The ribbon cutting ceremony for the Broadway Neighborhood Stormwater Greenway Project took place on May 26, 2016, in the parking lot of the Paradise Baptist Church, 5100 S. Broadway, slightly less than a year after the groundbreaking ceremony that was held in the same location on June 24, 2015. Among the speakers at the event were Councilmember Curren D. Price, Jr., Public Works Commissioner Heather Repenning, Bureau of Sanitation Director Enrique C. Zaldivar, Inspector of Public Works John Reamer, and City Engineer Gary Lee Moore.

The design and construction of this project was managed by the Bureau of Engineering, in partnership with the Bureaus of Sanitation and Contract Administration and was funded by the Proposition O Clean Water Bond, and State Proposition 84 grant funds.

This project helps clean stormwater, replenish ground water during the drought, and help beautify the neighborhood by constructing stormwater Best Management Practices (BMPs) to remove pollutants that assist in meeting Los Angeles River pollution reduction requirements. The improvements help clean the stormwater before it flows to the beaches, replenish the groundwater, and reduce irrigation requirements. The project included installation of the following BMPs:

- A 55,700 CF (417,000 gallons) underground infiltration basin was installed below the parking lot of the Paradise Baptist Church to help replenish the groundwater and clean the stormwater. Estimated annual infiltration of stormwater into the ground from the project is up to 41 acre-feet/year, enough to provide water for about 80 single family homes.
- Parkway swales were installed on Broadway to help beautify Broadway and clean the stormwater, per Standard Plan S-482 (4 swales, each 6-ft by 20-ft)
- Stormwater dry-wells were installed in sidewalk areas of 47th Street, 48th Place, 48th Street, and 49th Street to help replenish the groundwater and clean the stormwater.
- Under a separate contract with the non-profit Coalition for Responsible Community Development (CRCD), residential improvements were installed on 19 residences on 47th Street, 48th Place, and 48th Street, consisting of rain gardens with native plants, infiltration trenches, channel drains, and replacement of grass lawn with mulching.

Councilmember Price said, “It gives me so much pleasure to see the Broadway Neighborhood Stormwater Greenway project completed. This public-private partnership has continued on page 2.
Stormwater Project - continued from page 1
demonstrated an innovative way for various agencies to collaborate on improving our environment, and to help maintain a healthy, clean and thriving community in which all residents can be proud to call home.”

“LA Sanitation is committed to protecting public health and the environment in all corners of the City. This stormwater capture and filtering project in the Broadway Corridor is a great example of how we partner with a community to develop projects that benefit a neighborhood from the ground up,” said Bureau of Sanitation Director Enrique C. Zaldivar.

City Engineer Gary Lee Moore thanked several supporters of the project, “Councilmember Curren Price who has supported the project from the first day . . . Pastor Iverson and the staff of the Paradise Baptist Church, who stood by our side while we installed the underground stormwater infiltration basin; coordinated their activates with our contractor; and even provided our construction office during construction,” plus the 19 local residents on 47th St, 47th Pl., and 48th St., who are signed up to receive and maintain the residential improvements and the Coalition for Responsible Community Development, the non-profit who completed the residential improvements for the project.

He urged attendees, “If you have a few minutes, please walk or drive down 48th St. 47th Place, and 47th St - you will see the beautiful and drought-tolerant improvements that the CRCD team completed on 19 front yards - including rain gardens, infiltration trenches, mulching, channel drains, and native plants. “

He also thanked partners on the project including staff of the Bureaus of Sanitation and Contract Administration; general contractor Mike Prlich and Sons, Inc., and Mark Gold, Vice-Chair of the Prop O Citizens Oversight Advisory Committee.

The project was designed by Carollo Engineers and BMP design was by Geosyntec.

Congratulations on delivering a successful project go to Proposition O Program Manager Kendrick Okuda, Project Manager John Saldin, Engineers of Design Patrick Lee and Edward Arrington; James Tebbetts and Maria Martin, Environmental Management Group; staff from PACD Armand Pascua, Jonathan Carroll, Rey Sisson, Jim Zabala, and Julie Sauter; Deputy City Engineer Ken Redd, Construction Manager Bob Garcia of Arcadis/MWD/Prop O; Bureau of Contract Administration staff: Construction Inspector Rodney Bradshaw, Principal Construction Inspector Ted Gelsim, Principal Construction Inspector Frank Rinaldi; Bureau of Sanitation staff: Shahram Karaghani, Wing Tam, Steve Nikaido, Majid Sadeghi, Paul Blasman, Brian McCormick, and Barry Berggren, and everyone who contributed to making this project a success.
On May 12, 2016, the Bureau of Engineering (BOE) sponsored an Employee Project Tour to the Hyperion Treatment Plant and the Hollyhock House for recently hired BOE employees. The purpose of the tour is to provide insight into how BOE projects are managed, demonstrate project management and construction, and showcase a completed renovation project.

