

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

Date: October 24, 2024

**To: TJ Knight
Acting Executive Officer
Board of Public Works**

**From: BPW - Office of Accounting
for
The Bureau of Sanitation**

Re: Authority for Expenditure Number: AE 25488035M - \$115,000

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 email Coco Guevarra at coco.guevarra@lacity.org when approved.

For additional information, if needed, please email Leiya Cortez at leiya.cortez@lacity.org.

FORM GEN 32 (R.5/16)

CITY OF LOS ANGELES

AUTHORITY FOR EXPENDITURE

ORIGINAL

Dept. PUBLIC WORKS / LA SANITATION

DOC CODE GAEAE	DOC DEPT. CO. 50	DOCUMENT ID.		DOC. DATE M M D D Y Y 07/30/24	ACCTG. PERIOD P P Y Y 25	BUDGET F.Y. Y Y 25
TYPE AE		F.Y. 25	AUTHORITY NO. 488035M			
ACTION <input checked="" type="checkbox"/> ORIG. ENTRY (E) <input type="checkbox"/> ADJUSTMENT (M)	EVENT TYPE PRAE	VENDOR CODE 100002610		SS OR IRS ID NO.	COMMENTS OR BTRC NO. 0002406447	DOCUMENT TOTAL \$ 115,000.00

TO: (NAME AND ADDRESS)

STATE WATER RESOURCES CONTROL BOARD
(SWRCB)
PO BOX 1888
SACRAMENTO, CA 95812-1888
(213) 620-2424

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

PUBLIC WORKS / LA SANITATION AND ENVIRONMENT / SRPCD
1149 S. Broadway, 5th Floor
Los Angeles, CA 90015

Erik Hillbrand (213) 485-3015

LINE NO.	FUND	DEPT	APPR UNIT	OBJECT	DOBJ	DESCRIPTION	AMOUNT	ID
01	488	50	50AX82	602	60230	PERMITS AND FEES FOR LANDFILLS	\$ 115,000.00	
QUANTITY		ID	U.O.M.	UNIT	M PROJ	PROJECT	ACTIVITY	WORK ORDER
				82011000				S01PLPCM
								TASK
								S/TASK
								CHANGE ORDER
								FUNCTION

FOR:

Payment of annual waste discharge requirements and storm-water permit fees to STATE WATER RESOURCES CONTROL BOARD (SWRCB) for landfill facilities operated by LA SANITATION AND ENVIRONMENT (LASAN); including Lopez Canyon Landfill, Bishop Canyon Landfill, Gaffey Landfill, Sheldon-Arleta Landfill, and Toyon Landfill. Authorize the President or two members of the Board of Public Works to execute this service agreement.

Council Districts: CD1, CD4, CD6, CD7, CD15
Fund: 488 - Landfill Closure Maintenance Trust Fund
There is no impact to the General Fund.
Date Range: July 1, 2024 - June 30, 2025

Miguel Zermeno, Division Head

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.

ORIGINAL/ADJUSTED AUTH. TOTAL

\$ 115,000.00

CONTRACT OR OFFER NO. (STRIKE OUT ONE)

Commissioner 1

Date

BUREAU OR DIVISION HEAD

Barbara Romo, Director

09/27/24

Commissioner 2

ACCOUNTING

Miguel De La Pena, Director

10/24/24

CITY ATTORNEY APPROVAL OF AFE OVER \$5,000

Adena Hopenstand, Deputy Attorney

10-21-2024

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

Request for Authority to Commit/Expend Funds

Request Number: 3672 Request Date: 7/26/2024
Fund / Account: 488 50AX82 LASAN Requestor: Miguel Armando Carrillo
Dollar Amount: \$115,000.00 Requestor Phone: 213-847-3197

Vendor: State Water Resources Control Board Contract No.: AE25488035M
Vendor Address: PO Box 1888 Vendor No.: _____
Vendor City, State: Sacramento, CA Vendor Invoice No.: _____
Vendor Zip: 95812-1888 Vendor Contact: Water Board
Vendor Phone No.: 213-620-2424

