

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: September 14, 2023

CAO File No. 0111-31464-0000

Council File No. 23-0522

Council District: All

To: The Council

From: *for* Matthew W. Szabo, City Administrative Officer 

Reference: Report to the Mayor and City Council from the Board of Public Works, dated May 12, 2023; referred for report June 6, 2023, by the Council Personnel, Audit, and Hiring Committee

Subject: **RESOLUTION AUTHORITY FOR ONE SENIOR MANAGEMENT ANALYST II AT THE BOARD OF PUBLIC WORKS TO MANAGE ITS GRANTS**

RECOMMENDATION

Deny the request from the Board of Public Works for one resolution authority for a Senior Management Analyst II for Fiscal Years 2023-24 and 2024-25 to be a dedicated Grants Officer and the appropriation of \$300,000 from the Climate Equity Fund for this position.

SUMMARY

On May 12, 2023, The Board of Public Works (Board) released a report requesting:

- Resolution authority for one Senior Management Analyst II for Fiscal Years 2023-24 and 2024-25 to manage the Grants Unit;
- An appropriation of \$300,000 from the Climate Equity Fund for this purpose; and,
- That any remaining funds be re-appropriated for Fiscal Year 2024-25.

The 2022-23 City Budget, allocated \$300,000 from the Climate Equity Fund Program to hire a Grants Officer for a two-year term, dedicated to serving the Climate Emergency Mobilization Office (CEMO) and the Office of Petroleum and Natural Gas Administration and Safety (OPNG).

Technical Expertise Currently Available

The 2022-23 and 2023-24 Budgets included resolution authorities for one Senior Management Analyst I and one Management Analyst to support activities related to grants within the Board. These positions are currently funded from sources other than the Climate Equity Fund and the positions perform other duties in addition to working on grants.

As part of the 2023-24 budget development process, the Board submitted a request to the Mayor for the creation of an additional Senior Management Analyst II position. The Board claims that this

position would serve as a Grants Officer for CEMO and OPNG, while also overseeing the Board's Grants Unit. After a review of the request, the position authority was not included in the 2023-24 City Budget as the Board has adequate technical expertise and staffing (Senior Management Analyst I and Management Analyst) to manage and apply for grants.

The Board's report lists many State and Federal Funding opportunities available to the Bureaus within the Department of Public Works. Most of the opportunities listed are related to work that the other Bureaus provide to the City. Each Bureau has staff designated to apply for and manage awarded grants as they have the technical expertise. A Senior Management Analyst II at the Board would not assist any other Bureau with grants.

This Office also acts as the City's Grants Coordinator working with designated staff from all City Departments and Bureaus on all Notices of Funding Opportunities (NOFO) listed on the eCivis grant notification platform. This Office notifies all City departments as grant opportunities arise and collects project proposals from all departments, including the Board, and submits consolidated requests for approval to the City Council and Mayor. This has resulted in overall grant approval streamlining on behalf of City departments.

Sufficiency of Funding

The cost for a Senior Management Analyst II over two years is \$478,540. This creates a \$178,540 deficit in funding.

Cost of one Senior Management Analyst II			
	Year 1	Year 2	Total
Direct Cost	\$ 166,954	\$ 166,954	\$ 333,908
Indirect Cost	\$ 72,316	\$ 72,316	\$ 144,632
Total Cost	\$ 239,270	\$ 239,270	\$ 478,540

Denial of the Board request will allow the \$300,000 in the Climate Equity to be used for other critical services such as additional air quality monitoring, additional climate vulnerability assessments, more air purifiers to give away, and heat mitigation home improvement rebates.

Approval of resolution authority for 2024-25 and re-appropriation of funds for 2024-25, should be considered in context with the approval of the 2024-25 Budget.

Executive Directive 3

Executive Directive 3 directs all departments to submit first to the Mayor's Office any and all matters of policy or financial significance to City operations including all new requests for positions resolution authority, and for appropriations and fund transfers that require subsequent consideration by the City Council. The report from the Board was released simultaneously to the Mayor and Council and did not provide the Mayor's Office the opportunity to review the request. In accordance with Executive Directive 3, all future requests for resolution authorities should be released to the Mayor's Office prior to sending the request to the Council. As noted by the

Personnel, Audits, and Hiring Committee during its June 6, 2023 meeting, reports to Council requesting resolution authorities should include recommendations by this Office.

FISCAL IMPACT STATEMENT

The recommendation of this Office will have no impact on the General Fund. Approval of the Board request will have a \$178,540 impact on the General Fund in Fiscal Year 2024-25. Approval of the resolution authority for the Senior Management Analyst II for the current fiscal year will have a total cost of \$239,270 (\$166,954 direct costs and \$72,316 indirect costs).

FINANCIAL POLICIES STATEMENT

The recommendation in this report complies with the City Financial Policies. The request by the Board of Public Works is not in compliance with the City Financial Policies as it is using one-time prior-year monies to fund an ongoing position.

**BOARD OF PUBLIC WORKS
MEMBERS**

AURA GARCIA
PRESIDENT

M. TERESA VILLEGAS
VICE PRESIDENT

DR. MICHAEL R. DAVIS
PRESIDENT PRO TEMPORE

VAHID KHORSAND
COMMISSIONER

SUSANA REYES
COMMISSIONER

CITY OF LOS ANGELES

CALIFORNIA



KAREN BASS
MAYOR

**OFFICE OF THE
BOARD OF PUBLIC WORKS**

DR. FERNANDO CAMPOS
EXECUTIVE OFFICER

200 NORTH SPRING STREET
ROOM 361, CITY HALL
LOS ANGELES, CA 90012

TEL: (213) 978-0261
TDD: (213) 978-2310
FAX: (213) 978-0278

<http://bpw.lacity.org>

May 12, 2023

Honorable Karen Bass, Mayor
City of Los Angeles
200 N. Spring St., Room 303
Los Angeles, CA 90012
Att: Heleen Ramirez, Legislative Coordinator

Honorable City Council
City Hall c/o: Office of the City Clerk
200 N. Spring St., Room 395
Los Angeles, CA 90012

Honorable Mayor and Members of the City Council:

**SUBJECT: RESOLUTION AUTHORITY FOR ONE SENIOR MANAGEMENT ANALYST II
(CLASS CODE 9171-2) AT THE BOARD OF PUBLIC WORKS TO MANAGE ITS
GRANTS MANAGEMENT FUNCTION**

SUMMARY:

The Board of Public Works (BPW) requests one resolution authority for one Senior Management Analyst II position to act as lead Grants Officer managing its grants management unit, primarily focused on seeking grant funding for the Offices of Climate Emergency Mobilization and Petroleum and Natural Gas Administration and Safety, and coordinating its department-wide grants portfolio. Transfer of funds in the amount of \$300,000 is requested from the Climate Equity Fund 65K as set-aside from the Southern California Gas Company Franchise agreement/ordinance as negotiated and subsequently adopted by the City Council in March 2022 (CF No. 21-1267). Any unused funds will be re-appropriated from Fiscal Year 2023/2024 to 2024/2025 for the continued function support in compliance with agreement/ordinance.

