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EXECUTIVE OFFICER

200 NORTH SPRING STREET
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LOS ANGELES, CA 90012

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June 20, 2025

BPW-2025-0369

The Honorable City Council
Room No. 395
City Hall

REQUEST FOR AUTHORITY – 11311 PENDLETON ST #B

As recommended in the accompanying report of the Director of the Bureau of Sanitation, which this Board has adopted, the Board of Public Works recommends that the City Council:

1. AUTHORIZE the Director of the Bureau of Sanitation and Environment, or her designee, to provide a refund amount of \$340,752.61 to Capital Ready Mix Corporation;
2. APPROVE the Director of the Bureau of Sanitation, or her designee, to provide an interest amount of \$55,459.61 to Capital Ready Mix Corporation; and
3. AUTHORIZE the President or two members of the Board of Public Works and the Director of the Bureau of Sanitation to provide the refund and interest amounts to Capital Ready Mix Corporation.

Sincerely,

TJ KNIGHT,
Asst. Executive Officer, Board of Public Works

TK:lc



DEPARTMENT OF PUBLIC WORKS
BUREAU OF SANITATION
BOARD REPORT NO. 1
JUNE 18, 2025

ADOPTED BY THE BOARD
PUBLIC WORKS OF THE CITY
of Los Angeles California

JUN 13 2025
AND REFERRED TO THE CITY COUNCIL

Executive Officer
Board of Public Works

CD: 6

AUTHORITY TO PROVIDE REFUND RESULTING FROM A NON-CONNECTION TO
CITY SEWERS FOR 11311 PENDLETON ST #B

RECOMMENDATIONS

1. Authorize the Director of LA Sanitation and Environment (LASAN), or her designee, to provide a refund amount of \$340,752.61 to Capital Ready Mix Corporation
2. Authorize the Director of LASAN, or her designee, to provide an interest amount of \$55,459.61 to Capital Ready Mix Corporation
3. Approve and forward this report with transmittals to City Council with the request to authorize the President or two members of the Board of Public Works (Board) and the Director of LASAN to provide the refund and interest amounts to Capital Ready Mix Corporation

FISCAL IMPACT STATEMENT

Funding for this refund will come from the Sewer Operations and Maintenance Fund. There is no impact to the General Fund.

TRANSMITTAL

1. Negative Dye Test Confirming Non-Connection to City Sewer
2. Refund for Sewer Service Charge Payment (Principal and Interest)
3. Refund Authority Limit of \$63,476 for FY 2024-2025

DISCUSSION

The customer began ownership of 11311 Pendleton St #B, Sun Valley, CA 91352 on June 1, 2018. Since the start of the customer's ownership, the customer has used septage services instead of City sewers. Therefore, on February 2, 2021, the customer applied for a Commercial Sewer Service Charge (CSSC) request for adjustment to LASAN, Financial Management Division.

After an investigation from the LASAN, the customer was confirmed to have no sewer connection with City Sewers and has been billed sewer service charges since the sign on date of June 1, 2018 (Transmittal 1). As the customer has been billed for sewer service charges, but has not used City sewers due to a lack of sewer connection, the customer is due for a refund and interest charges. The total refund amount (including principal and interest) to date is \$396,212.22 (Transmittal 2). This exceeds the Department Head Refund Authority of \$63,476 (Transmittal 3).

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BOARD REPORT NO.1
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Therefore, LA Sanitation and Environment is requesting for Board and Council approval to issue this total refund.

PROJECT REVIEW BY DIRECTOR

No PRD is required

STATUS OF FINANCING

There is no impact to the General Fund. The total funding for this refund is not to exceed \$396,212.22. Funding in the amount of \$396,212.22 is available in the Fund No. 760, Department 50, Sewer Operations and Maintenance Fund, Appropriation Unit No. 50YCAA, Sewer Service Charge Refunds .

Existing appropriations may change based on available cash balances. Therefore, funds and appropriations will be determined by the Director and General Manager of LASAN.

Funding as of the date of this Board Report has been verified and approved by the Director of Accounting subject to the terms, conditions, and cash availability described above.

