

**Proposition O - Administrative Oversight Committee (AOC)  
Meeting Minutes  
Thursday October 26, 2023  
3:00 PM**

Committee Members

**Yolanda Chavez, City Administrative Officer, Chair (CAO)**

**Matias Farfan, Chief Legislative Analyst (CLA)**

Teresa Villegas, Board of Public Works (BPW)

**Ryan Jackson, Office of the Mayor (Mayor)**

David Pettijohn, Department of Water and Power (DWP)

City Staff

**Jennifer Lau (CAO)**

**Salya Cun (CAO)**

**Blayne Sutton-Wills (CLA)**

**Christopher Johnson, Bureau of Engineering (BOE)**

**Michael Scaduto, Bureau of Sanitation (BOS)**

**Joseph McGlinchey (BOE)**

**Bold** indicates members and staff present

Note: The minutes below follow the order in which the meeting's agenda items were discussed. Discussion began at 3:00 pm with three committee members present.

PUBLIC COMMENTS: General Public Comment, Multiple Agenda Item Comment

None.

AGENDA ITEMS:

1. Motion to approve the minutes from the prior meeting on February 2, 2023.

DISPOSITION: Approved.

2. Jennifer Lau (CAO) provided a verbal update on the September 18, 2023 COAC meeting agenda items where no action was taken due to a lack of quorum. The COAC chair and members had no concerns on BOE and BOS' recommendation reports.

BOE requested to consider the formal cancelation of Penmar Water Quality Improvement Phase III project from the Prop O program. CLA had reached out to CD 11 to move this item to a future AOC meeting for action.

As of 9/13/2023, the Prop O funds cash balance was \$43 million with \$60.5 million in future bonds to be issued in the future for a total of \$103.5 million that would be used to fund existing projects at the approved budget level, thus leaving a remaining balance of \$17,532. The Mountain Recreation and Conservation Authority will reimburse \$4 million to the Taylor Yard G2 Water Quality Improvement project that will leave a projected balance of \$4.02 million. After considering the agenda items in the AOC meeting for FY 2023-24 Proposition O staffing appropriation, the Ballona Creek TMDL budget increase and the Public Right of Way LID deletion, the running available balance is \$944,107.

3. Bryan Powell (BOE) recommended and requested AOC's approval of the Master Schedule update for Fiscal Year 2023-24 that included the following.
  - Projects in pre-design are Hollenbeck Park Lake Rehabilitation, Lincoln Park Neighborhood Green Street Network, and Taylor Yard G2 Water Quality Improvement.
  - Projects in design are Aliso Creek-Limekiln Creek Restoration, Rory M. Shaw Wetlands Park, and Westwood SCADA Communications Systems.
  - Projects in construction and post-construction are Ballona Creek TMDL, Machado Lake Ecosystem Rehabilitation Optimization, and Argo Drain Sub-basin Facility.
  - Projects that have been closed out include Ben and Victory Green Stormwater Infrastructure, Catch Basin Inserts and Opening Screen Covers Phase IV, Machado Lake Ecosystem Rehabilitation, Vermont Avenue Stormwater Capture, Westwood Neighborhood Greenway and Mar Vista Recreation Center Stormwater BMP Phase II.

DISPOSITION: Approved.

4. Bryan Powell (BOE) recommended and requested AOC's approval of the Proposition O Staffing Appropriation for Fiscal Year 2023-24 up to \$3,073,425 from available funds in the Proposition O Program be appropriated to Proposition O staffing costs for the BOE, Bureau of Contract Administration (BCA), and BOS to continue and sustain projects implementation.

DISPOSITION: Approved.

5. Michael Scaduto (BOS) recommended and requested AOC approval for an increase of \$1,000,000.00 to the Ballona Creek TMDL project located in CD 11 to cover inflation costs and to authorize the CAO to make technical corrections in coordination with the BOS Proposition O planning manager and the BOE Proposition O implementation manager.

DISPOSITION: Approved

6. Ida Meisami-Fard (BOS) recommended and requested AOC approval for the Public Right-Of-Way Low Impact Development project to be deleted, for its budget appropriation of \$1 million to be reduced to \$0.00 upon the project's cancellation, and to authorize the CAO to make technical corrections in coordination with BOS Proposition O planning manager and the BOE Proposition O implementation manager.

DISPOSITION: approved

7. Michael Scaduto (BOS) presented a verbal report for information only regarding the Project Sign Design Guidelines for the Safe Clean Water Program.
8. Michael Scaduto (BOS) presented a verbal report for information only regarding Proposition O projects' operation and optimization processes.

Meeting adjourned at 3:39 p.m.