

APPROVED BY THE BOARD
PUBLIC WORKS OF THE
CITY OF LOS ANGELES
CALIFORNIA

JAN 13 2025

**Department of Public Works
Transmittal of Authority for Expenditure Document for
Approval by the Board**


Executive Officer
Board of Public Works

Date: January 6, 2025

**To: TJ Knight, Assistant Executive Officer
Board of Public Works**

**From: BPW-Office of Accounting
For – Bureau of Sanitation**

Re: Authority for Expenditure Number: AE 25760137M \$65,000.00

The Department's procedures require that the attached Authority for Expenditure be approved by the Board of Public Works.

Please schedule it on the Board agenda for next meeting.

After approval by the Board, please transmit it to a Commissioner for approval as "Head of Department." The approved document should then be returned to the Office of Accounting for further processing. Please contact the following person for pick-up.

OOA

Attn: Jefferson Eligio

Email: jefferson.eligio@lacity.org or (213) 978-0915

Room 924, City Hall

For additional information on this AE if needed, please call DEBORAH PEOPLES (213) 485-2696

AUTHORITY FOR EXPENDITURE

RUSH

Dept. PW/ LA SANITATION & ENVIRONMEN

DOC CODE GAEAE	DOC DEPT. CD. 50	DOCUMENT ID. TYPE AE		F.Y. 25	AUTHORITY NO. 760137M	DOC DATE M M D D Y Y 08/22/24	ACCTG. PERIOD P P Y Y	BUDGET F.Y. Y Y 25
ACTION <input checked="" type="checkbox"/> ORIG. ENTRY (E) <input type="checkbox"/> ADJUSTMENT (M)	EVENT TYPE PRAE	VENDOR CODE 100001683		SS OR IRS ID NO.		COMMENTS OR BTRC NO. 6666666666		DOCUMENT TOTAL \$65,000.00

TO: (NAME AND ADDRESS)

LOS ANGELES COUNTY TAX COLLECTOR
P.O. BOX 54018
LOS ANGELES, CA 90054-0018

PLEASE FURNISH TO THE CITY OF LOS ANGELES CARE OF (GIVE ADDRESS)

LA SANITATION AND ENVIRONMENT
WASTEWATER ENGINEERING SERVICES DIVISION
2714 MEDIA CENTER DRIVE
LOS ANGELES, CA 90065
CONTACT: JENNIFER MARTINEZ 323-342-6262

LINE NO	FUND	DEPT	APPR UNIT	OBJECT	DOBJ	DESCRIPTION					AMOUNT	ID
01	760	50	50AX82	68500		PROPERTY TAXES					\$65,000.00	
QUANTITY		U.O.M.	UNIT	M PROJ	PROJECT	ACTMITY	WORK ORDER	TASK	S/TASK	CHANGE ORDER	FUNCTION	
			82016000				S10FPURC	TTT	TTT			

LINE NO	FUND	DEPT	APPR UNIT	OBJECT	DOBJ	DESCRIPTION					AMOUNT	ID
02						PROPERTY TAXES						
QUANTITY		U.O.M.	UNIT	M PROJ	PROJECT	ACTMITY	WORK ORDER	TASK	S/TASK	CHANGE ORDER	FUNCTION	
							S10FPURC					

FOR.

Request to encumber funds to cover annual secured property taxes first and second installments for fiscal year 24-25 (7/1/24 - 6/30/25) for various LASAN properties (list attached).

FUND NAME: 760 - SEWER OPERATIONS & MAINTENANCE FUND (SUNSHINE)
COUNCIL DISTRICT NUMBER: VARIOUS
NO IMPACT TO GENERAL FUND

APPROVED BY THE BOARD
PUBLIC WORKS OF THE
CITY OF LOS ANGELES
CALIFORNIA

[Signature]
8/22/2024
Rowena L. WESD Division Manager

JAN 13 2025

TO THE OFFICE OF THE CONTROLLER:

PURSUANT TO PROVISIONS OF THE CITY CHARTER AND TO THE ANNUAL DEPARTMENTAL BUDGET APPROPRIATIONS OR OF APPROPRIATIONS MADE SUBSEQUENT TO THE BUDGET, THIS IS AUTHORITY TO ISSUE A DEMAND ON THE FUND AND DEPARTMENT DESCRIBED ABOVE.