RECOMMENDATIONS:

That the Los Angeles City Council, subject to the approval of the Mayor:

1. APPROPRIATE \$300,000 in a newly created/established appropriation account within the Climate Equity Fund No. 65K, Department No. 50 with an amount not-to-exceed \$300,000 from its Balance Sheet Cash Account No. 2535 or other identified account number as cash available to offset cost/pay for salaries for one dedicated Grants Officer (Senior Management Analyst II) position at the Board of Public Works;
2. AUTHORIZE the Board of Public Works, Director of Accounting, to: transfer \$300,000 from the Climate Equity Fund No. 65K, Department 50, Account No. TBD to the Board of Public Works Fund 100, Department 74, Salaries Account No. 001010; and increase appropriation account authority accordingly in the same amount effective Fiscal Year 2023/2024;



3. AUTHORIZE the Board of Public Works to re-appropriate any unused Climate Equity Funds from Fiscal Year End 2023/2024 to Fiscal Year 2024/2025 to pay for salary cost;
4. AUTHORIZE by resolution one (1) Senior Management Analyst II (Class Code: 9171-2) position at the Board of Public Works, subject to paygrade determination by the Office of the City Administrative Officer, to act as lead Grants Officer and to manage its grants management function;
5. INSTRUCT the Board of Public Works to request continued resolution authority for one (1), unfunded, Senior Management Analyst II (Class Code: 9171-2) position in its proposed budget in Fiscal Year 2024/2025; and
6. AUTHORIZE the Board of Public Works, Executive Officer to prepare Controller instructions of any necessary technical corrections consistent with the Mayor and Council actions/intent on this matter, and authorize the Controller to implement said instructions.

TRANSMITTALS

1. Council File 22-0600-S90 and So. Ca. Gas Company Ordinance No. 187354;
2. Council File 22-0600 Non-Dept. Notes Pg. R-77;
3. Council File 22-0600, Mayor's Budget Summary Grants Officer Funds; and
4. Proposed Senior Management Analyst II Position Description.

DISCUSSION

In 2021, the City of Los Angeles (City) negotiated a new franchise agreement with the Southern California Gas Company (SCG) (CF 21-1267). This updated agreement/ordinance includes significant increases in environmental stringency, such as required air quality monitoring and reporting at sites and increased fees. It also required SCG to pay a total of \$21 million in two installments into a newly created Climate Equity Fund to provide for mitigation measures in neighborhoods that suffer disproportionately from climate impacts. The first payment of \$10.5 million was received in FY 2022-23 and the City Council adopted the creation of this new fund in October 2022 with an ordinance effective date of November 9, 2022 (Transmittals 1-3). Of this \$10.5 million first payment, \$300,000 has been set aside to hire a Grants Officer to research and apply for grants focused on climate mitigation, resilience, and environmental justice to ensure the City receives its fair share of related state and federal funding opportunities. The Board of Public Works (BPW) requests to fill this position as a Senior Management Analyst II (Class Code 9171-2), subject to paygrade determination by the Office of the City Administrative Officer, inasmuch as the higher paygrade is more competitive given today's labor market and challenges in recruitment, and most important compensation commensurate to the knowledge, skills, and abilities desired, including the level of work demands and complexities associated with the proposed function and lead role as Grants Officer.

Many State and Federal grant funding opportunities are available, not including endowments and foundational grants, and unfortunately, many funds are left on the table (or unapplied for) due to lack of dedicated resources in this critical, revenue generating function of grants management. These opportunities include but not limited to the: Bipartisan Infrastructure Law (BIL) also referred to as the Infrastructure Investment and Jobs Act (IIJA) and the Inflation Reduction Act (IRA). The

BPW anticipates that other funding opportunities and seeking will intensify with the 2026 World Cup and 2028 Olympics and Paralympics. In February 2022, the Bipartisan Infrastructure Law (BIL) was passed. The BIL provides funding for repairing and rebuilding roads and bridges, investments in public transit, safe drinking water, high-speed internet, and steps to address the climate crisis through development of Electric Vehicle charging, clean energy, drought/flood/wildfire protection, and modernization of ports. Of the \$400 Billion set aside for transportation and another \$88 Billion for Climate Energy, Environment, Broadband, and other programs, the State of California is expected to receive the following:

- \$4.2 Billion for bridge replacements and repairs;
- \$9.45 Billion for public transportation;
- \$1.5 Billion for airports;
- \$2.5 Billion for Electric Vehicle (EV) charging
- \$3.5 Billion for improved water infrastructure;
- \$84 Billion to protect against wildfires and cyberattacks; and
- \$100 Million for high-speed internet.

In August 2022, the U.S. Congress also passed the Inflation Reduction Act (IRA) of 2022. This Act provides \$737 billion in total revenue, and invests \$433 billion over 10 years, from 2022 thru 2031. Funds through the IRA are authorized for lowered healthcare and drug costs, clean energy, fighting the climate crisis, and bolstering domestic manufacturing through various tax reform measures. Certain programs and funding for Public Works/Transportation consideration under the IRA are as follows:

- \$3 Billion for new Neighborhood Access and Equity Grant Program;
- \$1.3 Billion for projects in economically disadvantaged areas;
- \$2 Billion for low-carbon construction materials/products on transportation projects; and
- \$1 Billion for states/local agencies to purchase clean Heavy duty vehicles and buildings.