(Signature Page Follows)

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BOARD REPORT NO. 1
JUNE 18, 2025

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Respectfully submitted,



BARBARA ROMERO
Director and General Manager
LA Sanitation and Environment

REVIEWED AND APPROVED BY:


Sarai Bhaga (May 20, 2025 17:57 PDT)

SARAI BHAGA, Chief Financial Officer
LA Sanitation and Environment
Date: _____

APPROVED AS TO FUNDS:



MIGUEL DE LA PENA, Director
Office of Accounting
760/50/50YCAA \$396,212.22
Date: 6/02/2025

Prepared by:
Michael Ku, FMD
(213) 485-2395

SEWER DYE TEST CERTIFICATE

Transmittal No. 1

CERTIFICATE No.: V2022810001
REFERENCE NO.: 84649

Engineering District: Valley District
Thomas Guide: request.tbm_grid

JOB ADDRESS: 11311 W PENDLETON ST

Applicant/Permittee: Capital Ready Mix Corporation
11311 PENDLETON ST # B
SUN VALLEY CA 91352
(818) 430-9350



City of Los Angeles
Department of Public Works
Bureau of Engineering

BUREAU OF SANITATION MAINTENANCE YARDS:

(X) N. Hollywood Yard
In case Sanitation has not called customer to make an appointment within 5 working days after the dye test certificate is initiated, you may call (213) 485-9371 or (323) 342-8008

SCHEDULE DATE AND TIME

Schedule Date:
Schedule Time:

CUSTOMER PICK UP RESULT OR MAIL RESULT

() Applicant to pick up results
(X) Mail results to applicant
Instruction:

FEE INFORMATION

Dye Test Fee = \$265.00
One Stop Permit Sur 3%-Min \$1 = \$7.95
Equip & Training Sur 7%-Min \$1 = \$18.55
Total Fee = \$291.50

Dye Test Fee is Waived
Reason:

FMD Investigation

BUREAU OF SANITATION

() POSITIVE (X) NEGATIVE

Direction of Flow: East
Location: 11311 PENDLETON ST # B
Verified By: William Dineen
Date: 5/25/23

OCCUPANCY & MAP INFORMATION

Type of Occupancy: Concrete Mixed Plant
Tract: TR 9329
Lot: 8

APN: 2536010006
Sewer/Drainage Map No.:
3871002838710035A

Lower M.H. Station: 387-14-001

Location: -118.377598, 34.235458

Upper M.H. Station: 387-10-035

Remarks:

The MH to MH location may vary based on actual location of the lateral station. NavigateLA and Google maps show 11311 Pendleton at a different location. SFC CERTIFICATE AND BOND CERTIFICATE NO.:
S.F.C. Certificate No.: C
Bond Certificate No.: D-

THIS IS NOT A SEWER PERMIT

Printed on: 04/29/2022 at 12:10 PM

Page: 1 of 2

I hereby agree to observe all requirements of the Municipal Code of the City of Los Angeles, all amendments thereto, and any special requirements made part of this permit.

X

Date:

CITY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS, BUREAU OF SANITATION
REFUND OF SEWER SERVICE CHARGE PAYMENTS

CLAIMANT: **CAPITAL READY MIX CORPORATION**
SERVICE ADDRESS: **11311 PENDLETON ST #B**
METER NUMBER: **90399001, 90659866, 90659857**
SERVICE PERIOD COVERED **06/1/2018 - 07/3/2024**

AMOUNT OF SSC ACTUALLY PAID BY CLAIMANT (FULL COMMERCIAL RATE)

PERIOD COVERED		PRINCIPAL	7% INTEREST
FROM	TO	OVERCHARGE	
6/1/2018	7/3/2024	\$ 340,752.61	\$ 55,459.61
		\$ -	

SSC REFUND DUE: \$ 340,752.61

CREDITS GIVEN BY THE DWP: \$ -

AMOUNT OF PRINCIPAL: \$ 340,752.61

TOTAL INTEREST: 06/1/2018 - 07/3/2024 \$ 55,459.61

TOTAL AMOUNT DUE TO CUSTOMER: \$ 396,212.22

PREPARED BY: Michael Ku
CHECKED BY: _____
APPROVED BY: _____

DATE: 7/31/2024
DATE: _____
DATE: _____

CITY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS, BUREAU OF SANITATION
REFUND OF SEWER SERVICE CHARGE PAYMENTS

CLAIMANT: CAPITAL READY MIX CORPORATION
PROPERTY ADDRESS: 11311 PENDLETON ST #B
METER NUMBER: 90399001, 90659866, 90659857