[Signature]
Executive Officer
Board of Public Works
OOR RECEIVED 12/10/2024

ORIGINAL/ADJUSTED AUTH. TOTAL
\$65,000.00

CONTRACT OR OFFER NO. (STRIKE OUT ONE)

BUREAU OR DIVISION HEAD <i>[Signature]</i> Barbara Roldero, Director	DATE 10/11/24	HEAD OF DEPARTMENT <i>[Signature]</i>	DATE 1/14/25
ACCOUNTING <i>[Signature]</i> Miguel De La Pena, Director	DATE 12.19.24	CITY ATTORNEY APPROVAL OF AFE OVER \$25,000 <i>[Signature]</i> Adena Hopensland, Deputy Attorney	DATE 12/4/2024

READ THIS CAREFULLY: THIS A.F.E. MUST BE APPROVED FOR FUNDS BY THE CITY CONTROLLER BEFORE SERVICE IS RENDERED. THIS FORM SHALL NOT BE USED FOR THE PURCHASE OF MATERIALS, SUPPLIES OR RENTAL OF EQUIPMENT. INVOICES IN DUPLICATE MUST BE FORWARDED TO THE DEPARTMENT TO WHICH SERVICES WERE RENDERED.

CONTROLLER'S APPROVAL

- (1) DOCUMENT NUMBER, NAME AND ADDRESS OF DEPARTMENT MUST APPEAR ON ALL INVOICES.
- (2) IN CASE OF A DELAY IN PAYMENT OF INVOICE BEYOND 30 DAYS FOLLOWING THE DATE OF INVOICE, PLEASE NOTIFY THE CONTROLLER IN WRITING GIVING REFERENCE TO A.F.E. NUMBER, AND STATE TO WHAT DEPARTMENT SERVICE WAS RENDERED.

Print

LWO – DEPARTMENTAL DETERMINATION FORM

REQUIRED DOCUMENTATION FOR ALL CONTRACTS

This form will aid Awarding Departments with determining whether or not a contract is subject to the LWO. It must be completed by the AWARDING DEPARTMENT and submitted to the Office of Contract Compliance AFTER THE CONTRACT HAS BEEN EXECUTED. INCOMPLETE SUBMISSIONS WILL BE RETURNED. Please refer to the endnotes for more details.