The IRA will invest in the Environment by allocating funds for the following areas:

- \$1.5 Billion in Urban and Community Forestry Assistance Program;
- \$2.6 Billion to support coastal communities to prepare for extreme weather;
- \$3 Billion for Environmental and Climate Justice Block Grants;
- \$27 Billion for Greenhouse Gas Reduction initiatives, including competitive grants, zero-emission technology projects, and funds for low-income and disadvantage communities;
- \$250 Million for general greenhouse gas air pollution reduction planning grants and \$4.7 billion for implementation grants; and
- \$100 Million to facilitate the development of improved environmental reviews.

In regards to Housing, the IRA has set aside \$1 Billion in loans and grants for projects to improve energy efficiency, water efficiency, or climate resilience to affordable housing and \$1 Billion in grants to assist state and local agencies to adopt and implement building codes which meet zero energy provisions. The Office of Climate Emergency Mobilization (CEMO) will consider this category as well due to its new mission to mitigate heat impacts. Many other grant opportunities exist for the Office of Petroleum and Natural Gas Administration and Safety (OPNG), such as soil remediation and mitigation and pipeline safety awareness. Other BPW Offices, such as the

Offices of Community Beautification, Financial Reporting, Forest Management, and Board Secretariat can benefit from State and Federal grants, private foundations, and endowments.

In addition to these various grant funding opportunities, the dedicated position will assist in overseeing its existing grant portfolio at approximately \$20 Million at the BPW – (1) Urban and Community Forestry Program at \$1.5 Million, (2) CA for All Youth Workforce Program at \$15.2 Million, and (3) pending formula grant via the Energy Efficiency and Conservation Block Grant at \$3.1 million. The BPW is awaiting response on a pending grant application in the amount of \$5 Million from the Clean California Local Grant Program Cycle 2 for the CleanLA Adult Program and a second grant for \$1 Million from the EPA-Environmental Justice Government to Government. Another grant application is in progress due in September 2023 for \$10 million to the California Strategic Growth Council Community Resilience Centers. To ensure that the Department of Public Works is aware of and applies for these and other funding opportunities, the BPW will leverage an internal Grants Task Force as a mechanism to update all Bureaus and Offices on the latest developments regarding these Federal and State grants as information is received from the Offices of the Mayor and CAO's grants working groups. The BPW will also continue to seek funding opportunities to support Mayoral and City Council initiatives. Seeking and applying for grants to generate revenue for the City, specifically for BPW and its functions, such as the Offices of Climate Emergencies, Community Beautification, Forest Management, Petroleum, Project Restore, Board Secretariat focused on major initiatives, such as climate mitigation, resilience, and environmental justice, homelessness, workforce development, cleaning right of way, and public safety and health.

GRANTS OFFICER FUNCTION, ROLES, AND RESPONSIBILITIES

The BPW envisions that this Grant Officer must be a higher level class that will not only identify, apply, and secure funding for CEMO and OPNG from the many opportunities discussed above but will also oversee the Grants Unit for the BPW in its mission to seek alternative sources of funds (i.e., grants, endowments, foundations, etc.) to help offset cost at the Offices of Community Beautification, Forest Management, and Board Secretariat. In addition, the higher level (i.e., Sr. Management Analyst II) proposed position will also assist in grant writing and preparing template narratives that can be used on any grant opportunities that become available. Currently, the Grants function is temporarily and passively supported by one (1) Senior Management Analyst I and one (1) Management Analyst – each only dedicating about 10% of their time due to limited funding and other competing roles and responsibilities or about 1/5th of one Full Time Equivalent position. In order to secure grants and other funding opportunities, especially those related to climate mitigation, resilience, and environmental justice, the BPW believes this additional resources are needed and the higher level is supported due to function demands, work complexities and difficulties, competitive nature of grants in general (note: some are formula based or earmarks), and labor market shortages and challenges.

This Grants Officer (Senior Management Analyst II) will report to the BPW' Executive Officer and the position roles and responsibilities include but not limited to the following (Transmittal 4 for full position description):

- Analyze and evaluate grant opportunities;
- Determine/Identify grant opportunities and funding needs;
- Work with the Offices of the Mayor, City Administrative Officer, Chief Legislative Analyst, and applicable Council Districts to coordinate approval through the City's internal review

process, including but not limited to apply, accept, and execute appropriate documents in accordance to recently approved guidelines and procedure (CF 21-1015);

- Serve as the lead grant writer and prepares grant proposals;
- Research funding opportunities and communicates with BPW Offices and as applicable department bureaus;
- Collaborate with the Directors of CEMO, OPNG, Commissioners, and Executive Officer;
- Prepare/interpret statistical computations, charts, diagrams, and track program metrics;
- Review, edit, and prepare written proposals reports concisely, logically, and convincingly for CEMO, OPNG, and BPW at-large grants; and
- Plan, develop, manage, and implement new grant programs and institutionalize function in compliance with single audits, prepare annual or close-out reports or others as may be requested, financial and performance reporting, record retention, and working with auditors, grantors, and State and Federal Inspector Generals.

Lastly, the following are proposed metrics to track success from this dedicated, newly added position/resource (note: tracking will also consist of delineation by climate mitigation, resilience, environmental justice, etc. categories):

- Number of grants researched
- Number of grants applied
- Number of grants awarded

Therefore, to ensure the CEMO, OPNG and the City overall receives its fair share of state and federal funding, the BPW is requesting interim resolution authority for one (1) Senior Management Analyst II (Class Code: 9171-2) to act/serve as the Grants Officer and lead these efforts and its Grants Unit full-time through fiscal year end 2024/2025.

POSITION FUNDING

On November 30, 2022, in accordance with Council File No. 22-0600-S90 approved by the City Council on September 23, 2022 and Mayor on September 29, 2022 (Ordinance No. 187634 effective November 9, 2022), the BPW requested the Office of the Controller to establish a new interest bearing fund "Climate Equity Fund" (Fund 65K/Dept. 50). The Climate Equity Fund is used for the receipt, retention, and disbursement of funds from the So. Ca. Gas Company Franchise (Ordinance No. 187354) for mitigation measures in low-income neighborhoods or populations that suffer disproportionately from climate impacts.

The City Council adopted a series of amounts to be appropriated totaling \$10.5 Million from this Fund in its Fiscal Year 2022/2023 budget (Transmittals 1-3) as following (note: lead department is identified for reference purposes only and may be modified by Mayor or City Council).