BILLING PERIOD FROM TO	NUMBER OF DAYS	WATER USAGE (HCF)	SEWER CHARGE 93%	SSC NON CONN 0%	PERIOD OVER CHARGE	TOTAL OVER CHARGE	PERIOD INTEREST 7%	TOTAL INTEREST	CITY CREDIT	OVER CHARGE + INTEREST
6/3/2024	30.00		\$ 8,548.00	0	\$ 8,548.00	\$340,752.61	\$ 1,911.31	\$55,459.61		\$396,212.22
5/3/2024	31.00		\$ 7,745.88	0	\$ 7,745.88	\$332,204.61	\$ 1,928.97	\$53,548.30		\$385,752.91
4/3/2024	30.00		\$ 7,160.88	0	\$ 7,160.88	\$324,458.73	\$ 1,825.55	\$51,619.33		\$376,078.06
3/6/2024	28.00		\$ 6,662.54	0	\$ 6,662.54	\$317,297.85	\$ 1,668.07	\$49,793.78		\$367,091.63
2/2/2024	33.00		\$ 5,080.86	0	\$ 5,080.86	\$310,635.31	\$ 1,933.78	\$48,125.71		\$358,761.02
10/4/2021	851.00		\$136,179.93	0	\$136,179.93	\$305,554.45	\$27,642.85	\$46,191.93		\$351,746.38
9/7/2021	27.00		\$ 3,735.05	0	\$ 3,735.05	\$169,374.52	\$ 857.69	\$18,549.08		\$187,923.60
8/4/2021	34.00		\$ 5,930.55	0	\$ 5,930.55	\$165,639.47	\$ 1,041.39	\$17,691.39		\$183,330.86
7/6/2021	29.00		\$ 5,404.71	0	\$ 5,404.71	\$159,708.92	\$ 858.19	\$16,650.00		\$176,358.92
6/3/2021	33.00		\$ 5,772.15	0	\$ 5,772.15	\$154,304.21	\$ 940.02	\$15,791.81		\$170,096.02
5/5/2021	29.00		\$ 5,972.37	0	\$ 5,972.37	\$148,532.06	\$ 792.87	\$14,851.79		\$163,383.85
4/6/2021	29.00		\$ 4,818.00	0	\$ 4,818.00	\$142,559.69	\$ 766.07	\$14,058.92		\$156,618.61
3/8/2021	29.00		\$ 4,135.13	0	\$ 4,135.13	\$137,741.69	\$ 743.07	\$13,292.85		\$151,034.54
2/9/2021	27.00		\$ 3,837.05	0	\$ 3,837.05	\$133,606.56	\$ 671.96	\$12,549.78		\$146,156.34
1/7/2021	33.00		\$ 4,015.90	0	\$ 4,015.90	\$129,769.51	\$ 795.87	\$11,877.82		\$141,647.33
12/7/2020	31.00		\$ 3,815.38	0	\$ 3,815.38	\$125,753.61	\$ 724.95	\$11,081.95		\$136,835.56
11/3/2020	34.00		\$ 5,836.88	0	\$ 5,836.88	\$121,938.23	\$ 757.04	\$10,357.00		\$132,295.23
10/1/2020	33.00		\$ 5,322.02	0	\$ 5,322.02	\$116,101.35	\$ 701.10	\$ 9,599.96		\$125,701.31
9/1/2020	30.00		\$ 5,034.78	0	\$ 5,034.78	\$110,779.33	\$ 608.39	\$ 8,898.86		\$119,678.19
8/3/2020	29.00		\$ 5,300.34	0	\$ 5,300.34	\$105,744.55	\$ 558.63	\$ 8,290.47		\$114,035.02
7/2/2020	32.00		\$ 5,381.63	0	\$ 5,381.63	\$100,444.21	\$ 583.40	\$ 7,731.84		\$108,176.05
6/4/2020	28.00		\$ 4,628.44	0	\$ 4,628.44	\$ 95,062.58	\$ 485.62	\$ 7,148.44		\$102,211.02
5/6/2020	29.00		\$ 4,800.00	0	\$ 4,800.00	\$ 90,434.14	\$ 476.27	\$ 6,662.82		\$ 97,096.96

