

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

Date: September 26, 2024

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 25760058M \$160,600.00

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

Dept. PW/LA Sanitation & Environment

DOC CODE GAEAE	DOC DEPT. CD. 50	DOCUMENT ID. TYPE AE		F.Y. 25	AUTHORITY NO. 760058M	DOC. DATE M M D D Y Y 07/03/24	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 100001878			SS OR IRS ID NO.	COMMENTS OR BTRC NO. 6666666666	DOCUMENT TOTAL \$ 160,600.00

TO: (NAME AND ADDRESS) JORDAN KAUFMAN-KCTTC PAYMENT CENTER BOX 541004 LOS ANGELES, CA 90054-1004 ATTN: Jackie Denney, (800) 552-KERN	PLEASE FURNISH TO THE CITY OF LOS ANGELES, CARE OF (GIVE ADDRESS) HYPERION WATER RECLAMATION PLANT 12000 VISTA DEL MAR PLAYA DEL REY, CA 90293 PROJECT MANAGER: Alan Tran (310) 648-5995 ATTN: Jose Perez Lara (310) 648-5608
--	--

LINE NO. NL	FUND 760	DEPT. 50	APPR. UNIT 50AX82	OBJECT 685	DOBJ 68500	DESCRIPTION Kern County Property Taxes				AMOUNT \$ 160,600.00	I/D	
QUANTITY		I/D	U.O.M.	UNIT 82007000	M PROJ	PROJECT	ACTIVITY	WORK ORDER S10FPURC	TASK TTT	S/TASK TTT	CHANGE ORDER	FUNCTION SCMO

LINE NO.	FUND	DEPT.	APPR. UNIT	OBJECT	DOBJ	DESCRIPTION				AMOUNT	I/D	
QUANTITY		I/D	U.O.M.	UNIT	M PROJ	PROJECT	ACTIVITY	WORK ORDER	TASK	S/TASK	CHANGE ORDER	FUNCTION

FOR:

LA Sanitation & Environment manages a City of Los Angeles owned farm in Kern County as part of the water reclamation & biosolids management processes. This request is to encumber funds to pay property taxes as levied by the Kern County Treasurer-Tax Collector. This authority is to cover the period of July 1, 2024 through June 30, 2025.

a) Sewer Operation and Maintenance Fund.

c) Council District- Council District 11

d) General Fund Impact- This will have no impact upon the General Fund. This project is "Special Funded."

Hi Sang Kim 7/15/2024
HI SANG KIM, DIVISION MANAGER HWRP ENGINEERING & OPERATIONS

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.

OOA RECEIVED 9.19.2024

ORIGINAL/ADJUSTED AUTH. TOTAL

\$ 160,600.00

CONTRACT OR OFFER NO. (STRIKE OUT ONE)

Commissioner 1

Date

BUREAU OR DIVISION HEAD
BARBARA KOMERO, DIRECTOR AND GENERAL MANAGER

DATE

8/12/24

Commissioner 2

DATE

For: ACCOUNTING *CBordador*
MIGUEL DE LA PENA, DIRECTOR

DATE

09.24.24

CITY ATTORNEY APPROVAL OF AFE OVER \$25,000

VIRGINIA CHOI

for VC

DATE

9-18-2024

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.

OK FOR SANITATION
PROCESSING
66
07/17/24

Print

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: July 23, 2024

TO: Rick Cole, Chief Deputy Controller
Office of the Controller

Attn: James Robinson, PR Deputy Controller
Office of the Controller

FROM: Hi Sang Kim, Acting Hyperion Executive Plant Manager
Hyperion Water Reclamation Plant
LA Sanitation and Environment *Hi Sang Kim*

**RE: ADVANCE PAYMENT REQUEST FOR AE25760058M JORDAN
KAUFMAN KERN COUNTY TREASURER – TAX COLLECTOR**

Hyperion Water Reclamation Plant (HWRP) requests authorization for advance payment of annual property taxes for the City's Green Acres Farm payable to the Jordan Kaufman Kern County Treasurer - Tax Collector (KCTTC) for the period July 01, 2024 through June 30, 2025.

KCTTC issues property tax assessments in advance of the end of the calendar year. There is no commercial discretion in payment of these fees. HWRP is required to pay calendar year property taxes prior to the end of the calendar year.

Establishment of encumbrance AE25760058M to facilitate payment of annual property taxes is requested. This encumbrance is to be paid with Fund 760, Department 50, Account 50AX82, Object 68500.

If additional information is required, you may contact Alan Tran Environmental Engineering Associate IV at (310) 648-5995 or Jose Perez Lara, Management Assistant at (310) 648-5608.