<u>NAME/TITLE</u>	<u>AMOUNT</u>	<u>DEPARTMENT</u>
1. Air Purifier Giveaway Program	\$ 1,200,000	GSD and BPW
2. Air Quality Monitoring at Oil Drilling Sites	\$ 1,250,000	BPW
3. Climate Vulnerability Assessment	\$ 150,000	BPW
4. Oil & Gas Record Compliance Clearinghouse	\$ 600,000	BPW
5. Heat Mitigation Home Improvement Rebates	\$ 2,000,000	GSD and HACLA
6. LA's Building Jobs Pilot	\$ 5,000,000	EWDD
7. Grants Officer Support	\$ 300,000	BPW

Moreover, in January 2023, the Office of the Controller advised that appropriation approval for each of the following accounts and amounts is required by City Council. Therefore, the BPW requests the creation of new appropriation account number within the Climate Equity Fund 65K for the Grants Officer funding in the amount of \$300,000 and then transfer \$300,000 to pay for salaries for two years. Thus, if the proposed report is approved, any unused salary amount for this position will be re-appropriated from Fiscal Year 2023-2024 to 2024-2025. The BPW anticipates that the proposed resolution authority position will be continued and added as unfunded to the Mayor's proposed budget in Fiscal Year 2024-2025 in fulfillment of previously adopted City Council actions.

FISCAL IMPACT STATEMENT

Approval of the proposed Grants Officer resolution authority position (Senior Management Analyst II; Class Code: 9171-2) will not have a General Fund impact for the first two years from Fiscal Year 2023/2024 to 2024/2025, except for potential related cost reimbursement. Future grant funding, if awarded, may be available to defray and/or absorb salary and indirect costs related to the proposed resolution authority position. Funding in the amount of \$300,000 is available from the Climate Equity Fund 65K to pay for the Grants Officer salary pursuant to CF Nos. 21-1267, 22-0600, and 22-0600-S90. Any unused salary funds will be re-appropriated from Fiscal Year 2023/2024 to 2024/2025 to continue function support.

Should you have any questions with regard to this matter, please contact me directly at Fernando.Campos@lacity.org or (213) 978-0250.

Sincerely,



DR. FERNANDO CAMPOS
Executive Officer, Board of Public Works

cc: Aura Garcia, President, Board of Public Works
Randall Winston, Deputy Mayor, Public Works
Yolanda Chavez, Asst. City Administrative Officer, CAO
David Hirano, Ch. Administrative Analyst, CAO

HOLLY L. WOLCOTT
CITY CLERK

City of Los Angeles
CALIFORNIA

OFFICE OF THE
CITY CLERK

PETTY F. SANTOS
EXECUTIVE OFFICER



ERIC GARCETTI
MAYOR

Council and Public Services Division

200 N. SPRING STREET, ROOM 395
LOS ANGELES, CA 90012
GENERAL INFORMATION - (213) 978-1133
FAX: (213)978-1040

PATRICE Y. LATTIMORE
DIVISION MANAGER
CLERK.LACITY.ORG

OFFICIAL ACTION OF THE LOS ANGELES CITY COUNCIL

Council File No.: 22-0600-S90

Council Meeting Date: September 23, 2022

Agenda Item No.: 15

Agenda Description: ENERGY, CLIMATE CHANGE, ENVIRONMENTAL JUSTICE, AND RIVER COMMITTEE REPORT and ORDINANCE FIRST CONSIDERATION relative to adding Chapter 193 to Division 5 of the Los Angeles Administrative Code to establish a special fund to be known as the "Climate Equity Fund".

Council Action: ENERGY, CLIMATE CHANGE, ENVIRONMENTAL JUSTICE, AND RIVER COMMITTEE REPORT AND ORDINANCE - ADOPTED

Council Vote:

YES	Blumenfield	YES	Bonin	YES	Buscaino
YES	Cedillo	YES	de León	YES	Harris-Dawson
YES	Hutt	YES	Koretz	ABSENT	Krekorian
YES	Lee	ABSENT	Martinez	YES	O'Farrell
YES	Price Jr.	YES	Raman	ABSENT	Rodriguez

HOLLY L. WOLCOTT
CITY CLERK

Pursuant to Charter/Los Angeles Administrative Code Section(s): 250(b)

FILE SENT TO MAYOR
LAST DAY FOR MAYOR TO ACT

09/28/2022
10/10/2022

APPROVED



9/29/2022

DATE SIGNED

Adopted Report(s) Title

Communication from City Attorney - Corrected Draft Ordinance_9-21-2022

Report from Energy, Climate Change, Environmental Justice, and River Committee_9-15-22

ENERGY, CLIMATE CHANGE, ENVIRONMENTAL JUSTICE, AND RIVER COMMITTEE REPORT and ORDINANCE FIRST CONSIDERATION relative to adding Chapter 193 to Division 5 of the Los Angeles Administrative Code to establish a special fund to be known as the Climate Equity Fund.

Recommendation for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

PRESENT and ADOPT the accompanying ORDINANCE adding Chapter 193 to Division 5 of the Los Angeles Administrative Code to establish a special fund to be known as the Climate Equity Fund.

Fiscal Impact Statement: None submitted by the City Attorney. Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted

(Budget and Finance Committee waived consideration of the above matter)

Summary:

On September 15, 2022, your Committee considered the July 1, 2022 City Attorney report and Ordinance relative to adding Chapter 193 to Division 5 of the Los Angeles Administrative Code to establish a special fund to be known as the Climate Equity Fund.

The report attached to the Council file includes some background on the matter. After providing an opportunity for public comment, the Committee moved to approve the recommendations reflected above. This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,

ENERGY, CLIMATE CHANGE, ENVIRONMENTAL JUSTICE, AND RIVER COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
O'FARRELL:	YES
KORETZ:	ABSENT
CEDILLO:	YES
DE LEON:	YES
KREKORIAN:	YES

ORDINANCE NO. _____

An ordinance adding Chapter 193 to Division 5 of the Los Angeles Administrative Code to establish a special fund to be known as the "Climate Equity Fund".

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1. A new Chapter 193 is added to Division 5 of the Los Angeles Administrative Code read as follows:

**CHAPTER 193
CLIMATE EQUITY FUND**

Sec. 5.599. Climate Equity Fund.