BILLING PERIOD		NUMBER OF DAYS	WATER USAGE (HCF)	SEWER CHARGE 93%	SSC NON CONN 0%	PERIOD OVER CHARGE	TOTAL OVER CHARGE	PERIOD INTEREST 7%	TOTAL INTEREST	CITY CREDIT	OVER CHARGE + INTEREST
FROM	TO										
4/7/2020	5/6/2020	29.00		\$ 3,488.14	0	\$ 3,488.14	\$ 85,634.14	\$ 456.87	\$ 6,186.55		\$ 91,820.69
3/5/2020	4/7/2020	33.00		\$ 2,420.34	0	\$ 2,420.34	\$ 82,146.00	\$ 504.57	\$ 5,729.68		\$ 87,875.68
2/4/2020	3/5/2020	30.00		\$ 2,928.82	0	\$ 2,928.82	\$ 79,725.66	\$ 441.84	\$ 5,225.11		\$ 84,950.77
1/7/2020	2/4/2020	28.00		\$ 2,654.24	0	\$ 2,654.24	\$ 76,796.84	\$ 398.14	\$ 4,783.27		\$ 81,580.11
12/6/2019	1/7/2020	32.00		\$ 2,140.68	0	\$ 2,140.68	\$ 74,142.60	\$ 441.87	\$ 4,385.13		\$ 78,527.73
11/1/2019	12/6/2019	35.00		\$ 3,437.29	0	\$ 3,437.29	\$ 72,001.92	\$ 460.23	\$ 3,943.26		\$ 75,945.18
10/1/2019	11/1/2019	31.00		\$ 3,289.83	0	\$ 3,289.83	\$ 68,564.63	\$ 388.07	\$ 3,483.03		\$ 72,047.66
9/3/2019	10/1/2019	28.00		\$ 3,015.26	0	\$ 3,015.26	\$ 65,274.80	\$ 334.33	\$ 3,094.96		\$ 68,369.76
8/1/2019	9/3/2019	33.00		\$ 3,813.56	0	\$ 3,813.56	\$ 62,259.54	\$ 369.89	\$ 2,760.63		\$ 65,020.17
6/3/2019	8/1/2019	59.00		\$ 7,376.91	0	\$ 7,376.91	\$ 58,445.98	\$ 577.85	\$ 2,390.74		\$ 60,836.72
5/2/2019	6/3/2019	32.00		\$ 3,917.86	0	\$ 3,917.86	\$ 51,069.07	\$ 289.37	\$ 1,812.89		\$ 52,881.96
4/3/2019	5/2/2019	29.00		\$ 4,080.29	0	\$ 4,080.29	\$ 47,151.21	\$ 239.55	\$ 1,523.52		\$ 48,674.73
3/5/2019	4/3/2019	29.00		\$ 3,220.28	0	\$ 3,220.28	\$ 43,070.92	\$ 221.64	\$ 1,283.97		\$ 44,354.89
2/6/2019	3/5/2019	27.00		\$ 2,479.71	0	\$ 2,479.71	\$ 39,850.64	\$ 193.51	\$ 1,062.33		\$ 40,912.97
1/4/2019	2/6/2019	33.00		\$ 2,752.05	0	\$ 2,752.05	\$ 37,370.93	\$ 219.09	\$ 868.82		\$ 38,239.75
12/3/2018	1/4/2019	32.00		\$ 3,884.41	0	\$ 3,884.41	\$ 34,618.88	\$ 188.62	\$ 649.73		\$ 35,268.61
10/31/2018	12/3/2018	33.00		\$ 4,629.75	0	\$ 4,629.75	\$ 30,734.47	\$ 165.21	\$ 461.11		\$ 31,195.58
10/1/2018	10/31/2018	30.00		\$ 5,456.33	0	\$ 5,456.33	\$ 26,104.72	\$ 118.80	\$ 295.90		\$ 26,400.62
8/31/2018	10/1/2018	31.00		\$ 5,160.09	0	\$ 5,160.09	\$ 20,648.39	\$ 92.08	\$ 177.10		\$ 20,825.49
8/1/2018	8/31/2018	30.00		\$ 5,527.99	0	\$ 5,527.99	\$ 15,488.30	\$ 57.31	\$ 85.02		\$ 15,573.32
7/3/2018	8/1/2018	29.00		\$ 4,978.54	0	\$ 4,978.54	\$ 9,960.31	\$ 27.71	\$ 27.71		\$ 9,988.02
6/1/2018	7/3/2018	32.00		\$ 4,981.77	0	\$ 4,981.77	\$ 4,981.77	\$ -	\$ -		\$ 4,981.77