The Hyperion Treatment Plant was named by the American Public Works Association as one of the “Top Ten Public Works Project of the 20th Century”. It showcases many engineering and architectural elements.

Hollyhock House, designed by Frank Lloyd Wright, is a historical building built between 1919-1921. Following extensive renovations and significant contributions managed by the BOE, the City was able to reopen the Hollyhock House to the public in February 2015.

Project Award and Control Division Student Engineer Kheder Alrazaa, along with 17 of his peers from California State University Los Angeles (CSULA), participated in the 13th Annual Undergraduate Seismic Design Competition. This competition was held in conjunction with the 2016 Earthquake Engineering Research Institute (EERI) Annual Meeting in San Francisco, California from April 5-8, 2016. After preparing and submitting a technical proposal, the CSULA team was one of thirty-three teams, from among engineering universities world-wide, selected to compete.

Each team designed a scaled balsa wood model, which simulated a proposed structure to be built in San Francisco. Each design was constructed and tested by the students. The models were subjected to three ground motions, which represent different return period earthquakes - 1940 El Centro, 1995 Kobe, and GM3 (Davis). The primary goal was for the models not to collapse during shaking in order to ensure life safety. In addition, the teams were rated on the cost-effectiveness of their designs and quality of their craftsmanship. CSULA’s team placed 24th overall. For pictures and videos of teams’ performances from the competition please visit: http://slc.eeri.org/SDC2016.htm.

Kheder also attended the Student Leadership Council’s second annual Post-Earthquake Reconnaissance Workshop at the 2016 EERI Annual Meeting on April 5, 2016. During this workshop, guest speakers presented on reconnaissance, damage assessment, and evaluation of buildings after an earthquake. This training engaged participants by having them use the ATC-20-1 procedure, building assessment forms, and smartphone apps to evaluate actual damaged structures from past earthquakes and appropriately assign red, yellow, or green placards.

BOE Student Engineer Competes in Seismic Design Competition

Photo at Right: Kheder Alrazaa, along with teammates, adding weight to the structure before it is placed on a shake table, and subjected to three ground motions.
Groundbreaking for Whitsett Fields Park New Soccer Fields
BOE Provides Design along with Project & Construction Management

The groundbreaking ceremony for new synthetic turf soccer fields at Whitsett Fields Park, 6900 Whitsett Avenue, North Hollywood, California 91605, took place on May 12, 2016. Speaking at the event were Councilmember Paul Krekorian, Department of Recreation & Parks Assistant General Manager Ramon Barrajas, Recreation & Parks Commission President Sylvia Patsaouras, and City Engineer Gary Lee Moore.

Whitsett Fields Park is located in the South Valley region of Los Angeles and offers extensive sports and recreational activities with a total of 15 baseball and soccer fields serving approximately 9,000 residents in the nearby community. The Department of Recreation and Parks developed a master plan with the intent to renovate all the existing soccer fields at the Whitsett Fields Park into synthetic turf to increase water conservation efforts and provide a new and consistent playing surface for youth and adults that enjoy playing soccer at this park.

This project, which is Phase I of the overall master plan, consists of renovating one existing large (full-size) soccer field and two existing smaller soccer fields into synthetic turf fields, expanding the existing parking area to add 43 parking spaces, installing empty conduits for potential future sports field lighting, and providing related shade structure, fencing, landscaping, irrigation, and walkways.

Sustainable design principles were incorporated into the design of this project.

Bio swales will be installed throughout to collect all the site storm water. Native and drought-tolerant landscaping will be planted as part of this project. The synthetic turf itself reduces water consumption. This project will be replacing approximately 150,000 square feet of grass fields with synthetic turf therefore reducing irrigation water usage by 3.0 million gallons per year.

The project is being managed by the BOE's Recreational & Cultural Facilities Division and designed by BOE's Architectural Division. As part of the design process, there were community meetings with residents and the local soccer league. BOE in-house designers worked with Recreation & Parks Dept. staff to determine the type of synthetic turf, gate and fencing requirements, and other turf field maintenance needs to ensure that the community will enjoy the new fields.

This project is an 8th cycle Proposition K Competitive project. Other funding sources include Community Development Block Grants, Prop A and Quimby.

The contractor is Horizons Construction International, Inc.

The construction of Phase I is expected to be completed by January 2017. It is anticipated that funding for the rest of the fields will be secured soon which would allow design of Phase II to begin this summer.