(a) There is hereby created and established in the Treasury of the City of Los Angeles a special fund to be known as the "Climate Equity Fund" (Fund).

(b) The purpose of the Fund shall be for the receipt, retention, and disbursement of funds from the Southern California Gas Company franchise, Ordinance No. 187354, for mitigation measures in low-income neighborhoods or populations that suffer disproportionately from climate impacts. Additional deposits into the Fund may be from any other source as directed by the City Council.

(c) All monies in the Fund shall be expended exclusively for uses consistent with the purpose of the Fund.

(d) The Fund shall be administered by the Board of Public Works or its designee. Expenditures from the Fund shall be authorized by the Board of Public Works or its designee, subject to the approval of the City Council.

(e) All interest and earnings attributable to the monies in the Fund shall be credited to the Fund and shall be devoted to the purposes of the Fund.

(f) Pursuant to Charter Section 344(a), at the close of each fiscal year, monies not expended from the Fund shall remain in the Fund and shall not revert to the Reserve Fund.

Sec. 2. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By


TANEA YSAGUIRRE
Deputy City Attorney

Date

July 1, 2022 *seq*

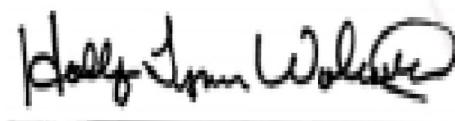
File No. 22-0600-S90

M:\GENERAL COUNSEL DIVISION\ORDINANCES AND REPORTS\ORDINANCES - FINAL YELLOW\LAAC 5.599 Climate Equity Fund Ordinance.docx

The Clerk of the City of Los Angeles hereby certifies that the foregoing ordinance was passed by the Council of the City of Los Angeles.

CITY CLERK

MAYOR





Ordinance Passed September 23, 2022

Approved 09/29/2022

Posted Date: 09/30/2022

Ordinance Effective Date: 11/09/2022

NONDEPARTMENTAL FOOTNOTES

The following footnotes refer to those funds and items as listed.

TRAN

TAX AND REVENUE ANTICIPATION NOTES

For purposes of the budget, "Total 2022 Tax & Revenue Anticipation Notes: \$1,344,345,932" is considered the appropriated item to pay debt service payments required by the programs listed. The City Administrative Officer is authorized to make payments for such obligations.

53

CAPITAL FINANCE ADMINISTRATION FUND

For purposes of the budget, "Total Capital Finance Administration Fund: "\$256,146,081" is considered the appropriated item to pay lease payments and other expenses required by the programs listed. The City Administrative Officer is authorized to make payments for such services.

56

GENERAL CITY PURPOSES

As detailed below, for items in the General City Purposes Budget, administering departments and the City Clerk's Office jointly prepare contracts, administering departments handle contract monitoring and approve payments, and the City Clerk's Office handles the payments and final close-out of contracts.

Inclusion of all items requiring contracts in General City Purposes shall, at the time of final action on the Budget, constitute an acceptance by the City of the offer made by each of the applicants and an instruction to the City Clerk's Office and the administering department to draft, subject to approval of the City Attorney, the appropriate contracts and present them to the applicants for execution except as detailed below. The Mayor, unless otherwise specified, is authorized and directed to execute such contracts on behalf of the City. The administering departments will monitor the contractor and authorize all payments. Upon written authorization for payment by the administering departments, the City Clerk's Office will prepare all documents required by the Controller for payment. The administering departments will perform initial contract close-out reviews to ensure any funds not used by the contractor or used for items not authorized are refunded to the City. Upon completion of their close-out review and any necessary action, the administering departments will forward written contract close-out statements with supporting documentation to the City Clerk's Office for final contract close-out. Subsequent to the adoption of the Budget, appropriations to General City Purposes that require contracts are directed to be handled in a like manner.

1. The Controller shall transfer the following items to departments on July 1, 2022:

000881 to F395/02 & F564/02 000828 to F395/02 0005AG to F395/02

- 02 Aging Programs Various, Congregate Meals for Seniors, and Home-Delivered Meals for Seniors: To be transferred to the Department of Aging;

~~Angeleno Connect Program and Unified Homeless Response Center Data Project: To be transferred to the City Clerk's Office;~~

- 46 City Volunteer Bureau, Crisis Response Team, Equity and Community Well-Being, Gang Reduction and Youth Development Office, Global LA, Great Streets, Green Workforce/Sustainability Plan, Homelessness Support, Immigration Integration, Innovation and Performance Management Unit, Office of International Trade, Office of Re-entry, Open Data and Digital Services, and, Promise Zone: To be transferred to the Mayor's Office;

- 74 000522 to F100/74/003040
Clean and Green Job Program (Los Angeles Conservation Corps): To be transferred to the Board of Public Works;

NONDEPARTMENTAL FOOTNOTES

000943 to 10A/43

000994

000878 to 10A/43

-
- 43 Clinica Romero, Los Angeles Continuum of Care (CoC) Administration, Los Angeles Homeless Count, Shelter and Housing Interventions, and Street Strategies: To be transferred to the Housing Department; 000995 000996
- 10 Justice Fund: To be transferred to the City Administrative Officer;
000918 to F100/10/003040
- 15 Midnight Stroll Transgender Cafe: To be transferred to the Civil, Human Rights and Equity Department; 000933 to F52W/15/15xxxW ??
- 88 Summer Night Lights: To be transferred to the Department of Recreation and Parks;
000902 to F302/88
- 19 Young Ambassadors Program: To be transferred to the Youth Development Department; and,
000937 to F100/19/003040 ??
- 22 Youth Employment Program: To be transferred to the Economic and Workforce Development Department. 000609 to F551/22
000931
2. Additional Homeless Services: To be jointly administered by the Mayor and Council. A portion of budgeted funds (\$1,000,000) shall be transferred to the ~~City Clerk's Office~~ **Housing Department** for the Street Medicine Team for Unhoused on July 1, 2022. An additional ~~\$500,000~~ **\$1,500,000** shall be set aside within this account for the Department of General Services for A Bridge Home maintenance as needed **(\$500,000), and North Valley Caring Services (\$500,000) and Community Impact Workers (\$500,000) for homeless outreach services**. Funds are to be expended by the City Clerk as authorized and directed by the Mayor and Council.
000890 000207
3. California Contract Cities Association and Independent Cities Association: Authorize the transfer of funds from the General City Purposes Intergovernmental Relations Program Accounts to the Travel Accounts for Council's budgets to pay for or reimburse these offices for travel related to the governmental oriented organizations California Contract Cities Association and Independent Cities Association.
4. 000915 Clean Streets – Related Costs: Funds are provided to reimburse the Solid Waste Resources Revenue Fund for indirect costs for the Clean Streets Program including vehicle fuel, vehicle depreciation, and fleet maintenance expenses. Reimbursements will be processed on an invoice basis.
5. 000993 Climate Equity Fund Programs: Funds are provided by the Climate Equity Fund to support climate mitigation initiatives as follows: F65K/50
- Air Purifier Giveaway Program (\$1,200,000);
 - Air Quality Monitoring at Oil Drilling Sites (\$1,250,000);
 - Climate Vulnerability Assessment and Oil and Gas Record Compliance Clearinghouse (\$750,000);
 - Heat Mitigation Home Improvement Rebates (\$2,000,000);
 - LA's Building Jobs Pilot (\$5,000,000); and,
 - One Grants Officer funded for two years for the Climate Emergency Mobilization Office (CEMO) and the Office of Petroleum and Natural Gas (OPNG) within the Board of Public Works (\$300,000).