HK/JPL:jpl

c: Arnold Taylor, LASAN
Alan Tran, LASAN

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: July 3, 2024

TO: Rick Cole, Chief Deputy Controller
Office of the Controller

Attn: James Robinson, Principal Deputy Controller
Office of the Controller

FROM: Hi Sang Kim, Division Manager, HWRP Engineering & Operations.
LA Sanitation and Environment 

**SUBJECT: AFTER-THE-FACT MEMO: FISCAL YEAR 2024-25 KERN COUNTY
PROPERTY TAXES (GAEAE25760058M)**

Hyperion Water Reclamation Plant (HWRP) requests approval to establish encumbrance AE25760058M for payment of annual property taxes to Kern County Treasurer Tax Collector (KCTTC).

HWRP prepares the encumbrance request in advance of receiving the tax bills to facilitate timely payment. The dates covered by the tax bill are July 01, 2024 through June 30, 2025. It is anticipated that tax bills will be received prior to the establishment and final approval of the encumbrance. There is no commercial discretion in payment of these taxes. This expenditure is to be paid from Fund 760, Department 50, Account 50AX82, and will have no impact to the General Fund.

Approval of encumbrance AE25760058M is requested for payment of property tax.

If additional information is required, you may contact Neel Patel, Environmental Compliance Inspector, at (310) 648-5362 or Jose Perez Lara, Management Assistant at (310) 648-5608.
Thank you.

HK/JPL/jpl

LWO - DEPARTMENTAL GUIDANCE FORM

REQUIRED DOCUMENTATION FOR ALL CONTRACTS

This form must be completed by the AWARDING DEPARTMENT and submitted to the Office of Contract Compliance (OCC) AFTER THE CONTRACT HAS BEEN EXECUTED. INCOMPLETE SUBMISSIONS WILL BE RETURNED. Please refer to the endnotes for more details.

This form is intended only as an initial determination by the Awarding Department on the applicability of the Living Wage Ordinance (LWO) to a contract. If a final LWO determination is needed, please contact the OCC.

AWARDING DEPARTMENT INFO	
Dept: <u>50</u>	Contract Administrator: <u>Alan Tran</u> Phone #: <u>(310) 648-5995</u>
CONTRACTOR INFO	
Contractor Name: <u>Jordan Kaufman - KCTTC</u>	
Contractor Address: <u>BOX 541004</u>	
City: <u>LOS ANGELES</u>	State: <u>CA</u> Zip: <u>90054-1004</u>
CONTRACT INFO	
Contract Name: <u>Property Taxes</u> Contract #: <u>AE25760058M</u>	
Purpose: <u>To pay for property taxes incurred at Green Acres Farm in Bakersfield</u>	
Contract Amount: <u>\$160,600</u>	Start Date: <u>7/1/2024</u> End Date: <u>6/30/2025</u>
Location of Service: <u>Green Acres Farm, Bakersfield, California</u>	
SECTION I: DETERMINING APPLICABILITY TO THE LWO	
<p>1. Check off ONE box that best describes the contract.</p> <p><input checked="" type="checkbox"/> New Contract</p> <p><input type="checkbox"/> Contract Amendment # _____</p>	<p style="text-align: center;"><u>INSTRUCTIONS</u></p> <p>If you checked off the New Contract box, SKIP TO Question 3.</p> <p>If you checked off the Contract Amendment box, CONTINUE TO Question 2a.</p>
<p>2a. Was the original contract subject to the LWO? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2b. Was the original contract approved for an exemption? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If you checked off YES to 2a OR 2b, THIS FORM IS NOW COMPLETE - PLEASE SUBMIT PAGE 1 ONLY TO THE OCC.</p> <p>If you checked off NO to 2a AND 2b, CONTINUE TO Question 3.</p>
<p>3. Check off any box(es) from the list that describes the contract.</p> <p style="text-align: center;">TYPE A</p> <p><input type="checkbox"/> Service contract that is less than 3 months OR less than \$25,000.</p> <p><input checked="" type="checkbox"/> With another governmental entity.</p> <p><input type="checkbox"/> Purchase or rental of goods, equipment, property.</p> <p><input type="checkbox"/> With a utility company for work pursuant to an order of the Public Utilities Commission.</p> <p>Financial assistance is below both the LWO CFAR thresholds:</p> <p><input type="checkbox"/> (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.</p>	<p>If you checked off one of the boxes under TYPE A¹, your contract is NOT SUBJECT to the LWO. THIS FORM IS NOW COMPLETE - PLEASE SUBMIT PAGE 1 ONLY TO THE OCC.</p>
<p style="text-align: center;">TYPE B</p> <p><input type="checkbox"/> Service contract that is at least 3 months AND \$25,000 or more.</p>	<p>If you checked off the box under TYPE B, your contract MAY OR MAY NOT BE SUBJECT to the LWO. CONTINUE TO Question 4a.</p>