Congratulations on reaching this milestone go to Recreational & Cultural Facilities Program Manager Neil Drucker, Project Manager Rebecca Abano, Construction Manager Meghan Aldrich, Architectural Division head Mahmood Karimzadeh, Jane Adrian, Guillermo Barragan, from the Department of Recreation & Parks Cathie Santo Domingo, Craig Raines, David Ooi, and from the Bureau of Contract Administration Inspector of Public Works John Reamer, Seffy Wiles, Raul Rocha, and everyone else who was involved in this project.
Whitsett Fields Park
Phase I soccer fields are shown in the shaded area on the right.

NOTE: Drawing is for presentation purposes only.

Everyone got to participate in the groundbreaking.

1 to r: RAP Assistant General Manager Ramon Barajas, Councilmember Paul Krekorian at podium, RAP Commission President Sylvia Patsouras, City Engineer Gary Lee Moore.

City Engineer Gary Lee Moore speaking at the event.
Executive Team
The Executive Team provides the overall management of the Bureau through the City Engineer and Deputy City Engineers. The Council and Board Liaison group represents the Bureau at meetings of the City Council, Council committees, and meetings of the Board of Public Works. The group coordinates the involvement of other Bureau offices as needed.

Architectural Division
This Division manages the Municipal Facilities Program by providing design and project management services for the construction of public projects. Prepares contract documents (plans, specifications, and estimates) for the construction of new municipal facilities as well as the alteration and retrofitting of existing facilities. It performs these services using staff or by managing consultant contracts. The California Board of Architectural Examiners accredits the Division as an Intern Development Program agency recognized to train staff in preparation of their State architectural licensing examination. The Division also manages the Citywide Sustainable Design Implementation Program.
Administration Division
This Division prepares the budget, updates fees and charges; manages revenues and work orders; and oversees financial systems, purchases materials, equipment and services; processes Board Reports, tracks correspondence, coordinates on-campus recruitment and interviews, maintains position control and operating personnel services; coordinates training programs; leads Bureau safety and emergency preparedness programs; provides timekeeping and payroll services; provides a variety of other administrative and technical support services to the Bureau.

Bond Programs Division
The Bond Programs Division manages municipal facilities projects funded by General Obligation Bonds approved by the public through Proposition F bond measure of November 2000 for Animal Services Centers and Fire Facilities, and Proposition Q Public Safety bond measure approved in March 2002 for Police, Fire and Emergency Management projects. This Division works with client departments and coordinates with other bureaus within the Department of Public Works, Council offices, and citizen oversight committees.
Bridge Improvement Division

This Division manages bridge improvement projects funded by the City Seismic Bond, State and Federal Funds.


Construction Management Division

This Division provides a wide-range of construction management services including constructability reviews, cost estimates, and scheduling for projects in Municipal Facilities, Recreational Facilities, Proposition O, and other programs on request.

Environmental Engineering Division

The Environmental Engineering Division (EED) is responsible for delivering Wastewater Capital Improvement projects at the Hyperion Treatment Water Reclamation Plant, Terminal Island Water Reclamation Plant, Donald C. Tillman Water Reclamation Plant and the Los Angeles/Glendale Water Reclamation Plant. EED also delivers wastewater pump plant projects and biotrickling odor control projects. EED core functions are to perform project management, design, and construction management services as well as completing research, engineering studies and technical reports.

Environmental Management Group

The Environmental Management Group (EMG) is responsible for oversight and control of the Bureau’s compliance with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), and the Clean Water and Endangered Species Acts and related environmental permits. EMG provides timely, legally adequate, objective, public disclosure of the environmental effects of proposed actions within the purview of the Bureau of Engineering. EMG also implements the City Engineer’s Coastal Development Permit authority.
Central District & Valley District Offices
District Offices are the guardians of the public right-of-way. They prepare requirements for dedication and improvements associated with developments, and are responsible for the review of design drawings, and the issuance of permits for all improvements initiated by an applicant within the public right-of-way, including major and minor street and sidewalk improvements, and the construction and installation of sewers, storm drains, and utilities.

Harbor District and West Los Angeles District Offices
These two district offices can design public improvements within their geographical boundaries. They design streets, sewers, and storm drains. They perform plan check and maintain a public counter to issue permits for major and minor street construction, sewers, utilities, and excavations for private development work.

Mayor Appoints 2 Deputy Mayors to Lead His Economic Agenda

Mayor’s press release:
LOS ANGELES (May 27, 2016) - In a move to broaden his commitment to economic prosperity for all Angelenos, Mayor Eric Garcetti has appointed both Raymond Chan and Brenda Shockley as Deputy Mayors to jointly oversee his economic agenda.

The announcement comes amid an aggressive push by Mayor Garcetti to continue growing L.A.’s economy and creating jobs, while also expanding and intensifying the fight against poverty and homelessness.