☒ **Description of Request**

SRPCD requests funding in the amount of \$115,000.00 from Fund 488, Account 50AX82, for SWRCB regulatory permit and compliance fees for landfills that include Lopez, Toyon, Sheldon-Arleta, Bishop, and Gaffey for FY25.P


☐ **Request to use CIEP Funds** LASAN Project No: _____ CIEP Project No: _____

If this is a request to use Capital Improvement Expenditure Program Funds, a copy of the project description/status shall be attached for each affected and/or new project.

☐ **Request to Purchase Equipment**

If this is a request to purchase a piece of equipment that appears on the Authorized Equipment List, attach a copy of the authorized equipment list with the specific equipment highlighted. If this is a request to purchase equipment that does not appear on the Authorized Equipment List, attach a copy of an approved Rule 11.

If this is a request to purchase a piece of non-standard computer equipment or software, a copy of authorization from ICSD must be attached.

Funds Available and Appropriate (FMD representative):  7/29/24

FOR PROCESSING DIVISION USE ONLY

☐ This request was processed by: _____ on _____ Ext. _____

☐ This request was not processed for the following reasons:

This determination made by: _____ on _____ Ext. _____

Upon processing this request, forward a completed copy of this form to:

LASAN/FMD/Solids Fiscal Management Section
1149 S. Broadway, Suite 500
Stop: 521

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. **INCOMPLETE SUBMISSIONS WILL BE RETURNED.** Please refer to the endnotes for more details.

AWARDING DEPARTMENT INFO			
Dept: <u>PW / LASAN</u>		Contract Administrator: <u>ERIK HILLBRAND</u>	Contact Phone: <u>(213) 485-3015</u> MS# <u>624</u>
CONTRACT INFO			
Contractor Name: <u>STATE WATER RESOURCES CONTROL BOARD (SWRCB)</u>		Contract # <u>AE25488035M</u>	
Project/Contract Name: <u>ANNUAL DISCHARGE PERMIT FEES - LANDFILLS</u>		Purpose of Contract: <u>REGULATORY PERMIT FEES - LANDFILLS</u>	
Contract Amount: \$ <u>115,000</u>		Term: <u>Start Date</u> <u>07</u> / <u>01</u> / <u>2024</u>	<u>End Date</u> <u>06</u> / <u>30</u> / <u>2025</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 Amendment		
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:		
These are contracts NOT SUBJECT, NOT APPLICABLE to LWO:		These contracts <u>MAY</u> or <u>MAY NOT</u> BE SUBJECT, or <u>MAY</u> or <u>MAY NOT</u> 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 (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).		<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	Answer the following questions to determine whether the service contract or public lease or license is subject to the LWO:		
a	Service contracts ONLY: Are some of the services rendered by employees whose work site is on property owned by the City?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b	Public Leases or Licenses ONLY: 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"/> Yes <input type="checkbox"/> No	
c	Could the services feasibly be performed by City employees if the awarding authority had the requisite financial and staffing resources?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
d	Has the DAA determined in writing that coverage would further the proprietary interests of the City?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10	If you checked off YES to ANY Question in #9, this contract is APPLICABLE TO THE LWO (it is SUBJECT). Continue onto SECTION II.		
11	If you checked off NO to Questions #9a, 9c, and 9d, this contract is NOT APPLICABLE TO THE LWO (it is NOT SUBJECT). Continue onto SECTION III.		
12	If you checked off NO to Questions #9b, 9c, and 9d, this contract is NOT APPLICABLE TO THE LWO (it is NOT SUBJECT). Continue onto SECTION III.		
13	Answer the following questions to determine whether the CFAR is subject to the LWO:		
A	Does the agreement intend to promote economic development?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
B	Is the Financial Assistance given in a 12-month period and above \$1 Million?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
C	Is the Financial Assistance \$100,000 or more on a continuing basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14	If you checked off NO to Question #13a - this contract is NOT APPLICABLE TO THE LWO (it is NOT SUBJECT). PLEASE SUBMIT PAGE 1 ONLY TO OCC.		
15	If you checked off NO to Question #13b and 13c - this contract is NOT APPLICABLE TO THE LWO (it is NOT SUBJECT). PLEASE SUBMIT PAGE 1 ONLY TO OCC.		
16	If you checked off YES to Question #13b or 13c - this contract is APPLICABLE TO THE LWO (it is SUBJECT). Continue onto SECTION II.		

