

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

Date: October 4, 2023

To: Fernando Campos, Executive Officer
Board of Public Works

From: Office of Accounting
for
Bureau of Street Services

Re: Authority for Expenditure Number: AE24000008M – SOUTH COAST
AIR QUALITY MANAGEMENT DISTRICT

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

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 Mildred Jacla at mildred.jacla@lacity.org.

A/P Section, General Accounting Division
Attn: Josephine Autencio, Senior Accountant II
Phone: (213) 978-0961
Room 924, City Hall

For additional information, if needed, please email Josephine Autencio, Senior Accountant II at josephine.autencio@lacity.org and Bureau of Street Services contact Pedro Torres at pedro.torres@lacity.org

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

OCT 13 2023


Executive Officer
Board of Public Works

AUTHORITY FOR EXPENDITURE

07/27/23

Dept. Public Works - Bureau of Street Services

TRANS CODE P O	DEPT. NO. 86	DOCUMENT NO. TYPE AE F.Y. 24 AUTHORITY NO. 000008M		DOC. DATE M M D D Y Y 07/27/23	ACCTG. PERIOD P P Y Y	BUDGET F.Y. Y Y 24
ACTION <input checked="" type="checkbox"/> ORIG. ENTRY <input type="checkbox"/> ADJUSTMENT		TYPE OF ORDER A		COMMENTS/DEPT. CONTROL NO. 100001558	SS OR IRS ID NO.	COMMENTS OR BTRC NO. 0000800519
					DOCUMENT TOTAL \$45,000.00	

TO: (NAME AND ADDRESS) SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT P.O. Box 4943 Diamond Bar, CA 91765-0943	PLEASE FURNISH TO THE CITY OF LOS ANGELES, CARE OF (GIVE ADDRESS) PW - Bureau of Street Services Financial Management Division 1149 S. Broadway, 4th Floor Los Angeles, CA 90015
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LINE 01	FUND 100	DEPT. 86	APPR. ACCT. 006010	OBJECT 601	SUB OBJ 01	DESCRIPTION Annual Operating and Emission Fees					AMOUNT \$45,000.00	I/D I
QUANTITY 60100	I/D	U.O.M.	ORGANIZATION 860A0000	SUB ORG	PROGRAM	SUB ACT	JOB/PROJECT M0010011	TASK A85	ST/BI 000	CHANGE ORDER	REPTG. CAT. OTH	

LINE 02	FUND	DEPT.	APPR. ACCT.	OBJECT	SUB OBJ	DESCRIPTION					AMOUNT	I/D
QUANTITY	I/D	U.O.M.	ORGANIZATION	SUB ORG	PROGRAM	SUB ACT	JOB/PROJECT	TASK	ST/BI	CHANGE ORDER	REPTG. CAT.	

FOR:
This AFE encumbers funds under authority no. AE24000008M for fiscal year 2023-24 to pay for the annual operating and emissions fees and permits associated with Asphalt Plants, and other facilities.

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

AFN-008

OCT 13 2023

[Signature]
Executive Officer
Board of Public Works

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
\$45,000.00

CONTRACT OR OFFER NO. (STRIKE OUT ONE)

BUREAU OR DIVISION HEAD <i>Cynthia Britano</i>	DATE 7/27/2023	HEAD OF DEPARTMENT <i>Aura Garcia</i>	DATE 10/16/23
ACCOUNTING <i>[Signature]</i>	DATE 08/28/2023	CITY ATTORNEY APPROVAL OF AFE OVER \$1,000 <i>Adena Hopstead</i>	8-20-2023

READ THIS CAREFULLY: THIS A.D.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.

- (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.

CONTROLLER'S APPROVAL



Mildred Jacia <mildred.jacia@lacity.org>

Fwd: New Fiscal Encumbrances

1 message

Pedro Torres <pedro.torres@lacity.org>

To: Remedios Cabanilla <remedios.cabanilla@lacity.org>, Veronica West <rony.west@lacity.org>, Mildred Jacia <mildred.jacia@lacity.org>, Josephine Autencio <josephine.autencio@lacity.org>
Cc: Takumi Iwai <takumi.iwai@lacity.org>, Cyndi Eritano <cynthia.eritano@lacity.org>, Wayne Chen <wayne.chen@lacity.org>, Rose Karagezyan <rose.karagezyan@lacity.org>

Tue, Aug 22, 2023 at 2:31 PM

Hello,

Please see attached AFE's which have been signed by the City Attorney's office.

AFE's under 30k:

- AE24000007M
- AE24000010M
- AE24000011M
- AE24000012M

The following is AFE's over 30k and requires board approval. Please advise on when it can be scheduled to appear.