Of budgeted funds (\$10,500,000), a portion totaling \$7,300,000 shall be transferred to departments on July 1, 2022 as follows:

NONDEPARTMENTAL FOOTNOTES

~~Climate Vulnerability Assessment and Oil and Gas Record Compliance Clearinghouse, and One Grants Officer funded for two years for CEMO and OPNG within the Board of Public Works. To be transferred to the Board of Public Works; and,~~

~~LA's Building Jobs Pilot. To be transferred to the Economic and Workforce Development Department.~~

6. Council Community Projects: Funds are provided for the completion of specific community programs in various Council Districts as follows:

2nd Call (\$100,000, Council District 10);
Armenian Relief Society (\$50,000, Council District 2);
Casa Libre/Freedom Home, Center for Human Rights and Constitutional Law (\$100,000, Council District 13);
City Services for Southeast San Fernando Valley (\$550,000, Council District 2);
Clean Streets (\$350,000, Council District 9);
Devonshire PALS (\$400,000, Council District 12);
Events and Programming at Van Nuys Civic Center (\$350,000, Council District 6);
First in Fire Foundation (\$20,000, Council District 5);
Great Streets Build San Fernando Centro Cultural (\$250,000, Council District 7);
Holocaust Museum in Pan Pacific Park (\$50,000, Council District 5);
Homeless Outreach Teams (\$400,314, Council District 10);
Homies UNIDOS (\$150,000, Council District 10);
Leimert Park Beautification Efforts (\$210,000, Council District 10);
Making Movies that Matter Youth Short Film Festival (\$220,000, Council District 12);
Mobile Shower Program (\$20,000, Council District 1);
Mothers in Action (\$100,000, Council District 10);
MRCA River Rangers (\$650,000, Council District 3);
Museum of Tolerance (\$50,000, Council District 5);
Multi-Disciplinary Teams (\$450,000, Council District 4);
Multi-Disciplinary Teams (\$450,000, Council District 11);
Pacific Graffiti Solutions (\$25,000, Council District 5);
Pan African Film Festival (\$72,500, Council District 10);
Peace Ambassadors (\$1,000,000, Council District 1);
Pedestrian Tunnel Closures at Figueroa and 111th, and 76th and Normandie (\$600,000, Council District 8);
Pool Shower Pilot Program (\$25,000, Council District 1);
Project Beacon (Journey Out) (\$350,000, Council District 6);
Project SAVE (\$250,000, Council District 8);
Project SAVE (\$457,000, Council District 9);
Project SAVE (\$600,000, Council District 10);
Teen Court at Fairfax High School (\$25,000, Council District 5);
The Wall Las Memorias (\$500,000, Council District 1);
Topanga PALS (\$125,000, Council District 3);
Volunteers of America Homeless Outreach (\$200,000, Council District 12);
West Valley PALS (\$125,000, Council District 3);
Whitsett Park (\$35,000, Council District 2);
Whitsett Soccer Field Programming Needs (\$18,000, Council District 2); and,
Youth Mentor Connection Program, Hamilton High School (\$25,000, Council District 5).

Expenditures for these projects are to be made at the discretion of the individual Council Offices.

NONDEPARTMENTAL FOOTNOTES

000955

000957

- | | |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>REAPPR
000955
000957</p> | <p>7. COVID-19 Emergency Response and Project Roomkey COVID-19 Emergency Response: The unencumbered balance remaining in these accounts will be reappropriated in the same amounts and into the same accounts that exist on June 30, 2022.</p> <p>8. Cultural, Art and City Events: Funds are to be used for arts, cultural events, and related activities, such as transportation, with allocations to be made at the discretion of the individual Council Offices.</p> <p>9. Domestic Abuse Response Teams: To be expended by the City Clerk as authorized and directed by the Mayor and Council.</p> <p>10. Gang Reduction and Youth Development Office: A portion of budgeted funds totaling \$575,000 will be used for the HELPER Foundation (\$75,000) and the expansion to Reseda (\$500,000).</p> |
| <p>REAPPR
000947 - Council
000948 - Mayor</p> | <p>11. Heritage Month Celebrations and Special Events: To be expended by the City Clerk as authorized and directed by the Mayor and President of the Council. Of the total amount (\$440,975), \$108,440 will be expended by the Mayor with no Council approval needed and \$332,535 will be expended by the Council with no Mayoral concurrence. The mover of the Council motion recommending allocation of the Council portion of the funds will act as the City representative responsible for signing contracts related to the heritage month celebration or special event. The Controller is hereby authorized to reappropriate any unspent funds in the same amounts and into the same accounts that exist on June 30, 2022.</p> <p>12. Lifeline Reimbursement Program: Funds (\$6,300,000) are to be used to reimburse the Solid Waste Resources Revenue Fund for costs associated with the Solid Waste Lifeline Rate Program. Funds (\$4,200,000) are to be used to reimburse the Sewer Construction and Maintenance Fund for costs associated with the low-income subsidy for the Sewer Service Charge. Funds (\$320,000) are to be used to reimburse the Multi-Family Bulky Item (MFBI) Fund for costs associated with the MFBI Lifeline and Low-Income Subsidy Program. Reimbursements will be processed on an invoice basis. Any unspent funds will revert to the Reserve Fund at year-end.</p> |
| <p>REAPPR
000974 - 000988</p> | <p>13. Neighborhood Service Enhancements: The unencumbered balance remaining in these accounts will be reappropriated in the same amounts and into the same accounts that exist on June 30, 2022. Funding must be used for one-time expenditures and not for ongoing expenditures that create future obligations.</p> |
| <p>REAPPR
000306</p> | <p>14. Official Visits of Dignitaries: The unencumbered balance remaining in the account will be reappropriated in the same amounts and into the same accounts that exist on June 30, 2022. Of the 2022-23 appropriation, 50 percent will be allocated to the Mayor and 50 percent will be allocated to the Council. The Mayor will expend his allocated funds with no Council approval required and the Council President will expend the Council's allocation with no Mayoral concurrence required.</p> <p>15. Solid Waste Fee Reimbursement: Funds are to be used to reimburse the Solid Waste Resources Revenue Fund for costs associated with refuse collection and disposal service to other City departments and special events. The City cannot subsidize these costs with revenues from residential rate payers. Reimbursements will be processed on an invoice basis. Any unspent funds will revert to the Reserve Fund at year-end.</p> |
| <p>REAPPR
000857,
000858 - 000872</p> | <p>16. Special Events Fee Subsidy - Citywide: In 2009-10, two accounts were established to be divided evenly among all Council Districts for the subsidy of 50 percent of City fees for district-specific events, the subsidy of fees for Citywide special events, and development fee subsidies (C.F. 09-0600-S46).</p> |