“L.A.’s economy is surging — we’re creating jobs, attracting businesses and making generational investments in a prosperous future for our city,” said Mayor Garcetti. “But right now, our economic resurgence is leaving too many of the most vulnerable Angelenos behind. We need an approach that recognizes the symbiotic relationship between expanding economic opportunity, and making it accessible to all Angelenos. That’s why I’ve asked Raymond and Brenda to lead my economic agenda forward together.”

Previously, one Deputy Mayor oversaw the entirety of the Mayor’s economic policy agenda. Moving forward, Chan, as Interim Deputy Mayor for Economic Development, will lead efforts to create jobs, attract investment and make the city more business-friendly. Shockley, as Deputy Mayor for Economic Opportunity, will focus on fighting poverty, housing the homeless, expanding affordable housing, and improving access to workforce development resources.

“This is a critical moment for our City - and we need visionary leaders who don’t just know Los Angeles, but live and breathe it every day,” said Mayor Garcetti. “Raymond and Brenda are two proven leaders with proven records. They are the best at what they do - creating jobs, cutting red tape and expanding economic opportunity for all Angelenos. I am proud to welcome them both to my team.”

Chan comes to the Mayor’s Office after 28 years at the Los Angeles Department of Building and Safety, including the last two as general manager. His leadership has contributed to unprecedented growth across Los Angeles, including visible transformations Downtown and in Hollywood that have positioned L.A. as a 21st-Century global city.

“I am honored and flattered by this opportunity to work with various departments fulfilling Mayor Garcetti’s vision to bring more businesses, jobs, development and tourism to the City of Los Angeles, a renowned global commercial center and international neighborhood,” Chan said.

Shockley comes to City Hall after more than 24 years as President of Community Build, a nonprofit she helped found in the wake of L.A.’s civil unrest in 1992. Her work to revitalize communities in South L.A. has led to more than $100 million of investment in education, employment and training programs for young people.

“I am honored and humbled by Mayor Garcetti’s confidence in me,” Shockley said. “I commit to doing my best to end and prevent homelessness, and to expand and create economic opportunity for the most vulnerable and disadvantaged people in our city.”

Learn About the Zoo’s Docent Program
Are you interested in wildlife and sharing your enthusiasm of animals with others? Come to the Greater Los Angeles Zoo Association (GLAZA) Docent Training Program 2-hour information meeting on 10:00 am, Saturday, July 16, 2016 in the Witherbee Auditorium at the Zoo. Reservations are not necessary to attend this meeting.

Docents are volunteer teachers and Zoo guides who share their knowledge with visitors. They are an expressive voice for the endangered animals and rare plants that the Los Angeles Zoo, and so many other zoos around the world, are striving to protect and preserve. Docents are the L.A. Zoo’s ambassadors, enlightening the public on conservation, preservation, and research efforts.

Docent training classes will begin in October 2016. Classes meet once a week on Tuesdays or Saturdays, from 8:30 am to 3 pm. Open enrollment for the 2016-17 Docent Training Program ends August 31, 2016.

The course will focus on taxonomy of both the plants and animals at the Zoo as well as ecology, conservation, and the role of zoos in wildlife preservation. Docents’ duties are as varied as those performing them, with individual opportunities discussed and developed throughout the training course.

At the end of training, docents have a marvelously unique understanding of the flora and fauna at the Zoo, as well as an excellent knowledge of species worldwide. More importantly, they’re part of an effort to make a difference in our world!

The duties that Zoo Docents participate in are as varied as those performing them. If you love learning, love animals, and love sharing what you know with others, this is the volunteer program for you!

For more information, please call (323) 644-4702 or send an email to docents@lazoo.org.

Roaring Nights at the Zoo
The summer music series Roaring Nights at the L.A. Zoo welcomes you to explore the Zoo after hours. This year’s festivities is expanded to four rocking great Friday nights: June 24, July 29, August 26, and September 16, 2016
The fun kicks off on Friday, June 24 with a “phat” 90s revival, featuring music from your favorite grunge and boy bands, and fashion styles that would make the kids from “Beverly Hills, 90210” jealous.

In July, you’ll have a good ol’ time tush pushin’ to some of country music’s greatest hits from Keith Urban to Carrie Underwood to Jason Aldean.
August brings back memories of Coachella with an indie rock night.
The series gets totally tubular in September with 80s night, celebrating an era of Aqua Net hair spray, neon fashion, and Rubik’s Cube. You won’t want to miss the special tributes to Prince and David Bowie!
In addition to live performances, these four nighttime events bring you dance-worthy DJ sets, animal keeper talks, animal feedings, food trucks, art stations, and so much more.
Plentiful free parking is available. Admission to Roaring Nights at the L.A. Zoo is limited to guests 18 years and older. Valid I.D. is required. We recommend that you purchase your tickets in advance in order to avoid waiting in line. Online ticketing closes at 5 p.m. on the day of the concerts, but you can still purchase your tickets at the membership windows of the Zoo as early as 6:30 pm.