**AUTHORITY FOR EXPENDITURE (AE)
SUPPLEMENTARY INFORMATION**

VENDOR NAME AND ADDRESS:

JORDAN KAUFMAN-KCTTC
PAYMENT CENTER
BOX 541004
LOS ANGELES, CA 90054-1004
ATTN: Jordan Kaufman, (800) 552-Kern (5316)

SERVICE TYPE (CHECK ONE)

ONE-TIME

☐

CONTINUING

☒

INTERMITTENT

☐

DATES / TIME FRAME
FOR SERVICES:

7/1/2024 - 6/30/2025

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

YES

☒

NO

☐

IF YES, NAME OF ENTITY(IES):

Kern County Treasurer and Tax Collector

NATURE OF COOPERATIVE AGREEMENT:

Property Taxes

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

Governmental entity, tax assessing agency

Division: HYPERION WATER RECLAMATION PLANT

Contact Person: Jose Perez Lara (310) 648-5608

Date: 07/03/24

Appropriation and Allotment

Filters

BFY

2025

Appr Unit

50AX82

Fund

760

Department

50

> Analytical View

Apply

Reset

Grid Actions

1 of 1 Records

View per Page - 50 100 500

BFY	Fund	Department	Appr Unit	Current Budget	Pre-Encumbered	Encumbered	Uncommitted	Accrued Expenses
2025	760	50	50AX82	\$168,220,152.00	\$0.00	\$2,085,928.40	\$166,134,223.60	\$0.00

Vendor/Customer

Vendor/Customer: 100001878 | Legal Name: Jordan Kaufman-KCTTC | Alias/DBA: -

Vendor/Customer

Address (4)

Business Type

Service Area

Commodity

Authorized Department

Prevent Spending

Add New Address

Grid Actions

1 - 4 of 4 Records

View per Page - 50 100 500

Address ID	Address Type	Street 1	Street 2	City	State/Province	Zip/Postal Code
▶ 01	Payment	TAX COLLECTOR	1115 TRUXTUN AVE 2ND FLOOR	BAKERSFIELD	CA	93301-4640 U\$
▶ 01	Ordering	TAX COLLECTOR	1115 TRUXTUN AVE 2ND FLOOR	BAKERSFIELD	CA	93301-4640 U\$
▶ 02	Payment	PAYMENT CENTER	BOX 541004	LOS ANGELES	CA	90054-1004 U\$
▶ 02	Ordering	PAYMENT CENTER	BOX 541004	LOS ANGELES	CA	90054-1004 U\$

Vendor/Customer

Vendor/Customer: 100001878 | Legal Name: Jordan Kaufman-KCTTC | Alias/DBA: -

Vendor/Customer Address (4) Business Type Service Area Commodity Authorized Department Prevent Spending

Vendor/Customer

Vendor/Customer

100001878

Organization Type

Company

First Name

Company Name

Jordan Kaufman-KCTTC

Department

Vendor Active Status

Active

Customer Active Status

N/A

Purchasing Agent Vendor

No

Show Less

Account Indicators

Verify My Locations by

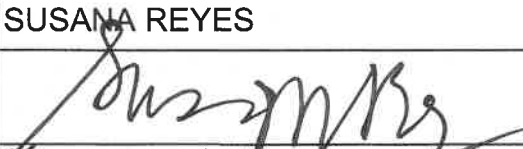
Vendor Verification Based On

Vendor Verification Password

Attachments

Sanitation

Commissioner Briefing Form

Authority Number/ LOA Subject Title	AE25760058M Utilities- Property Tax
Division	HWRP/82007
Div Briefing Contact Name	Alan Tran (310) 648-5995
Vendor	Jordan Kaufman- KCTTC
Service Description (list complete description below) This request is to encumber funds to pay for the Green Acres Farm's property tax for FY 24-25. Green Acres Farm is the City owned property in Kern County. Duration of funding: July 01, 2024 to June 30, 2024 Estimated Amount: \$160,600.00	
Director Approval/Date	AUGUST 12, 2024
Date of Briefing	AUGUST 20, 2024
Time of Briefing	11:00 A.M.
Commissioner Name	SUSANA REYES
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.