

# CITY OF LOS ANGELES

CALIFORNIA



KAREN BASS  
MAYOR

October 11, 2024

MATTHEW W. SZABO

CITY ADMINISTRATIVE OFFICER

ASSISTANT  
CITY ADMINISTRATIVE OFFICERS

PATRICIA J. HUBER  
MALAIKA BILLUPS  
BEN CEJA  
YOLANDA CHAVEZ  
EDWIN GIPSON II

0160-01420-0158

Ms. Janisse Quiñones  
Chief Executive Officer and Chief Engineer  
Department of Water and Power  
111 North Hope Street  
Los Angeles, CA 90012-2607

Attention: Ms. Ann Santilli  
Chief Financial Officer

Dear Ms. Quiñones:

Subject: **SPECIAL SERVICES INVOICE - DEPARTMENT OF WATER AND POWER (DWP) FISCAL YEAR 2024-25 PAYMENT REQUEST FOR THE FIRST QUARTER BILLING**

Please consider this an invoice for \$7,271,452.44 for the estimated partial costs of special services provided by the City of Los Angeles (City) to DWP, in accordance with instructions from the Mayor and Council.

This payment request is for one-fourth of the estimated budgeted amount for central services and direct services provided to your department by the Office of the City Administrative Officer, Office of the City Attorney, Office of the Mayor, Fire Department, and Office of Finance. The total estimated cost for fiscal year 2024-25 is \$29,085,809.73. The total estimated costs includes any additional costs approved by DWP for fiscal year 2024-25 and a Cost of Living Allowance (COLA) for selected civilian employees approved by the Mayor and Council.

Please deposit the payment directly into the City's General Fund and ensure that each department providing services to DWP receives the appropriate amounts for this billing period. Payments made to the departments may be adjusted for prior year reconciliation true-ups. If you have any questions or need additional information, please

contact Annie Wang (telephone 213-978-1696 or email at Annie.Wang@lacity.org) or  
Melissa Krance (telephone 213-473-7582 or email at Melissa.Krance@lacity.org).

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Szabo".

Matthew W. Szabo  
City Administrative Officer

*MWS:AW:03250007d*

Attachments

CC: Ms. Michiko Reyes, Office of the City Attorney  
Ms. Bernyce Hollins, Office of the Mayor  
Ms. Lilian Buranabul, Office of Finance  
Mr. Peter Hoang, Office of Finance  
Ms. Ngozi Mbamalu, Los Angeles Fire Department  
Mr. Kyle Chan, Department of Water and Power  
Ms. Anne Phan, Department of Water and Power  
Ms. Cynthia Maldonado, Department of Water and Power  
Ms. Jacqueline Wagner, Office of the City Administrative Officer  
Mr. Rahoof Oyewole, Office of the City Controller  
Ms. Melissa Villanueva, Office of the City Controller  
Ms. Armenuhi Oganessian, Office of the City Controller  
Ms. Ning Cao, Office of the City Controller

SPECIAL SERVICES PURCHASED BY THE DEPARTMENT OF WATER AND POWER  
 BY CITY DEPARTMENT  
 2024-25 ESTIMATED COSTS  
 REVENUE SOURCE CODE 4596  
 September 4, 2024

City Department	Dept No.	Original Estimated Costs for FY 2024-25	Amount due from DWP in the 1st quarterly billing based on estimates (C/A)
		<b>C</b>	<b>D</b>
<b>CAP Central Services</b>			
	26	132,152.00	33,038.00
	62	1,130,120.00	282,530.00
	66	5,954,773.00	1,488,693.25
		<b>7,217,045.00</b>	<b>1,804,261.25</b>
<b>Direct Services</b>			
	10	489,159.42	122,289.86
	12	15,767,139.12	3,941,784.78
	38	2,677,256.17	669,314.04
	46	822,847.02	205,711.76
	39	2,112,363.00	528,090.75
		<b>21,868,764.73</b>	<b>5,467,191.19</b>
		<b>29,085,809.73</b>	<b>7,271,452.44</b>

Notes/Assumptions:

1. The level of service remains the same.
2. There are no major homeland security events during FY 2024-25.
3. CAP 46 used. CAP 47 not available at this time.
4. Mayor's Office estimates are based on projected FY24 actuals, pending confirmation from Mayor's Office on staff allocations to proprietary departments.