by MICHAEL KU

7/31/2024

SA Sewer								
Start Date	End Date	Days	Status	Current Amount	Payoff Amount	UOM	Billable Service Quantity	Avg Daily Service Quantity
6/3/2024	7/3/2024	30	Frozen	\$8,548.00	\$8,548.00		0	0
5/3/2024	6/3/2024	31	Frozen	\$7,745.88	\$7,745.88		0	0
4/3/2024	5/3/2024	30	Frozen	\$7,160.88	\$7,160.88		0	0
3/6/2024	4/3/2024	28	Frozen	\$6,662.54	\$6,662.54		0	0
2/2/2024	3/6/2024	33	Frozen	\$5,080.86	\$5,080.86		0	0
10/4/2021	2/2/2024	851	Frozen	\$136,179.93	\$136,179.93		0	0
9/7/2021	10/4/2021	27	Frozen	\$3,735.05	\$3,735.05		0	0
8/4/2021	9/7/2021	34	Frozen	\$5,930.55	\$5,930.55		0	0
7/6/2021	8/4/2021	29	Frozen	\$5,404.71	\$5,404.71		0	0
6/7/2021	7/6/2021	29	Frozen	\$5,772.15	\$5,772.15		0	0
5/5/2021	6/7/2021	33	Frozen	\$5,972.37	\$5,972.37		0	0
4/6/2021	5/5/2021	29	Frozen	\$4,818.00	\$4,818.00		0	0
3/8/2021	4/6/2021	29	Frozen	\$4,135.13	\$4,135.13		0	0
2/9/2021	3/8/2021	27	Frozen	\$3,837.05	\$3,837.05		0	0
1/7/2021	2/9/2021	33	Frozen	\$4,015.90	\$4,015.90		0	0
12/7/2020	1/7/2021	31	Frozen	\$3,815.38	\$3,815.38		0	0
11/3/2020	12/7/2020	34	Frozen	\$5,836.88	\$5,836.88		0	0
10/1/2020	11/3/2020	33	Frozen	\$5,322.02	\$5,322.02		0	0
9/1/2020	10/1/2020	30	Frozen	\$5,034.78	\$5,034.78		0	0
8/3/2020	9/1/2020	29	Frozen	\$5,300.34	\$5,300.34		0	0
7/2/2020	8/3/2020	32	Frozen	\$5,381.63	\$5,381.63		0	0
6/4/2020	7/2/2020	28	Frozen	\$4,628.44	\$4,628.44		0	0
5/6/2020	6/4/2020	29	Frozen	\$4,800.00	\$4,800.00		0	0
4/7/2020	5/6/2020	29	Frozen	\$3,488.14	\$3,488.14		0	0
3/5/2020	4/7/2020	33	Frozen	\$2,420.34	\$2,420.34		0	0
2/4/2020	3/5/2020	30	Frozen	\$2,928.82	\$2,928.82		0	0
1/7/2020	2/4/2020	28	Frozen	\$2,654.24	\$2,654.24		0	0
12/6/2019	1/7/2020	32	Frozen	\$2,140.68	\$2,140.68		0	0
11/1/2019	12/6/2019	35	Frozen	\$3,437.29	\$3,437.29		0	0
10/1/2019	11/1/2019	31	Frozen	\$3,289.83	\$3,289.83		0	0
9/3/2019	10/1/2019	28	Frozen	\$3,015.26	\$3,015.26		0	0
8/1/2019	9/3/2019	33	Frozen	\$3,813.56	\$3,813.56		0	0
6/3/2019	8/1/2019	59	Frozen	\$7,376.91	\$7,376.91		0	0
5/2/2019	6/3/2019	32	Frozen	\$3,917.86	\$3,917.86		0	0
4/3/2019	5/2/2019	29	Frozen	\$4,080.29	\$4,080.29		0	0
3/5/2019	4/3/2019	29	Frozen	\$3,220.28	\$3,220.28		0	0
2/6/2019	3/5/2019	27	Frozen	\$2,479.71	\$2,479.71		0	0
1/4/2019	2/6/2019	33	Frozen	\$2,752.05	\$2,752.05		0	0
12/3/2018	1/4/2019	32	Frozen	\$3,884.41	\$3,884.41		0	0
10/31/2018	12/3/2018	33	Frozen	\$4,629.75	\$4,629.75		0	0
10/1/2018	10/31/2018	30	Frozen	\$5,456.33	\$5,456.33		0	0
8/31/2018	10/1/2018	31	Frozen	\$5,160.09	\$5,160.09		0	0
8/1/2018	8/31/2018	30	Frozen	\$5,527.99	\$5,527.99		0	0
7/3/2018	8/1/2018	29	Frozen	\$4,978.54	\$4,978.54		0	0
6/1/2018	7/3/2018	32	Frozen	\$4,981.77	\$4,981.77		0	0

