

CITY OF LOS ANGELES

CALIFORNIA

MATTHEW W. SZABO
CITY ADMINISTRATIVE OFFICER



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PATRICIA J. HUBER
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EDWIN GIPSON II

August 15, 2024

0160-01221-0296

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: **RECONCILIATION OF ACTUAL COSTS OF OFFICE OF PUBLIC
ACCOUNTABILITY (OPA) FISCAL YEAR 2023-24**

Please consider this the final bill and reconciliation of costs for OPA and services provided to OPA by the City Administrative Officer (CAO) and City Clerk for fiscal year 2023-24 in the amount of a \$269,259.82 due from the Department of Water and Power (DWP). Attached is a schedule showing the differences between the actual costs of OPA, the actual costs of the support provided by the CAO, the actual costs of the support provided by the City Clerk, and payments received by each department in fiscal year 2023-24. Also attached for your reference are actual cost reports of expenditures. The appropriate Cost Allocation Plan (CAP 46) rates for fiscal year 2023-24 were used to calculate indirect costs.

The actual cost of OPA during fiscal year 2023-24 amounted to \$2,068,243.48. This amount included OPA salaries and indirect costs, printing and binding, travel, contractual services, transportation and mileage, and office and administrative expenses. Payments received by OPA for fiscal year 2023-24 totaled \$1,856,866.23, netting a difference of \$211,377.25 due from DWP to OPA.

The cost of CAO support staff that provided services to OPA in fiscal year 2023-24 was \$240,208.99. This amount included salaries for time billed to OPA support

and indirect costs. Total payments received by the CAO for fiscal year 2023-24 were \$192,534.34, netting a difference of \$47,674.65 due from DWP to CAO.

The cost of City Clerk support staff that provided services to OPA for fiscal year 2023-24 was \$94,190.34. This amount included salaries for time billed to OPA support and indirect costs. Total payments received by the City Clerk in fiscal year 2023-24 totaled \$83,982.42, netting a difference of \$10,207.92 due from DWP to City Clerk.

To reconcile the actual costs outlined above, the net amounts owed by DWP for OPA, CAO, and City Clerk services (\$211,377.25, \$47,674.65, and \$10,207.92, respectively) will be added to the estimated invoice for 2024-25.

If you have any questions or need additional information, please contact Annie Wang (telephone 213-978-1696 or e-mail at Annie.Wang@lacity.org) or Melissa Krance (telephone 213-473-7582 or e-mail 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:03250002d

Attachments

CC: Dr. Frederick H. Pickel, Office of Public Accountability
Mr. Edward Moreno, Office of the City Clerk
Ms. Jacqueline Wagner, Office of the CAO
Ms. Elizabeth Lee, Office of the CAO
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. Tereza Karayan, Department of Water and Power
Mr. Wally Oyewole, Office of the City Controller
Ms. Melissa Villanueva, Office of the City Controller
Ms. Armenuhi Oganessian, Office of the City Controller

City Department	Dept No.	Original estimated costs for FY 2023-24	C	D	E	F	G	H	I	J
				Final 2022-23 Balance Due to (from) the City	Estimated costs plus 2022-23 balance due to (from) the City (C+D)	Payment on 1st semi-annual bill received on 1/10/24	Payment on 2nd semi-annual bill received on 6/18/24	Total Payments for FY23-24 (F+G-D)	Actual Costs for FY23-24	Difference due to/(from) the City (I-H)
Direct Services										
Office of Public Accountability	11	\$ 2,128,470.90		(\$322,320.77)	\$ 1,806,150.13	\$903,075.06	\$631,470.40	\$1,856,866.23	\$2,068,243.48	\$211,377.25
CAO (Proprietary Analysis)	10	\$ 115,856.80		\$19,898.66	\$ 135,755.46	\$67,877.73	\$144,555.27	\$192,534.34	\$240,208.99	\$47,674.65
City Clerk	14	\$ 111,832.72		(\$3,106.03)	\$ 108,726.69	\$54,363.35	\$26,513.04	\$83,982.42	\$94,190.34	\$10,207.92
Total OPA Direct Services		\$2,356,160.42		(\$305,528.14)	\$2,050,632.28	\$1,025,316.14	\$802,538.71	\$2,133,382.99	\$2,402,642.81	\$269,259.82

Notes/Assumptions:

1. CAP 46 is the appropriate CAP for FY2023-24, and is used in calculating actual costs.