Summer Zoo Camp
The L.A. Zoo announced that weekly camp spots have filled up so fast that they have added more sessions for Pre-K - Kindergarten. This may be your only chance to give your kids the summer of their dreams, making new friends and animal discoveries every day in a safe and exciting setting at the L.A. Zoo! The session is June 20 - August 12 (Monday through Friday), 9:00 am - 3:00 pm. Morning and afternoon extended care available for an additional fee. For more information and to register go to the Zoo’s website lazoo.org.

Thanks to Central District
This e-mail was sent to Public Works Commisioner Joel Jacinto regarding Central District staff Shaywie Doong, Wesley Tanijiri and Shahin Behdin:
Date: Fri, May 20, 2016 at 10:38 AM
Subject: RE: revocable permit for balconies
Hi Joel,
On behalf of Oceanwide, Peter and I are great appreciate of all the help and guidance from your staff. Shay, Wesley, and Shahin were not only helpful but done so in timely matter. Thank you!!
George Chiang
Manager of Operations
Synergy Alliance Advisors, Inc.
BOE’s MOD Fund Raising Results

On April 30, 2016, several BOE employees participated in the March of Dimes’ annual March for Babies walk. The walk also marked the conclusion of the Bureau’s fundraising campaign, which raised $5,974 to support the March of Dimes’ mission to fight premature birth according to BOE March of Dimes coordinator Jessica Garcia, Administration Division.

Thank you to all who helped make the campaign a success, including those who contributed, participated in the walk, and the division representatives for their hard work and dedication!

Photos, Clockwise from top right:
1 to r: Karen Cundiff, Julie Sauter, Sophia Sauter, Claire Sauter, Quyen Tu, and Andy Zhu
In front: Andy Zhu, Quyen Tu, and Jonathan Carroll

City of LA Tailgate area
March for Babies Walkers starting off.
City Controller Ron Galperin speaking at the kickoff.
Seminars offered by the Construction Management Association of America, Southern California Chapter.

**Breakfast of Champions - Metropolitan Water District of Southern California** on Thursday, June 16, 2016 at The LA Hotel, 333 S. Figueroa, Downtown Los Angeles, 8:00 am Registration, 8:30 am Presentation. Guest speaker: John Bednarski, Engineering Manager, MWD of S CA

**California State University Capital Improvement Updates** on Thursday, June 23, 2016, at The Grand Conference Center, 4101 E. Willow St., Long Beach, CA, 5:30 pm Registration, 6:30 pm Dinner & Presentations. Guest speakers: Jay Jefferson, Construction Manager, Capital Planning, Design & Construction, California State University Office of the Chancellor; Michael Gardner, Capital & Physical Planning Manager, CSU Long Beach; Sarah Singh, Associate Director, Planning Design and Construction, CSU Los Angeles; Chi Kwan Fong, Project Manager, CSU Pomona.

Cost: Register by June 17 $70/member, $110/non-member. After June 17 $85/member, $135/non-member.

**Breakfast of Champions - L.A. Streetcar** on Wednesday, June 29, 2016, at City Club Los Angeles, City National Tower, 555 S. Flower, 51st Floor, L.A., CA 90071, 8:00 am Registration, 8:30 am Presentation. The city that grew up around the car is becoming more transit-oriented, walkable, and bicycle friendly. For the past 15 years Downtown L.A. has led the way in that change, helping Angelenos reimagine their built environment and spurring changes that have helped create a safer, healthier, more economically and environmentally sustainable city. The L.A. streetcar is the next step along that path — to a more connected, active, fun and livable Los Angeles.

Speaker: Shane Phillips, Project Director, Los Angeles Streetcar, Inc.

**Breakfast of Champions – City of Los Angeles Sixth Street Bridge Update** on Wednesday, July 20, 2016, at The LA Hotel, 333 S. Figueroa, Downtown LA, 8:00 am Registration, 8:30 am Presentation. Learn about:
- Design overview
- Status of bridge demolition and construction
- Construction Manager/General Contractor process
- Challenges and lessons learned

Guest speaker: Julie Allen, P.E., Sixth Street Viaduct Division, Principal Civil Engineer, Bureau of Engineering, Department of Public Works.