- AE24000008M

Thank you,

----- Forwarded message -----

From: Adena Hopensland <adena.hopensland@lacity.org>

Date: Sun, Aug 20, 2023 at 11:11 PM

Subject: Re: New Fiscal Encumbrances

To: Pedro Torres <pedro.torres@lacity.org>

Cc: Edwin Vargas <edwin.vargas@lacity.org>, Ted Jordan <tad.jordan@lacity.org>, Rose Karagezyan <rose.karagezyan@lacity.org>, Shunte Wyndham <shunte.wyndham@lacity.org>, Wing Yi Hung <wing.hung@lacity.org>, Cyndi Eritano <cynthia.eritano@lacity.org>, Takumi Iwai <takumi.iwai@lacity.org>

Please find attached to this email the executed AFEs.

Adena M. Hopensland
Deputy City Attorney
Office of the City Attorney
200 N. Main Street, 7th Floor
City Hall East, Room 700
Los Angeles, CA 90012
Phone: 213.978.8156
Fax: 213.978.8222
adena.hopensland@lacity.org

On Wed, Aug 9, 2023 at 10:44 AM Pedro Torres <pedro.torres@lacity.org> wrote:

Hello,

Please see attached FY24 Authority for Expenditure requests from the Bureau of Street Services, in need of sign offs by the City Attorney's Office.

Thank you,

On Mon, Aug 7, 2023 at 7:49 PM Cynthia Eritano <cynthia.eritano@lacity.org> wrote:

Hello Takumi and Pedro,

Please see attached signed AFEs. I've Increase SCQAMD's AFE for \$35k to \$45K per Leo and Michael Marquez's request.

Thank you!

On Tue, Aug 1, 2023 at 10:21 AM Pedro Torres <pedro.torres@lacity.org> wrote:

Following up here;

On Fri, Jul 28, 2023 at 10:56 AM Takumi Iwai <takumi.iwai@lacity.org> wrote:

Hi Cyndi,

Encumbrances for Corelogic and Misc BSS have already been processed. Please see attached for the rest of the revised encumbrances.

On Fri, Jul 28, 2023 at 9:16 AM Cynthia Eritano <cynthia.eritano@lacity.org> wrote:

Hi Takumi,

I did analysis of prior years' encumbrances and expenditures for the vendors listed below and made some adjustments to the totals. I did an average of the total expenditures to see the trend but also considered that there may be some cost increases so I bumped up some of the numbers. Please revise the AFEs (yellow highlighted numbers) as shown below. I didn't see one for Corelogic so I've added that to the list.

	21-22	21-22	21-22	22-23	22-23	22-23	23-24
	Expended	Numbered	Expended	Numbered	Expended	Numbered	Expended
AE23000002M Corelogic	\$ 11,027.88	\$ 11,027.88	\$ 10,108.89	\$ 11,027.88	\$ 11,028.00	\$ 11,028.00	
AE23000003M State Water Resources Control Board	\$ 5,214.00	\$ 6,986.01	\$ 5,214.00	\$ 7,000.00	\$ 5,500.00	\$ 5,500.00	
AE23000004M SCAQMD	\$ 31,376.31	\$ 31,376.31	\$ 34,767.07	\$ 34,800.00	\$ 35,000.00	\$ 35,000.00	
AE23000005M DGS (Social Gas)	\$ 4,226.68	\$ 4,574.64	\$ 3,996.74	\$ 4,575.00	\$ 4,575.00	\$ 4,575.00	
AE23000006M Filekeepers	\$ 14,225.00	\$ 14,225.00	\$ 9,805.36	\$ 14,800.00	\$ 12,300.00	\$ 12,300.00	
American Public Works Association							
AE23000007M (APWA)	\$ 7,200.00	\$ 7,200.00	\$ 7,400.00	\$ 7,400.00	\$ 7,400.00	\$ 7,400.00	
AE23000008M Spectrum	\$ 6,600.00	\$ 6,600.00	\$ 6,685.52	\$ 6,600.00	\$ 6,700.00	\$ 6,700.00	
AE23000009M Weighmaster CDEA	\$ 285.00	\$ 285.00	\$ 330.00	\$ 330.00	\$ 400.00	\$ 400.00	
AE23000010M Los Angeles County Clerk (CEQA)	\$ 150.00	\$ 1,200.00	\$ 225.00	\$ 1,200.00	\$ 720.00	\$ 720.00	
AE23000012M Misc BSS	\$ 15,000.00	\$ 15,000.00	\$ 11,170.95	\$ 13,000.00	\$ 14,000.00	\$ 14,000.00	

Thank you.

On Fri, Jul 28, 2023 at 7:53 AM Takumi Iwai <takumi.iwai@lacity.org> wrote:

Hi Cyndi,

Please see attached for the annual AE requests.