AWARDING DEPARTMENT INFO			
Dept: <u>PW/LASAN</u> Contract Administrator: <u>Jennifer Martinez</u> Contact Phone: <u>323-342-6262</u> MS# <u>544</u>			
CONTRACT INFO			
Contractor Name: <u>Los Angeles County Tax Collector</u>		Contract # <u>AE25760137M</u>	
Contractor Address: <u>Box 54018</u>		City: <u>Los Angeles</u>	State: <u>CA</u> Zip: <u>90054-0018</u>
Project/Contract Name: <u>FY 2024-25 LASAN Annual Secured Property Taxes</u>			
Purpose of Contract: <u>First & second property tax payments for various LASAN properties for FY 2024-25</u>			
Contract Amount: \$ <u>65,000.00</u>		Term: Start Date <u>07 /01 /24</u>	End Date <u>06 /30 /25</u>
SECTION I: DETERMINING APPLICABILITY TO LWO			
1 Check off ONE box that best describes the contract, then Continue to #2: This is a <input checked="" type="checkbox"/> New Contract <input type="checkbox"/> Contract Amndmt # ---			
2 If you checked off "New Contract" above, SKIP to Question #5 to determine whether this New contract is subject to the LWO.			
3 If you checked off "Contract Amendment" Please answer the following questions about the original contract:			
a. Was the original contract subject to the LWO?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
b. Was the original contract approved for an exemption?		<input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please note what type of exemption it received:	
4 If you checked off YES to 3a OR 3b, THIS FORM IS NOW COMPLETE – PLEASE SUBMIT PAGE 1 ONLY TO OCC. If you checked off NO to 3a AND 3b, Continue to #5 to determine whether this Contract Amendment is subject to the LWO.			
5 Check off ONE box in Parts A, B, C or D below that best describes the contract, then Continue to #6:			
These are contracts NOT SUBJECT, NOT APPLICABLE to LWO:		These contracts MAY or MAY NOT BE SUBJECT, or MAY or MAY NOT BE APPLICABLE to LWO:	
PART A		PART B	PART C
<input type="checkbox"/> Service contract that is less than 3 months OR \$25,000 or less ¹ <input checked="" type="checkbox"/> Other governmental entity ² <input type="checkbox"/> Purchase or rental of goods, equipment, property ³ <input type="checkbox"/> Construction contract ⁴ <input type="checkbox"/> Funded by Business Improvement District (BID) assessment money ⁵ <input type="checkbox"/> Financial assistance is below both LWO CFAR thresholds: ⁶ <small>(a) Financial assistance must be less than \$1 Million in a 12-month period AND (b) Is less than \$100,000 if on a continuing basis (such as a loan at a rate lower than the Applicable Federal Rate).</small>		<input type="checkbox"/> Service contract that is at least 3 months AND over \$25,000.	<input type="checkbox"/> Public leases or licenses <input type="checkbox"/> City Financial Assistance Recipient (CFAR) ⁷
6 If you checked off any box in Part A - THIS FORM IS NOW COMPLETE – PLEASE SUBMIT PAGE 1 ONLY TO OCC.			
7 If you checked off a box in Part B or C, SKIP TO #9.			
8 If you checked off the box in Part D, SKIP TO #13.			
9 If you have a service contract, answer questions a, c and d ONLY, then Continue to #10. If you have a public lease/license, answer questions b, c and d ONLY, then Continue to #10.			YES NO
a Are some of the services rendered by employees whose work site is on property owned by the City?			<input type="checkbox"/> <input type="checkbox"/>
b Are the services rendered on premises at least a portion of which is visited by substantial numbers of the public on a frequent basis (including, but not limited to, airport passenger terminals, parking lots, golf courses, recreational facilities)?			<input type="checkbox"/> <input type="checkbox"/>
c Could the services feasibly be performed by City employees if the awarding authority had the requisite financial and staffing resources?			<input type="checkbox"/> <input type="checkbox"/>
d Has the DAA determined in writing that coverage would further the proprietary interests of the City?			<input type="checkbox"/> <input type="checkbox"/>
10 If you checked off ANY boxes in the YES column, this contract is APPLICABLE TO THE LWO (it is SUBJECT). Continue onto SECTION II. Otherwise, continue to #11.			
11 You DID NOT check off ANY boxes in the YES column. This contract is NOT APPLICABLE TO THE LWO (it is NOT SUBJECT). Fill and submit LW-10, OCC Exemption Application for approval prior to contract execution found here: http://bca.laciv.org/index.cfm?nxt=ee&nxt_body=div_occ_lwo_forms.cfm , then Continue to #12.			
12 Has the exemption been approved? If YES, THIS FORM IS NOW COMPLETE – Once the contract has been executed, SUBMIT LW-1, Page 1 ONLY and the APPROVED EXEMPTION FORM to OCC. If NO, Continue onto SECTION IV.			
13 Answer the following question to determine whether the CFAR is subject to the LWO, then Continue to #14.			YES NO
a Does the agreement intend to promote economic development?			<input type="checkbox"/> <input type="checkbox"/>
14 If you checked off NO this contract is NOT APPLICABLE TO THE LWO (it is NOT SUBJECT). PLEASE SUBMIT PAGE 1 ONLY TO OCC. Otherwise, Continue to Question #15.			
15 Answer the following questions to determine whether the CFAR is subject to the LWO:			YES NO
a Is the Financial Assistance given in a 12-month period and above \$1 Million?			<input type="checkbox"/> <input type="checkbox"/>
b Is the Financial Assistance \$100,000 or more on a continuing basis?			<input type="checkbox"/> <input type="checkbox"/>
16 If you checked off ANY boxes in the YES column, this contract is APPLICABLE TO THE LWO (it is SUBJECT). Continue onto SECTION II. Otherwise, this contract is NOT APPLICABLE TO THE LWO (it is NOT SUBJECT). PLEASE SUBMIT PAGE 1 ONLY TO OCC.			

