


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: June 21, 2021

To: Seismic Governance Committee
Richard H. Llewellyn, City Administrative Officer, Chair
Sharon M. Tso, Chief Legislative Analyst
Jennifer Pope-McDowell, Office of the Mayor

From: Shirley Lau, PE, Principal Civil Engineer
Bridge Improvement Division 
Bureau of Engineering

**Subject: Bridge Improvement Program Proposed Staffing and Salary
Appropriations for Fiscal Year 2021-22**

RECOMMENDATIONS:

1. That the Seismic Governance Committee approve the staffing plan shown in Attachment A for Fiscal Year 2021-22;
2. That the Seismic Governance Committee authorize appropriations to reimburse anticipated staff costs for Fiscal Year 2021-22 for the various departments in the amount of \$3,095,649 and forward this recommendation to the City Council for their consideration and approval; and
3. Authorize the City Administrative Officer to make funding and technical adjustments, as necessary, within the approved budget authority for City staff costs.

Background

Program staffing for the Bridge Improvement Program (BIP) projects under the Seismic Governance Committee started at a level of 24 resolution authorities in December 2000 under Council File 00-2433.

Due to the City's Separation Incentive Package in 2020, five positions in the BIP were removed and not backfilled. The Bureau of Engineering (BOE) analyzed the current staffing needs to support five projects in design and right of way phases, one project in the construction phase, and ten projects in the post-construction/Caltrans close-out phase, and recommends the reduced staffing level for Fiscal Year 2021-22 as shown in Attachment A.

Based on the projected salary expenditures, an appropriation of \$3,095,649 is estimated to cover Fiscal Year 2021-22 staff costs for reimbursement to BOE and all support departments. The Bureau of Contract Administration staffing allocation has been made as a dollar amount for charging authority which totals approximately three Full Time

Equivalent (FTE) positions.

FISCAL IMPACT STATEMENT

Sufficient funding for the proposed Bridge Improvement Program staffing plan is contingent upon the timely receipt of funds from reimbursing agencies. Delayed reimbursements will result in departments to require an additional General Fund appropriation or incur a reserve fund loan.

SL/sl

Attachment A: Bridge Improvement Program Authorized Positions

Cc: Gary Lee Moore-City Engineer
Julie Sauter – BOE
Y. Chavez-CAO
M. Farfan-CLA
L. Chu/ B. Hollins – CAO
S. Gibson – BOE
File PG-1

