining the FY 2021-22 staffing level for Fiscal Year 2022-23 as shown in Attachment A.

Based on the projected salary expenditures, an appropriation of \$2,506,049.42 is estimated to cover Fiscal Year 2022-23 staff costs for reimbursement to BOE and all support departments. The Bureau of Contract Administration staffing allocation has been made as a dollar amount for charging authority which totals approximately three

SGC

June 16, 2022

full time equivalent (FTE) positions.

### **FISCAL IMPACT STATEMENT**

Sufficient funding for the proposed Bridge Improvement Program staffing plan is contingent upon the timely receipt of funds from reimbursing agencies. Delayed reimbursements will result in departments to require an additional General Fund appropriation or incur a reserve fund loan.

*KDM/kdm*

### **Attachment A: Bridge Improvement Program Authorized Positions**

Cc: Gary Lee Moore-City Engineer  
Julie Sauter – BOE  
Y. Chavez-CAO  
M. Farfan-CLA  
B. Hollins/L. Chu/E. Lee – CAO  
S. Gibson – BOE  
File PG-1

**ATTACHMENT A: Bridge Improvement Program Authorized Positions**

**Resolution Authorities (Council File 00-2483)**

	<b>CURRENT 2021-22</b>			<b>PROPOSED 2022-23</b>	
	<b>Bureau of Engineering</b>			<b>Bureau of Engineering</b>	
	Number	Position		Number	Position
	1	Principal Civil Engineer		1	Principal Civil Engineer
	1	Sr. Civil Engineer		1	Sr. Civil Engineer
	1	Structural Engineer		1	Structural Engineer
	2	Civil Engineer		2	Civil Engineer
	1	Civil Engr Associate IV		1	Civil Engr Associate IV
	2	Structural Engr Associate III		2	Structural Engr Associate III
	1	Sr. Administrative Clerk		1	Sr. Administrative Clerk
SUBTOTAL	<b>9</b>			<b>9</b>	
	<b>Board of Public Works</b>			<b>Board of Public Works</b>	
	1	Sr. Accountant II		1	Sr. Accountant II
	2	Accountant		2	Accountant
SUBTOTAL	<b>3</b>			<b>3</b>	
<b>TOTAL</b>	<b>12</b>			<b>12</b>	