**LAUSD Capital Program Update** on Thursday, July 21, 2016, The LA Hotel, 333 S. Figueroa, Downtown LA, 5:30 pm Registration, 6:30 pm Dinner & Presentation. Learn about:
- Upcoming projects
- Opportunities for design/construction/professional services
- New Contract Delivery Options

Guest speaker: Mark Hovatter, Chief Facilities Executive, LAUSD

Cost - Register by July 15: $70/member, $140/non-member. After July 15: $85/member, $170/non-member.

**What Owners Want from CMs** on Thursday, August 4, 2016, The LA Hotel, 333 S. Figueroa, Downtown LA, 8:00 am Registration, 8:30 am Seminar. A distinguished panel of owners will discuss their expectations and share their experiences about what works and what didn’t work with their construction management relationships. Topics to be covered include:
- Current Market Conditions
- The CM’s role in APD
- BIM
- Sustainability
- Owner vs. Consultant Staffing
- Schedule, Cost, Quality and Safety
- Contract Administration and Change Orders
- Risk Analysis and Claims Management

Panel Members: Dan Feger, Executive Director, Burbank Bob Hope Airport; Ross Lew, Program Manager, Orange County Transportation Authority; Rick M. Meade, P.E., Executive Officer, Program Management, Los Angeles County Metropolitan Transportation Authority. Moderator: Joe Seibold, P.E., FCMAA, Executive Vice-President, ARCADIS US, Inc.

Cost - Register by July 29: $70/member, $140/non-member. After July 29: $85/member, $170/non-member.

**Los Angeles County Metropolitan Transportation Authority Capital Program Update** on Thursday, August 18, 2016, at The LA Hotel, 333 S. Figueroa, Downtown Los Angeles, 5:30 pm Registration, 6:30 pm Dinner & Presentation. Learn about:
- Upcoming projects
- Measure R2
- Opportunities for design/construction/professional services

Guest speakers: Brian Boudreau, Executive Director, Program Control; Abdullah Ansari, Managing Executive Officer, Highway Program; Timothy Lindholm, Executive Officer, Capital Projects; Samuel Mayman, Executive Officer, Project Engineering/Engineering Management; Rick Meade, Executive Officer, Project Engineering/Transit Project Delivery; Jeanet Owens, Executive Officer, Transit Project Delivery.

Cost, register by Friday, August 12 $70/member, $140/non-member. Register after August 12 $85/member, $170/non-member.

**Change Orders - Best Practices** on Thursday, September 22, 2016, The LA Hotel, 333 S. Figueroa, Downtown LA, 8:00 am Registration, 8:30 am Seminar. Changes on a construction project are a matter of practical reality. Even the most thoughtfully planned project may suffer changes: differing site conditions, specified methods of construction becoming unfeasible or material becoming too expensive or unavailable. Though change orders are an inevitable part of the construction process, they need not and should not, dominate the project. This seminar provides practical tips and techniques for the proper handling of change order claims. Attendees will receive a “Contract Review Checklist.” Learn about:
- What is a change order
- Types of contracts
- Types of changes
- How do changes occur
- Causation
- Entitlement
- Administration of the change
- Notice
- Acknowledgment
- Incorporation in the contract
- Full and final considerations
- The cost of the change
- Contract terms
- Pricing methodology
- The change and the schedule
- Proof of delay
- Disruption and inefficiency
- Evaluating and direct cost claims
- Dissecting overhead calculations
- Analyzing Delays
- Total Cost – 4 prongs of proof
- Productivity claims

Seminar leader: Chip Ossman, President, Ossman Project Management Consulting, Inc. A 26-year CMAA Member, Mr. Ossman’s 39-year construction industry career has focused on project scheduling and schedule analysis. Much of his work includes clients involved in construction disputes, and preparing and evaluating construction delay, disruption, and inefficiency claims.

Cost - Register by Sept. 16: $70/member, $110/non-member. After Sept. 16: $85/member, $135/non-member.

For additional information on these seminars please go to www.cmaasc.org.

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**Certified CM Application Seminar**

The CMAA Southern California Chapter is holding a free **Certified Construction Manager Application Seminar** at 3:00 pm, Tuesday, July 12, 2016, at LAUSD Headquarters Building, 333 S. Beaudry Avenue, 19th Floor, Training Room 19-123, L.A. 90017. The seminar will include review of application, required experience, and exam preparation. Advanced booking is required for this seminar. Space is limited, so confirm with wjouzy@citadelcpm.com to avoid being placed on the wait list. Please put CCM in the subject line when confirming.
Notice No. 08 Consultant Contract Rate Adjustment

Notice No. 08 dated May 20, 2016, titled Bureau of Engineering (BOE) Policy: Fiscal Years 2015/16 and 2016/17 Adjustments to Consultant Contract Rates states that many of our active BOE consultant contracts that allow services to be paid on a cost reimbursement basis also include provisions for the consultant to request adjustments for themselves and their subconsultants. These provisions are typically found in the “Compensation, Invoicing, and Payment” article of the contract. Generally, the language states that any adjustments are subject to approval of the City Engineer, and that they shall be in accordance with the established BOE policy existing at the time the adjustment is approved.