NONDEPARTMENTAL FOOTNOTES

For the 2022-23 allocation, each Council District shall receive \$43,000 and the balance shall be appropriated into the Citywide Special Events Fee Subsidy account. The Controller is hereby authorized to reappropriate any unspent funds in the same amounts and into the same accounts that exist on June 30, 2022.

17. Young Ambassadors Program: To be administered by the Youth Development Department to oversee funding to the Los Angeles Community College District Foundation.

63 LEASING

- REAPPR
F100/63/000024
1. General Fund Leasing: Reappropriate the unencumbered balance in the Leasing Fund 100/63, General Fund Leasing Account into the same account and in the same amount that exists on June 30, 2022.

58 UNAPPROPRIATED BALANCE

- REAPPR
580336
1. Amortization Study of Oil Sites: Reappropriate the unencumbered balance in the Unappropriated Balance Fund 100/58, Amortization Study of Oil Sites Account into the same account and in the same amount that exists on June 30, 2022.
- REAPPR
580342
2. Commercial Cannabis Business Enforcement: Reappropriate the unencumbered balance in the Unappropriated Balance Fund 100/58, Commercial Cannabis Business Enforcement Account into the same account and in the same amount that exists on June 30, 2022.
- REAPPR
580335
3. Community Initiatives: Reappropriate the unencumbered balance in the Unappropriated Balance Fund 100/58, Community Initiatives Account into the same account and in the same amount that exists on June 30, 2022.
- REAPPR
580370
4. Renewable Energy: Reappropriate the unencumbered balance in the Unappropriated Balance Fund 100/58, Renewable Energy Account into the same account and in the same amount that exists on June 30, 2022.
5. **Reserve for Extraordinary Liability: Designate \$400,000 of the Reserve for Extraordinary Liability Account for a Sidewalk Inventory and Assessment Pilot, pending a report from the City Attorney, with the assistance of the Bureau of Engineering, on the advisability of implementing a Sidewalk Inventory and Assessment Pilot.**
- REAPPR
580323
6. Self-Contained Breathing Apparatus: Reappropriate the unencumbered balance in the Unappropriated Balance Fund 100/58, Self-Contained Breathing Apparatus Account into the same account and in the same amount that exists on June 30, 2022.
- REAPPR
580340
7. **Targeted Local Hire: Reappropriate up to \$7,571,000 in unencumbered remaining balances in the Unappropriated Balance Fund 100/58, Targeted Local Hire into the same account and in the same amount that exists on June 30, 2022.**

60 WATER AND ELECTRICITY

1. For purpose of the budget, "Total Water and Electricity" is considered the appropriated item to reimburse the Department of Water and Power for water and electricity costs maintained by the Department of General Services. Water and electricity are provided to all public buildings, fire and police stations, libraries, collection and disposal sites, maintenance yards, parkway landscape, and service yards. The Library Department fully reimburses the General Fund for their portion of water and electricity. The Department of Recreation and Parks and the Bureau of Sanitation are billed directly.

NONDEPARTMENTAL FOOTNOTES

The details printed on the budget pages are estimates used in arriving at the total appropriation for such services and are not to be considered as separate items of appropriation. The estimates are presented for informational purposes only.

62 OTHER SPECIAL PURPOSE FUNDS

- F392/34
1. The Emergency Operations Board, as deemed appropriate, is authorized to redirect the expenditure of Emergency Operations Fund monies identified in the 2022-23 Proposed Budget in the event grant funds are unavailable.
 2. Funding is provided to pay assessments on City-owned properties within the boundaries of established Business Improvement Districts and relevant General Benefits outlined in the Management District Plan.
F47R/50 F46D/50
 3. Funding is provided to the Central Recycling Transfer Station Fund, Citywide Recycling Trust, F567/50 Household Hazardous Waste, and Multi-Family Bulky Item Revenue funds for reimbursement for prior year related cost overpayments. F50D/50

CITYWIDE

1. **Authorize the Controller to implement an appropriations schedule to be provided by the Chief Legislative Analyst and City Administrative Officer relative to the transition of various elected officials in 2022-23, including departmental funds, General City Purposes, and any special funds.**



City of Los Angeles
FY 22-23
**BUDGET
SUMMARY**

*As presented by
Mayor Eric Garcetti*

In 2021, the City negotiated a new franchise agreement with the Southern California Gas Company (SCG). This updated agreement includes significant increases in environmental stringency, such as required air quality monitoring and reporting at sites and increased fees. It also requires SCG to pay a total of \$21 million over two installments into a newly created

Climate Equity Fund

to provide for mitigation measures in neighborhoods that suffer disproportionately from climate impacts. The first payment of \$10.5 million will be received in FY 22-23 and will launch:

L.A.'S BUILDING JOBS PILOT

\$5 million to launch a pilot to address the city's largest GHG emitting sector and major consumer of natural gas – buildings – and demonstrate that the transition away from oil and gas can bring job opportunities for historically disadvantaged communities. The pilot will conduct building retrofit upgrades in five community-serving buildings and will include workforce training and placement for disconnected workers.