DEPT. OF PUBLIC WORKS
LA SANITATION & ENVIRONMENT
(LASAN)

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

VENDOR NAME AND ADDRESS:

State Water Resources Control Board (SWRCB)
PO Box 1888
Sacramento, CA 95812-1888

SERVICE TYPE (CHECK ONE)

ONE-TIME ☐

CONTINUING ☐

INTERMITTENT ☒

DATES / TIME FRAME

FOR SERVICES:

Fiscal Year 2024-25
(JULY 1, 2024 - JUNE 30, 2025)

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

YES ☒

NO ☐

IF YES, NAME OF ENTITY(IES):

State Water Resources Control Board (SWRCB)

NATURE OF COOPERATIVE AGREEMENT:

AE is required to pay for annual waste discharge requirements and stormwater permit fees at multiple landfill locations operated by LA Sanitation and Environment (LASAN), Solid Resources Processing and Construction Division (SRPCD).

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:

AE is required to pay for annual waste discharge requirements and stormwater permit fees (no service is involved).

Division: SRPCD - 82011000

Contact Person: Erik Hillbrand

Phone #: (213) 485-3015

Date: 8/12/2024



CITY OF LOS ANGELES

Office of Finance - LATAX Report

ACCOUNT NUMBER

0002406447

LEGAL NAME

CALIFORNIA STATE WATER RESOURCES CONTROL BOARD

TAX STATUS

CLEAR

<u>LOCATION</u>	<u>DBA NAME</u>	<u>LOCATION ADDRESS</u>	<u>STARTED AT LOCATION</u>	<u>END DATE</u>	<u>IN CITY</u>	<u>COUNCIL</u>	<u>EMP ZONE</u>
0001		1001 I ST FL 18TH SACRAMENTO CA 95814 2828	01/30/2009		N	Where no zone is applicable	None

<u>FCC</u>	<u>DESCRIPTION</u>	<u>START OF ACTIVITY</u>
L049	Professions / Occupations	01/30/2009



Vendor Business Tax Certification

Edit

Cancel

* Required fields

Business Tax Number

0002406447

Legal Name

CALIFORNIA STATE WATER RESOURCES
CONTROL BOARD

Business Tax Compliance

Yes

Allow Multiple Vendors


No

Active

Yes

Sanitation

Commissioner Briefing Form

Authority Number/ LOA Subject Title	AE25488035M State Water Resources Control Board (SWRCB)
Division	Solid Resources Processing and Construction Division (SRPCD)
Vendor	State Water Resources Control Board (SWRCB)
Service Description (list complete description below)	
<p>This AE encumbrance of \$115,000 is to pay for annual waste discharge requirement and storm-water related permits and fees to STATE WATER RESOURCES CONTROL BOARD (SWRCB) for various landfill sites operated and managed by the Solid Resources Processing and Construction Division (SRPCD) of LASAN; including Lopez Canyon Landfill, Bishop Canyon Landfill, Gaffey Landfill, Sheldon-Arleta Landfill, and Toyon Canyon Landfill.</p>	
<p>Duration of funding: July 1, 2024 - June 30, 2025 Amount: \$115,000</p>	
Date of Briefing	OCTOBER 15, 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

Signed form must be submitted in AE package to Purchasing Section.