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**BUREAU OF
CONTRACT ADMINISTRATION**

1149 S. BROADWAY, SUITE 300
LOS ANGELES, CA 90015
(213) 847-1922

<http://bca.lacity.gov>

Honorable Bob Blumenfield, Chair
Budget, Finance and Innovation Committee
c/o Holly L. Wolcott, City Clerk
200 N. Spring Street, Room 395
Los Angeles, CA 90012

April 23, 2024

Dear Councilmember Blumenfield:

**BUREAU OF CONTRACT ADMINISTRATION - COMMENTS ON THE MAYOR'S PROPOSED
BUDGET FOR FISCAL YEAR 2024-25**

The Bureau of Contract Administration (Bureau) has reviewed the Mayor's Proposed Budget and welcomes the opportunity to provide an overview of our priority initiatives for FY 2024-25. We recognize the challenges of the City's current fiscal situation and the difficult decisions to eliminate positions and make other reductions necessary to create General Fund savings. We appreciate and fully support the Mayor's budget proposal for the Bureau which provides resources to work towards the following priorities in the coming fiscal year.

Sidewalk Repair, Access Ramps, and Sidewalk and Transit Amenities Inspection - The addition of new inspection positions in the budget for these programs will allow the Bureau to ensure those projects are done in compliance with federal regulations, state, and local regulations, and with minimal disruption to users of the sidewalks and roadways.

Combatting Wage Theft and Ensuring Worker Protections - The authorized positions in the Office of Wage Standards (OWS) will allow the Bureau to continue its current approach to wage theft enforcement and other worker protections such as Fair Work Week. Although the outreach budget was reduced, the OWS will prioritize its expenditures on targeted advertisements and outreach by consultants aimed at informing the public, and particularly minority and non-English speaking communities.

Construction Contracts Payment Processing - The addition of this new unit at the Bureau will create a new complement and partnership with the Office of Accounting to more expeditiously process construction contract payments and avoid disruptions and impacts to construction work and viability of small business contractors.

AccessingLA, Small Business Academy and 2028 Olympics - With only about 4 years until the 2028 Olympics, the Bureau recognizes the need to explore options that: 1) identify the services and sectors of need; 2) inform the relevant sectors of small, local businesses about the upcoming opportunities; and 3) initiate ways to prepare them to be successful so that the Olympic Games provides equitable opportunities to both worker and small business in the City. The Bureau's flagship outreach and education programs, AccessingLA and Small Business Academy, will serve as an avenue to carry out some of this work.

Project Inspection Case Management - The Bureau will continue offering Project Assistance Meetings (PAM) to facilitate expedited project delivery for interim and permanent affordable housing projects



through inspection services that are coordinated to promptly fulfill code requirements, plan check and construction work leading to the Certificate of Occupancy.

Impacts of Position Eliminations

The Proposed Budget eliminates 48 positions (33 regular authority positions and 15 resolution authority positions) out of 54 vacancies. This includes 41 inspection positions, including 1 division manager, 2 front-line supervisors, and one filled resolution authority position. If capital projects are not canceled, the elimination of inspection positions compromises our ability to ensure the safe timely delivery and quality of infrastructure projects. The Bureau will continue to assess the impacts of these position eliminations but will make every effort to manage its resources to deliver on its core mission and goals with the resources provided.

Requests for Reconsideration

1. Inspection and Compliance for Proprietary Department

Zero General Fund Impact

The Bureau respectfully requests reconsideration of a subset of inspection and compliance positions that support work at the Los Angeles World Airports (LAWA), the Port of Los Angeles, and the Department of Water and Power. These 7 positions have zero impact on the General Fund as both direct and indirect costs are fully reimbursed by the proprietary departments. The 5 inspection positions will help ensure that critical infrastructure projects, including those in the major capital program at LAWA, are constructed in such a way that provides quality infrastructure that is safe for the public today and in the future. The 2 compliance positions support an agreement that LAWA has to proactively combat wage theft.


2. Restoration of a Filled position

Zero General Fund Impact

One Systems Analyst that is responsible for automation of manual payment processes is proposed for deletion. Unlike other situations, the Bureau does not have any other vacant Systems Analysts to absorb this deletion, and the work remains a priority in order to explore ways to continue speeding up the time it takes to review and make payments for construction, particularly time and material payments for Emergency Sewers. This position has been fully funded by Sewer Construction & Maintenance Funds.

The Bureau looks forward to continued discussions regarding the FY 2024-25 Budget. If you have any questions or need additional information, please contact Angelica H. Samayoa at (213) 798-5087.

Sincerely,



JOHN L. REAMER, JR., Director
Bureau of Contract Administration

JLR:AHS:lg

20240423 BCA Budget Letter FY 24-25

cc: Carolyn Webb de Macias, Chief of Staff, Office of the Mayor
Randall Winston, Deputy Mayor, Mayor's Office of Infrastructure
Matt Hale, Deputy Mayor, Mayor's Office of Finance and Innovation
Aura Garcia, President, Board of Public Works
Matt Szabo, City Administrative Officer
Sharon Tso, Chief Legislative Analyst