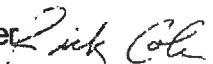
Arrears Date	Financial Transaction Type	Current Amount	Current Balance	Payoff Amount
07-03-2024	Bill Segment	\$24,686.20	\$308,336.90	\$24,686.20
07-02-2024	Pay Segment	(\$125,000.00)	\$283,650.70	(\$125,000.00)
07-02-2024	Water Field Collection Charge	\$30.00	\$408,650.70	\$30.00
06-04-2024	Bill Segment	\$22,011.57	\$408,620.70	\$22,011.57
05-03-2024	Bill Segment	\$20,265.12	\$386,609.13	\$20,265.12
04-04-2024	Bill Segment	\$18,848.72	\$366,344.01	\$18,848.72
03-08-2024	Bill Segment	\$13,560.26	\$347,495.29	\$13,560.26
02-20-2024	Bill Segment	\$342,252.14	\$333,935.03	\$342,252.14
02-09-2024	Bill Segment Cancellation	\$0.00	(\$8,317.11)	\$0.00
02-09-2024	Bill Segment	\$0.00	(\$8,317.11)	\$0.00
01-05-2024	Bill Segment Cancellation	(\$25.61)	(\$8,317.11)	(\$25.61)
01-05-2024	Bill Segment	\$25.61	(\$8,291.50)	\$25.61
12-05-2023	Bill Segment Cancellation	\$0.00	(\$8,317.11)	\$0.00
12-05-2023	Bill Segment	\$0.00	(\$8,317.11)	\$0.00
11-02-2023	Bill Segment Cancellation	\$0.00	(\$8,317.11)	\$0.00
11-02-2023	Bill Segment	\$0.00	(\$8,317.11)	\$0.00
10-05-2023	Pay Segment	(\$2,013.09)	(\$8,317.11)	(\$2,013.09)
10-03-2023	Bill Segment Cancellation	\$0.00	(\$6,304.02)	\$0.00
10-03-2023	Bill Segment	\$0.00	(\$6,304.02)	\$0.00
09-01-2023	Bill Segment Cancellation	\$0.00	(\$6,304.02)	\$0.00
09-01-2023	Bill Segment	\$0.00	(\$6,304.02)	\$0.00
08-04-2023	Bill Segment Cancellation	\$0.00	(\$6,304.02)	\$0.00
08-04-2023	Bill Segment	\$0.00	(\$6,304.02)	\$0.00
07-05-2023	Bill Segment Cancellation	\$0.00	(\$6,304.02)	\$0.00
07-05-2023	Bill Segment	\$0.00	(\$6,304.02)	\$0.00
06-05-2023	Bill Segment Cancellation	\$0.00	(\$6,304.02)	\$0.00
06-05-2023	Bill Segment	\$0.00	(\$6,304.02)	\$0.00
05-05-2023	Bill Segment Cancellation	\$0.00	(\$6,304.02)	\$0.00
05-05-2023	Bill Segment	\$0.00	(\$6,304.02)	\$0.00
04-05-2023	Bill Segment Cancellation	\$0.00	(\$6,304.02)	\$0.00
04-05-2023	Bill Segment	\$0.00	(\$6,304.02)	\$0.00
03-07-2023	Bill Segment Cancellation	\$0.00	(\$6,304.02)	\$0.00
03-07-2023	Bill Segment	\$0.00	(\$6,304.02)	\$0.00
02-06-2023	Bill Segment Cancellation	\$0.00	(\$6,304.02)	\$0.00
02-06-2023	Bill Segment	\$0.00	(\$6,304.02)	\$0.00
01-06-2023	Bill Segment Cancellation	\$0.00	(\$6,304.02)	\$0.00
01-06-2023	Bill Segment	\$0.00	(\$6,304.02)	\$0.00
12-05-2022	Bill Segment Cancellation	\$0.00	(\$6,304.02)	\$0.00
12-05-2022	Bill Segment	\$0.00	(\$6,304.02)	\$0.00
11-10-2022	Pay Segment	(\$2,039.27)	(\$6,304.02)	(\$2,039.27)
11-02-2022	Bill Segment Cancellation	(\$13.09)	(\$4,264.75)	(\$13.09)
11-02-2022	Bill Segment	\$13.09	(\$4,251.66)	\$13.09
10-28-2022	Pay Segment	(\$4,000.00)	(\$4,264.75)	(\$4,000.00)
10-04-2022	Bill Segment Cancellation	(\$39.27)	(\$264.75)	(\$39.27)
10-04-2022	Bill Segment	\$39.27	(\$225.48)	\$39.27
09-23-2022	Pay Segment	(\$3,050.35)	(\$264.75)	(\$3,050.35)
09-02-2022	Bill Segment Cancellation	(\$52.38)	\$2,785.60	(\$52.38)
09-02-2022	Bill Segment	\$52.38	\$2,837.98	\$52.38
09-01-2022	Pay Segment	(\$2,961.86)	\$2,785.60	(\$2,961.86)
08-25-2022	Pay Segment	(\$4,801.15)	\$5,747.46	(\$4,801.15)
08-04-2022	Bill Segment Cancellation	(\$39.27)	\$10,548.61	(\$39.27)
08-04-2022	Bill Segment	\$39.27	\$10,587.88	\$39.27
07-06-2022	Bill Segment Cancellation	(\$63.39)	\$10,548.61	(\$63.39)
07-06-2022	Bill Segment	\$63.39	\$10,612.00	\$63.39