It is the BOE policy to base consultant salary adjustments on the cost of living adjustment (COLA) received by the BOE employees. The COLAs currently scheduled for the BOE employees are shown in Table 1 below:

### Table 1

<table>
<thead>
<tr>
<th>MOU Group</th>
<th>MOU Numbers</th>
<th>No. of BOE Employees</th>
<th>% COLA FY 2015/16</th>
<th>% COLA FY 2016/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEIU</td>
<td>8, 17</td>
<td>419</td>
<td>2.00%</td>
<td></td>
</tr>
<tr>
<td>EAA</td>
<td>1, 19, 20, 21</td>
<td>233</td>
<td>3.75%</td>
<td></td>
</tr>
<tr>
<td>AFSCME &amp; LAPMA</td>
<td>3, 36, 37</td>
<td>101</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Non-Represented</td>
<td>0</td>
<td>10</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Los Angeles and Orange Counties Building and Construction Trades Council</td>
<td>13</td>
<td>1</td>
<td>0.00%</td>
<td></td>
</tr>
</tbody>
</table>

Considering the range of COLAs across the BOE, an allowable adjustment of up to 2.25 percent for consultant salary rates and their subconsultants is appropriate. It is the responsibility of the consultants to apply for rate adjustments, if they so desire, under the terms of their contract.

Consultants may apply for a salary adjustment upon issuance of this Notice. However, this adjustment may only be requested one time from the date of this Notice through June 30, 2017. Adjustments will be applied after a written request from the consultant has been approved, and will be effective from the date of approval.

### Cost Reimbursement - Hourly Billing Rate

Effective upon issuance of this Notice through Fiscal Year 2016/17, Program Managers may approve adjustments to consultant and subconsultant hourly salary rates up to 2.25 percent; subject to the following conditions and only if no other rate adjustments were previously negotiated for this period, and where rates were not established by individual tasks:

1. The adjustment must be requested in writing by the consultant.
2. Retroactive adjustments for prior years, or any period prior to when the consultant’s request is approved, are not allowed.
3. The consultant’s request must reference the applicable contract article that allows such an adjustment.
4. The consultant must provide documentation of the actual COLA that the subject employees have most recently received. Merit, and other bonuses, are not to be considered in determining the COLA.
5. Adjustments to billing salary rates for individual employees are limited to the lower of their actual COLAs or the 2.25 percent limit. In no case shall the billing salary rates exceed the actual salary rates paid to the employee.
6. The practice of distributing the aggregate value of the increase among employees at varying rates is not allowed.
7. For each billing salary rate increase approved by the Program Manager, a record of the approval shall be provided to the consultant, and a copy placed in the contract file.

### Table 2 - Historical Allowable Rate Adjustments

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>% COLA</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009/10</td>
<td>0%</td>
</tr>
<tr>
<td>2010/11</td>
<td>0%</td>
</tr>
<tr>
<td>2011/12</td>
<td>0%</td>
</tr>
<tr>
<td>2012/13</td>
<td>0%</td>
</tr>
<tr>
<td>2013/14</td>
<td>1.5%</td>
</tr>
<tr>
<td>2014/15</td>
<td>2.75%</td>
</tr>
<tr>
<td>FY 2015/16 - 2016/17</td>
<td>2.25%</td>
</tr>
</tbody>
</table>

Cost Reimbursement - Hourly Billing Rate Adjustments to the Hourly Billing Rates will not be allowed under the current policy.

This Notice is hereby provided to set the current BOE policy regarding these rate adjustments. It supersedes any and all previous policies.

Please contact Julie Sauter, Division Engineer, Project Award and Control Division, at (213) 847-0577, if you have any questions regarding the policy.

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Notice No. 10 BOE Logo Shirts

Notice No. 10 dated June 1, 2016, titled Bureau of Engineering (BOE) Logo Shirts states that there was an amazing response to the sale of our BOE logo shirts. Thank you to everyone in the BOE family who has purchased a shirt to show their support. Due to popular demand for a black BOE logo shirt, we will be taking new orders. If you are interested in purchasing a black or blue BOE logo shirt, you can get the order form from the forms library. Please submit your order form and payment to Amanda Rogers of the Administration Division by Friday, June 24, 2016. Subsequent BOE logo shirt orders may be done on a quarterly or as-needed basis.