	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25
Assessor's ID No.	Billing Period 7/1/17 - 6/30/18	Billing Period 7/1/18 - 6/30/19	Billing Period 7/1/19 - 6/30/20	Billing Period 7/1/20 - 6/30/21	Billing Period 7/1/21 - 6/30/22	Billing Period 7/1/22 - 6/30/23	Billing Period 7/1/23 - 6/30/24	Billing Period 7/1/24 - 6/30/25
4017 001 270	\$ 231.68 \$	233.38 \$	232.26 \$	253.09 \$	285.57 \$	269.95 \$	206.92 \$	
4017 002 270	\$	\$	\$	\$	\$	\$	\$	
4131 025 270	\$ 1,289.27 \$	1,265.62 \$	1,630.06 \$	1,854.02 \$	1,674.23 \$	1,668.03 \$	1,550.43 \$	
4131 025 271	\$ 1,502.97 \$	1,770.80 \$	2,609.25 \$	2,631.06 \$	2,658.28 \$	2,493.72 \$	2,469.16 \$	
4131 025 272	\$ 2,174.34 \$	2,135.54 \$	3,608.31 \$	3,934.65 \$	3,667.34 \$	3,461.98 \$	3,432.62 \$	
4204 008 270	\$ 26,420.95 \$	33,800.39 \$	33,441.30 \$	34,459.39 \$	34,778.68 \$	34,756.19 \$	36,572.09 \$	
4204 008 271	\$	\$ 6,987.27 \$	7,089.34 \$	7,306.66 \$	7,371.31 \$	7,332.94 \$	7,699.51 \$	
4207 033 271	\$ 3,319.89 \$	3,355.35 \$	4,877.13 \$	4,645.10 \$	4,072.36 \$	4,033.42 \$	4,178.26 \$	
4296 001 276	\$	\$ 625.09 \$	815.62 \$	830.12 \$	836.80 \$	793.68 \$	817.48 \$	
5626 031 272	\$	\$	\$	\$	\$	\$	\$	
Total Due for all taxes:	\$ 41,392.54 \$	50,344.81 \$	54,971.71 \$	55,348.25 \$	56,868.77 \$	55,181.70 \$	57,448.27 \$	65,000.00 \$

AUTHORITY FOR EXPENDITURES (AE)
SUPPLEMENTARY INFORMATION

VENDOR NAME AND ADDRESS:

LOS ANGELES COUNTY TAX COLLECTOR
P.O. BOX 54018
LOS ANGELES, CA 90054-0018

SERVICE TYPE (CHECK ONE):

ONE TIME ☒ DATE/TIMEFRAME
FOR SERVICES:

CONTINUING ☐

INTERMITTENT ☐

JULY 1, 2024 – JUNE 30, 2025

IS SERVICE IN CONJUNCTION WITH OTHER BUREAU OR GOVT. ENTITY(IES)? (CHECK ONE)

YES ☒ NO ☐

IF YES, NAMES OF ENTITY(IES):

LOS ANGELES COUNTY

NATURE OF COOPERATIVE AGREEMENT:

Payment of various L.A. Sanitation property taxes; first and second installments received between July 1, 2024 - June 30, 2025.


STATE REASON(S) FOR SERVICE(S) TO BE COMPLETED AND PAID THROUGH AE FORMAT RATHER THAN AS
A PERSONAL SERVICE CONTRACT OR CITY CONTRACT.

Property tax bills are received annually and paid in a lump sum once a year.

DIVISION: WESD
CONTACT PERSON: JENNIFER MARTINEZ
DATE: 8/22/2024

Sanitation

Commissioner Briefing Form

Authority Number/ LOA Subject Title	AE25760137M
Division	82016000
Div Briefing Contact Name	Jennifer Martinez
Vendor	Los Angeles County Tax Collector
Service Description (list complete description below)	
<p>Duration of funding: FISCAL YEAR 2024-25</p> <p>Estimated Amount: \$65,000.00</p>	
Director Approval/Date	OCTOBER 11, 2024
Date of Briefing	NOVEMBER 19, 2024
Time of Briefing	10:00 A.M.
Commissioner Name	VAHID KHORSAND
Commissioner Signature	

* For an AE with LOA attached that will be submitted to the board (\$20,000 and greater), the following language is to be included on the golden rod, *"Authorize the President or two members of the Board of Public Works to execute this service agreement"*

* All acronyms are to be spelled out

AE must be approved by Director prior to Commissioner Briefing

Note: Please contact David Santos in Contracts Section to schedule a briefing with the Commissioner.

Signed form must be submitted in to Purchasing Section.