On Thu, Jul 27, 2023 at 2:55 PM Shunte Wyndham <shunte.wyndham@lacity.org> wrote:
Takumi,

It is the average of the amounts spent from FY 22 and FY 23 not the encumbered amounts.

For my encumbrance, you don't see the \$1829.05 pending in FMS because OOA hasn't entered the transactions yet.

In FY 22 I spent \$15K and FY 23 I actually spent \$13K.

On Thu, Jul 27, 2023 at 2:41 PM Takumi Iwai <takumi.iwai@lacity.org> wrote:

Hi Shunte,

Ok then I need clarification on the instructions for this year's amounts. Is it the average of the amount spent and the amount encumbered from FY23 to determine the FY24 amount? Or is it the average of FY22 and FY23 encumbrances?

On Thu, Jul 27, 2023 at 2:23 PM Shunte Wyndham <shunte.wyndham@lacity.org> wrote:

Hi Takumi,

I did an average from FY 2021-22 and FY 2022-23.

FY 22 = \$15,000

FY 23 = \$13,000

Total \$ 28,000

Average \$28,000/2 = \$14,000

On Thu, Jul 27, 2023 at 2:02 PM Takumi Iwai <takumi.iwai@lacity.org> wrote:

I'm wondering how you got your number for AE24000006M. Why is the amount higher when the full amount wasn't spent last fiscal year?

So I should be making the encumbrances for the amounts in yellow, correct?

FY22-23 Authority	Vendor	FY22-23 Spent	FY22-23 Encumbered	AVG
AE23000003M	State Water Resources Control Board	\$3,476.00	\$7,000.00	\$5,238.00

AE23000004M	SCAQMD	\$34,767.07	\$32,000.00	\$33,383.54
AE23000005M	DGS (Social Gas)	\$3,633.40	\$4,575.00	\$4,104.20
AE23000006M	FileKeepers	\$9,805.36	\$14,800.00	\$12,302.68
AE23000007M	American Public Works Association (APWA)	\$7,400.00	\$7,400.00	\$7,400.00
AE23000008M	Spectrum	\$6,685.52	\$6,600.00	\$6,642.76
AE23000009M	Weighmaster CDFA	\$330.00	\$330.00	\$330.00
AE23000010M	Los Angeles County Clerk (CEQA)	\$225.00	\$1,200.00	\$712.50
AE23000012M	Misc BSS	\$11,170.95	\$13,000.00	\$12,085.48

On Thu, Jul 27, 2023 at 1:17 PM Shunte Wyndham <shunte.wyndham@lacity.org> wrote:
 Hi Takumi,

The basis for these encumbrances is to take in consideration what was spent last year and what is needed this year or do average of the last two years and encumber that amount.

On Thu, Jul 27, 2023 at 1:04 PM Takumi Iwai <takumi.iwai@lacity.org> wrote:
 Hi Shunte,

So the amount to encumber should be total spent last year? I don't think that will be taking into account any changes in costs. I believe we were instructed on what amounts to put for these encumbrances in prior years.

On Thu, Jul 27, 2023 at 9:26 AM Shunte Wyndham <shunte.wyndham@lacity.org> wrote:
 Hi Takumi,

I would first look at what was spent last year to see if you would need to:

- 1) Keep the same
- 2) Reduce
- 3) Increase

On Thu, Jul 27, 2023 at 9:07 AM Takumi Iwai <takumi.iwai@lacity.org> wrote:
 Hi Shunte,

Are the amounts remaining the same as last year?

On Thu, Jul 27, 2023 at 8:49 AM Shunte Wyndham <shunte.wyndham@lacity.org> wrote:
 Will do, thank you

On Thu, Jul 27, 2023 at 7:23 AM Wing Yi Hung <wing.hung@lacity.org> wrote:
 Good morning Shunte,

AE23*01M is for the contract tracker. The program ended so we don't need to encumber anything. Please work with the Budget Team for the rest of the items. Thank you!

AE23000001M OPEN ORDER

Thanks,
 Jo Jo

On Wed, Jul 26, 2023 at 3:34 PM Shunte Wyndham <shunte.wyndham@lacity.org> wrote:
 Hi Jojo,

I notice we did not encumber for the following items at the beginning of the year:

AE23000001M	OPEN ORDER
AE23000002M	Corelogic
AE23000003M	State Water Resources Control Board
AE23000004M	South Coast Air Quality Management District
AE23000005M	DGS (Social Gas)
AE23000006M	File Keepers, Inc.
AE23000007M	American Public Works Association (APWA)
AE23000008M	Spectrum Business (Time Warner)
AE23000009M	CDFA
AE23000010M	Los Angeles County Clerk (CEQA)
AE23000012M	Misc Bureau of Street Maint