# CAP 46 DRAFT -- NOT YET REVIEWED BY FEDERAL GOVERNMENT

## SCHEDULE A -- Central Service Costs Allocated to Proprietary Departments

Extracted From CAP 46 Exported Excel Stepdown Report

Based on 2021-22 Expenditures

Allocated Indirect Costs	Airports	Harbor	Water & Power
Controller Auditing Contracts			
Building Leases			
Building Depreciation			
Communications Lease			
Computer Assets Depreciation			
Equipment Exp, UNDER \$5000			
Equipment Depreciation			
Gas (Natural Gas Utility)			23
General City Purposes	93,237	29,330	346,647
Insurance		83,989	189,056
ISU Fringe Benefits			
Liability Claims			
Petroleum Products (Fuel/Oil)			
Vehicle Depreciation			
Water and Electricity			608
Emergency Operations Board	34,869	34,869	34,869
CAO: GASP			
CAO: Budget			
CAO: Employee Relations	190,008	59,773	
CAO: General Support			
CAO: Mgt-PlcyAnlys &Dept Liais			
CAO: Municipal Facilities			
ATTY: GASP			
ATTY: Civil Litig. & Work Comp			
ATTY: Employee Relations			
ATTY: Municipal Counsel			
ATTY: Land Use			
ATTY: Police Division			
CITY CLERK: GASP			
CITY CLERK: Council & Pub Svcs	58,979	18,558	54,813
CITY CLERK: Records Mgt.			
CITY ETHICS COMMISSION	131,136	131,136	229,488
CONTROLLER: GASP			
CONTROLLER: Accts. Payable			
CONTROLLER: Budget& Gen. Acct.	85,420	84,883	90,318
CONTROLLER: CAP	6,229	6,229	6,229
CONTROLLER: FMS	14,284	13,893	21,399
CONTROLLER: Internal Audit	147,939	14,696	14,206
CONTROLLER: Payroll &FiscalSys	652,505	205,266	
CONTROLLER: Single Audit			
COUNCIL: City Admin. & CLA			
EMER MANAGEMENT: GASP			
EMER MGT: City Dept Coord.	81,661	81,661	81,661
EMPLOYEE RELATIONS BOARD	46,942	14,767	174,527
FINANCE: GASP			
FINANCE: Cash & Debt Admin			
FINANCE: Citywide Collections			
GSD: GASP			

# CAP 46 DRAFT -- NOT YET REVIEWED BY FEDERAL GOVERNMENT

## SCHEDULE A -- Central Service Costs Allocated to Proprietary Departments

Extracted From CAP 46 Exported Excel Stepdown Report  
Based on 2021-22 Expenditures

Allocated Indirect Costs	Airports	Harbor	Water & Power
GSD: AssetsMgmt/Leasg/RealEst			
GSD: Building Services			10,199
GSD: Construction Division	1,059,927	633	8,229
GSD: Fleet Services			960,703
GSD: Mail Services			
GSD: Parking Services			
GSD: Supply Management			
ITA: GASP			
ITA: IT Services			
ITA: Communication Services			
ITA: Channel 35 (formerTelecom)			
MAYOR: GASP			
MAYOR: Dept Liaison - City Adm			
PERSONNEL: GASP			
PERSONNEL: Workers Comp			
PERSONNEL: Support Services	2,542,748	799,900	5,954,773
POLICE: GASP			
POLICE: Security Svcs.Civilian			
POLICE: Security Svcs. Sworn			
PUBLIC ACCOUNTABILITY			2,629,206
PW BOARD: GASP			
PW BOARD: Fin Mgt & Per Svcs			
PW BOARD: Commission&Dept.Mgt.			
PW CON ADM: GASP			
PW CON ADM: Off.ofContr.Compl.			271,528
PENSIONS ADMIN. Overheads			
CERS ADMIN. Overheads			
CARRY FORWARD, Positive			
CARRY FORWARD, Negative			
<b>Grand Total</b>	<b>5,145,884</b>	<b>1,579,583</b>	<b>11,078,482</b>

Highlighted amounts are directly billed.

Note: There may be additional charges that are directly billed that the Controller's Office is not aware of.