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Transmittal No. 3

DATE: August 20, 2024 **MEMORANDUM NO. 24-016**

TO: All City Office / Department Heads

FROM: Rick Cole, Chief Deputy Controller 

**SUBJECT: DEPARTMENT HEAD REFUND AUTHORITY INCREASED TO \$63,476
FOR FISCAL YEAR 2024-25**

Los Angeles Municipal Code Sections 22.12(a) and 22.13(a) authorize the head of any department or office to approve refunds of tax, license fee, permit fee or application fee without the prior approval of the City Council, if such refund does not exceed \$29,457.

Los Angeles Municipal Code Sections 22.12(c) and 22.13(e) further provide that the \$29,457 limit shall be subject to adjustment at the beginning of each fiscal year after 1995-96. The adjustment shall be based upon the Consumer Price Index for all urban consumers for the Los Angeles area published by the United States Department of Labor, Bureau of Labor Statistics. Furthermore, the Controller shall calculate the adjustment in accordance with the methodology used to calculate monetary limits for intra departmental fund transfers pursuant to Charter Section 343(c) and shall notify department heads in writing of the adjusted monetary limit.

Executive Directive No. FM-1 dated May 14, 2002 establishes the procedure for implementing Charter Section 343. In accordance with said Directive, the limit of department head refund authority is increased from FY 2023-24 amount of \$61,379 to \$63,476.

If you have any questions, please contact Director of Financial Analysis and Reporting Rahoof Oyewole at (213) 978-7203.