AIR PURIFIER GIVEAWAY PROGRAM

\$1.2 million to distribute air purifiers to households in neighborhoods that bear a disproportionate burden of air pollution each day and in particular on high heat days and days of wildfire smoke exposure.

REBATES FOR HEAT MITIGATION HOME IMPROVEMENTS

\$2 million to provide additional incentives for the installation of new insulation, cool roofs, and other heat mitigation home improvements for housing in low-income areas with high heat index scores.

AIR QUALITY MONITORING AT OIL DRILLING SITES

\$1.25 million for the installation of air quality monitoring at all 17 drill sites in the city to increase accountability of drill site operations.

CLIMATE VULNERABILITY ASSESSMENT & OIL AND GAS RECORD COMPLIANCE CLEARINGHOUSE

\$750,000 to support the identification and mapping of where cooling centers are most needed as well as a citywide inventory of oil and gas compliance to increase accountability and transparency for constituents regarding oil wells in their neighborhoods.

GRANTS OFFICER FOR THE CLIMATE EMERGENCY MOBILIZATION OFFICE & OFFICE OF PETROLEUM & NATURAL GAS

\$300,000 to hire a Grants Officer to research and apply for grants focused on climate mitigation, resilience, and environmental justice to ensure the City receives its fair share of related state and federal funding opportunities.

POSITION DESCRIPTION**City of Los Angeles****DO NOT USE THIS SPACE**

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Senior Management Analyst II / 9171-2	3. Present Salary or Wage Rate: \$168,502 (Step 12)
4. Reason for Preparing Description: <input checked="checked" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation		Date Prepared 11/09/22
5. Location of office or place of work: 200 N. Spring Street, Room 361 Los Angeles, CA 90012		6. Name of Department Board of Public Works Division Board Secretariat Section Grants Unit
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Dr. Fernando Campos Title Executive Officer		
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.		
PERCENT OF TIME	DUTIES	
25%	Plans, assigns, directs, coordinates, and evaluates grant and other funding opportunities for CEMO, OPNG, and other Board of Public Works; Makes recommendations to the Board of Public Works' Executive Officer and Commissioners for which grants and funding opportunities to apply for as they relate to existing and/or new programs and initiatives; Coordinates opportunities with the Offices of Climate Emergencies (CEMO) and Petroleum Administration (OPNG) including other Board Offices;	
25%	Prepares complex narrative and statistical reports and correspondence as required when completing grant applications; Initiates, organizes, coordinates, reviews, analyzes, and evaluates surveys, studies, contracts, and investigations as required in completion of grant application; Applies for and processes all required documents if awarded;	
20%	Plans, organizes and directs the activities of an administrative staff involved in varied financial, budgetary, programmatic, and administrative work; Recommends and implements the installation of new and improved policies, procedures, programs, operating practices, and reporting systems in adherence with grant requirements when awarded; Develops measures of effectiveness or indicators of workload in connection with new grant programs; Ensures grant flow down and other federal and/or state requirements are captured in necessary contracts;	
10%	Represents management at meetings with other governmental jurisdictions, City departments, or bureaus, and before City Commissions, the City Council and its Committees, and presents information and reports on actions taken;	
10%	Prepares, administers, and analyzes grant budgets in conformance with the overall departmental work program related to CEMO, OPNG and the Board of Public Works;	
10%	Plans, develops, implements, monitors, and evaluates contracts for grant-funded programs; Works with all Board Offices to properly transition, award grants to operational contract/program administrators and Board centralized contracts administrator for service solicitation requirements; Perform other related duties as needed.	
9. How long have the duties been substantially as described above? New Position Request		
10. List any machinery or equipment operated and any unusual or hazardous working conditions. PC, typewriter, copier, and Fax		
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 25%		
12. Indicate the number of employees supervised by class titles. one (1) Management Analyst. May supervise more as the function grows and requests are submitted as needed for additional authorities such as an additional Management Analyst, Management Assistant, Project Coordinator, Project Assistant, and/or clerical staff.		
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.		
Signature _____		Date _____ Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

N/A

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the Employee works independently, supervision is minimal and includes meetings with Executive Officer, Assistant Executive Officer, Directors of Board Offices, Board Commissioners, and various Bureau staff. Reviews documents for the Board of Public Works and City Council.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Bachelor's Degree & and two (2) years grant writing experience at the level of a mangement analyst

(b) Experience (type and length; list appropriate city classes, if any).

Two or more years of Grants Management; Grant writing and making highly desired

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

☒ Strength to: 15 Lift 15 Push Pull

Average weight 10 Heaviest weight 25

☐ Climbing (stairs, ladders, poles)

How far

☐ Face severe work conditions

Outdoors on/near water

Other/explain

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☐ Hearing, for telephone/alarms

☐ Balance, for working heights

Other/explain

EXTENSIVE USE OF:

☒ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain

Hours per week

10

40

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

Eye glasses or hearing aid, persons with disabilities may be able to perform the essential job duties of this class with reasonable accomodation.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Enforces Codes, ordinances, grant requirements, and policies of financial and administrative matters. Oversees policy recommendations and grant compliance. May conduct presentations and training to stakeholders as requested.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Responsible for the proper use of materials and office supplies.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Responsible for the proper use, handling, and maintenance of equipment.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond \$

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the Interacts with the Executive Officer, Board Commissioners, Board Office Directors, and staff from Bureaus and other City Departments, including the Mayor's Office, CAO and Council Offices.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Responsible for the accuracy and neantess of records, letters, and interdepartmental memos. This position is expected to prepare reports, grant applications, charts, spreadsheets, and other visual aids to present to the Board of Public Works, Mayor, and City Council.

Signature of the immediate supervisor

F. Campos

Date 11-14-2022

Class Title

Executive Officer

Phone No. 213-978-0250

Signature of department head

F. Campos

Date 11-14-2022