Draft Release Date to departments: 2/23/24

LOS ANGELES FIRE DEPARTMENT  
Summary of Cost of Special Services  
Provided to the Department of Water and Power  
FY 2024-25 Estimate  
Cost Of Hydrant Testing Services

<u>HYDRANTS TESTED</u>	<u>FY 2024-25 ESTIMATED COST</u>
TOTAL DWP COSTS	\$2,677,256.17
TOTAL UNITS TESTED	\$60,461
AVERAGE COST PER UNIT	\$44.28

**CITY OF LOS ANGELES**  
INTERDEPARTMENTAL CORRESPONDENCE

Date: August 12, 2024

To: Matthew Szabo, City Administrative Officer  
Attention: Annie Wang, Sr. Administrative Analyst  
Office of the City Administrative Officer

From:  For Diana Mangioglu, City Treasurer / Director of Finance  
Office of Finance

Subject: **ESTIMATED COSTS FOR SPECIAL SERVICES PROVIDED TO PROPRIETARY DEPARTMENTS FOR FISCAL YEAR 2024-25**

Enclosed is the Estimated Cost Computation of Special Service for Fiscal Year 2024-245(Form 638-A) for the Office of Finance. The report is based on actual costs of special services provided to the proprietary departments from July 2022 to June 2023 and preliminary CAP 46.

The amounts for the three proprietary departments are as follows:

Department of Airports:	\$ 925,336
Port of Los Angeles:	\$ 504,558
Department of Water and Power:	\$2,112,363

If you require any further information, please contact Peter Hoang, Senior Accountant II, at (213) 978-2614 or Lilian Buranabul, Acting Dept. Chief Accountant, at (213) 978-1739.

Attachment

cc: Angela Berumen, Office of Finance

**ESTIMATED COMPUTATION OF SPECIAL SERVICES FOR 2024-25 FEE IMPLEMENTATION**

**Form 638-A (2024-25)**

**Estimated Special Costs FY2025  
Use CAP 46 (Draft)**

DEPARTMENT: Office of Finance-Treasury Division

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	R
Special Service	Direct Net Salaries no Overtime	CTO Rate %	CTO Amount	Gross Salaries with CTO	CAP Consol. Rate*	CAP Indirect cost Amount	Div. OH Rate %	Division OH Amount	Expenses & Overtime	Total Direct Cost	Total Billable Cost	Annual No. of Units	Cost / Unit	Previous Billing	Current Billing	Revenue Source
			B x C:	B + D:	%	E x F	%	E x H	E + J	E + J	E + G + I + J				L-O	
<b>EXAMPLE</b>			0	0		0		0	0	0	0	1,000	13,856	200,000	13,656,317	
B-Permits	5,000,000	19.0%	950,000	5,950,000	98%	5,846,470	32.29%	1,921,255	138,592	6,088,592	13,856,317	1,000	13,856	200,000	13,656,317	
<b>AIRPORT</b>																
Cash Management	\$92,330	20.62%	19,038	\$111,368	154.97%	\$172,588			\$58,148	\$169,516	\$342,104			\$0	\$342,104	
Investment	\$184,286	20.62%	38,000	\$222,286	122.78%	\$272,922			\$88,025	\$310,310	\$583,232			\$0	\$583,232	
Debt Administration	\$0	20.62%	-	\$0	154.97%	\$0			\$0	\$0	\$0			\$0	\$0	
<b>Total</b>											<b>\$925,336</b>			<b>\$0</b>	<b>\$925,336</b>	<b>4595</b>
<b>HARBOR</b>																
Cash Management	\$25,094	20.62%	5,174	\$30,268	154.97%	\$46,907			\$10,407	\$40,675	\$87,582			\$0	\$87,582	
Investment	\$136,096	20.62%	28,063	\$164,159	122.78%	\$201,555			\$51,262	\$215,421	\$416,976			\$0	\$416,976	
Debt Administration	\$0	20.62%	-	\$0	154.97%	\$0			\$0	\$0	\$0			\$0	\$0	
<b>Total</b>											<b>\$504,558</b>			<b>\$0</b>	<b>\$504,558</b>	<b>4597</b>
<b>DWP</b>																
Cash Management	\$211,269	20.62%	43,564	\$254,832	154.97%	\$394,914			\$171,108	\$425,941	\$820,854			\$0	\$820,854	
Investment	\$286,914	20.62%	59,162	\$346,076	122.78%	\$424,912			\$154,031	\$500,107	\$925,019			\$0	\$925,019	
Debt Administration	\$105,668	20.62%	21,789	\$127,457	154.97%	\$197,520			\$41,514	\$168,971	\$366,490			\$0	\$366,490	
<b>Total</b>											<b>\$2,112,363</b>			<b>\$0</b>	<b>\$2,112,363</b>	<b>4596</b>

\*Consolidated rate: = Fringe + Cent. Svc. + Dept. Adm.