The BOE Logo Shirt Day will continue in fiscal year 2016-2017, so let’s keep up the momentum and show our pride by wearing our BOE Logo Shirt every Thursday.

Do Not Put Confidential Materials in Recycling Bins, Shred Them then Bag

The Bureau of Sanitation, City Facilities Recycling Program (CFRP) crewmembers are only authorized to take non-confidential materials, or shredded confidential materials to the recycling center. The CFRP does not provide shredding services. The CFRP crew is not bonded and cannot meet strict levels of confidentiality, as recycling bins are not locked and CFRP trucks have open beds. Please do not place confidential materials in trash cans or recycling bins, as the items will not be treated confidentially.

To use the recycling program, please securely closed bags of shredded materials next to your recycling bins for pick up.
Notice No. 09 Employee Performance Appraisals

Notice No. 09 dated May 27, 2016, titled Employee Performance Appraisals states that it’s time again for the Annual Employee Performance Appraisals. All evaluations must be completed using the new online form by July 29, 2016 for the rating period of July 1, 2015 through June 30, 2016. To access the new Employee Performance Appraisal form, please go to the Bureau’s intranet site and click on Forms Library, then click on Personnel, and then click on Employee Performance Appraisal. The form is also available at the following link: http://boe.ci.la.ca.us/epas/.

Once you have accessed the Employee Performance Appraisal System (EPAS) intranet site for the form, you will need to login using your PAYSR ID and your current LAGEECS password. A number of menu options are available. However, it is highly recommended that all managers and supervisors review the User Guide (click on User Guide for the PDF) prior to entering any information onto the appraisal form. The Performance Appraisal Timeline for 2016 was attached for convenience.

Managing an employee’s overall performance is critical to the success of reinforcing competence, teamwork, and project delivery in our customer-driven organization. This responsibility is one of the most important aspects of every supervisor and manager’s job. As a result, we must use every opportunity to ensure that job expectations are made clear, and that employees are provided with feedback on their performance. Please remember to use the employee’s legal name on the Performance Appraisal Form. Our goal is to reach an even higher level of consistency than what we’ve achieved in systematically appraising our employees. The Bureau will continue to evaluate performance annually within a specific “window” for completing all annual evaluations. Managers and supervisors will adhere to the attached 2016 timeline.

As identified in the attachment, supervisors and managers are expected to provide an opportunity for open dialogue between the supervisor and the employee, where both provide input on the performance of the employee and engage in an interactive dialogue for reaching a consensus, where possible. This dialogue begins with supervisors meeting with their employees to discuss the performance appraisal process, including reviewing the Goals Development Process Matrix with their employees to prepare them in completing their self-appraisal.

Supervisors who would like to view the official signed Performance Appraisal forms of their employees for fiscal year 2014-15, should contact the Liaison Services Bureau Group 1, located in Room 1805, City Hall. Please contact them to schedule an appointment at (213) 978-1817. Training for supervisors on how to conduct a performance appraisal is also scheduled for June 7 and 8, 2016. Additional information regarding this training will be sent to each division’s Training Coordinator.

Associate I’s and probationary employees are not included in this process. These employees will be evaluated in a separate evaluation process. Employees who are on a leave of absence should be evaluated upon their return.

Also, please remember the staff of the Bureau’s Administration Division are available to assist you, and will provide more details concerning the process and the interpretation of the rating factors. In the meantime, if you have general questions, please refer to the User Guide or contact Robert Kadomatsu at (213) 485-4944.

Driver Pre-Trip Inspections

Vehicle safety is one of the cornerstones of the Department of General Services’ vehicle maintenance program. Drivers of City vehicles must be reminded that they share in the responsibility to ensure that the vehicle is in safe operating condition before use. This can be accomplished by adhering to the regularly scheduled “safety inspections” at Fleet Services’ shops and by performing daily driver pre-trip inspections on vehicles.

Everyday before the vehicle is operated, the driver is tasked to make sure the following items are checked:

- Windshields and windows are clean and free of cracks.
- Tires appear properly inflated and free of embedded items.
- Mirrors are intact and adjusted.
- All exterior lighting is operable.
- All warning lamps on the instrument panel are functioning and not indicating failure.
- Visibly check for any fluids that may be leaking on the ground other than condensation from the air conditioner.
- Perform a rolling foot brake test and ensure that the parking brake holds.

Drivers that possess a commercial driver’s license and are operating a commercial vehicle must comply with all mandated California Highway Patrol vehicle pre-trip inspections.

We’d Like to Hear from You

If you have any articles for the Newsletter, please e-mail them directly to BOENewsletter@gmail.com. Also cc: Myrna Braithwaite (myrna.braithwaite@lacity.org) Administration Division. Deadline for the next issue is Thursday, June 30, 2016.