

Engineering Newsletter

No. 92-4

Serving the Present; Designing for the Future

August 21, 1991

TRANSFER OPPORTUNITIES

Several transfer opportunities are available in the Bureau. If you are interested, contact the office listed below by **Tuesday, August 27, 1991**. Note: *In accordance with Mayor and Council Policy, transfers of employees from special funded positions to general funded positions will not be allowed.* *CEAII on Rotation Program contact **Mike Malek**, 213 485-0904.

Civil Engineer

STRR - Wayne Savaria, 213 648-5989

Civil Engineering Assistant III

HEDD - Chris Furusawa, 213 485-8456

Civil Engineering Associate I

HCD - Ivan Gerson, 213 524-8010

LDMD - Stan Sysak, 213 485-5338

SMD - Jim Zabala, 213 485-2293

Civil Engineering Associate II

HCD - Ivan Gerson, 213 524-8010

SMD - Jim Zabala, 213 485-2293

Civil Engineering Drafting Technician

Harbor - Peter Mazola, 213 548-7733

Clerk Typist

HEDD - Chris Furusawa, 213 485-8456

SMD - Jim Zabala, 213 485-2293

STRR, Sinh Pham, 213 648-5967

Engineering Designer I

Central - Carl Mills, 213 485-4585

Management Analyst

SMD - Jim Zabala, 213 485-2293

WPMD - Lillie Pruitt, 213 237-0867

Mechanical Engineering Assistant II

HCD - Ivan Gerson, 213 524-8010

Systems Analyst II

Adm/CADD-Sermid Al-Sarraf, 213 485-8119

Adm - Chip Rubin, 213 485-2380

STRR - Dan Garcia, 213 648-5980

DEPARTURES

Jack Cowell, CE Assistant I, resigned, HEDD.

INTERNAL PROMOTIONS

Congratulations to: **Lloyd Markle**, **William Nicol**, **Buu Luu** and **William Henrie** to CEA III, SED; **Jeffrey Smith** to CE Associate II, HEDD; **Afaf Yacoub** to CEA I, SED; **Eltawil Ammar** to CEA III, SWMD; **Victor Osugi** to Senior Civil Engineer, SWMD; **Daniel Sue** to CEA III, Cen; **Mati Laan** to CE Associate II, Const; **Michael McMenamin** to CEA III, LDM; **Tyrone Chesaneck** to CEA III, Const; **Jimmy Burman** and **Roberto Deleon** to CEA III, SWMD; **Carlos Amaya**, CEA III, HCD; **Van Thompson** and **Adel Hagekhalil**, to CEA III, WPMD; **Van Thompson**, to Sanitary Engineering Associate I, HCD; **Harshad Shah**, to Sanitary Engineering Associate II, HCD; **James Blankenship**, **Tom Debrard**, **Darrin Johnson**, **Eric Iwamoto**, and **Jeff Kivett**, to CEA III, HCD; **Ramzy Sawaya**, to CE Associate II, 1-Stop; **Jaime Contreras**, **Hoi Luc**, **Michael Henderson**, and **Frank Hsu**, to Architectural Associate I, Arch.

ARRIVALS

John Santos, CE Assistant I, Central; **Dawn Lucia**, Senior Clerk Typist, SPD; **Avalyn Kamachi**, Civil Engineering Assistant I, Harbor.

CHILD BEHAVIOR CLASS

On **Thursday, August 29, 1991**, from noon to 1:00 pm, in City Hall South Room 204, the Child Care Coordinator's Office is sponsoring a program called "Positive Ways to Manage Your Child's Behavior." You can learn how to change your child's unacceptable behavior and share your discipline ideas, challenges and successes with other parents. For more information, or to RSVP, call (213) 485-6997.

RIDESHARE FAIR '91

September 23-27, 1991, has been designated **Keep California Moving Week**. During this week, commuters all over the state will be asked to pledge that on Tuesday, September 24 they will share the ride. Some tremendous prizes are offered as incentives to urge them to send their pledges. These prizes include a week in London, weekends in Hawaii and Mexico, airline tickets, and hundreds of other awards. Naturally, all City employees will be encouraged to participate in this excitement.

The pledge cards will be sent from this office sometime nextweek. In order for commuters to be eligible for the prizes, the pledge cards must be returned to Commuter Computer by **September 20**. They are pre-addressed for ease of mailing.

In order to promote this on a broad scale, the Commuter Services Office (CSO) is planning RideShare Fair '91 for **Tuesday, September 24** at the Civic Center. We would also like to hold similar "mini-fairs" in the weeks following at other sites which fall under Regulation XV guidelines and as CSO staff availability permits.

Many of you remember the Transportation Fair held October 4, 1990. RideShare Fair '91 promises to be even more dynamic and exciting. The location this year will be the patio area adjacent to City Hall East on Main Street. This should give us extremely good City employee foot traffic over the course of the Fair. Setup is scheduled for 8:00 AM. The Fair itself will run from 10:00 AM until 2:00 PM. If you have any questions in the meantime, please call **Elliot Peterman** at 213 237-0404.

UNITED NEGRO COLLEGE FUND

The **1991 United Negro College Fund Campaign** is currently underway. The Bureau of Engineering has made significant contributions and efforts each year to this worthwhile cause. Support for higher education is important for the future of our society. For further information please talk to your division coordinator or to the Bureau Coordinators **Vern Montgomery** at (213) 485-3093, or **Harry Wilson** at (213) 485-7689.

LABOR DAY HOLIDAY

Monday, September 5, 1991, is a holiday. Remember to mark your time sheet HO 8.0 for that day. Since a holiday is 8 hours, those on the 9/80 or 4/10 schedules must adjust their hours accordingly. Check with your division timekeeper if you have any questions.

BUDGET DATES

A & I Requests Due

This is a reminder that Alteration and Improvement requests for the 1992-93 budget are due to the Administration Division by **Friday, August 23, 1991**. For further information see the memo dated August 13, 1991 that was sent to all divisions.

Budget Requests Due

The division budget requests for 1992-93 are also due to Administration Division by **August 23, 1991**. Budget requests should conform to the general instructions given out at the budget workshops held in July.

Budget Hearings

Internal Budget Hearings with the Chief Deputy City Engineer will start **Tuesday, August 27, 1991**.

QUATTRO PRO MEETING

On **Thursday, August 22, 1991**, 1:00 pm - 3:00 pm, Elizabeth Summers will demonstrate Quattro Pro's extensive graphing capabilities at the ISD Training Center at 419 S. Spring St., 10th floor.

ATTENTION MAC USERS

The next lunchtime meeting of the Los Angeles City Employees Macintosh Users Group (LACE MUG) will be **Wednesday, August 28, 1991** at noon, in 300 City Hall East, CAO Conference Room. Adobe Systems and PostCraft International will be there to demonstrate type effects.

AIDS WALK LOS ANGELES

On **Sunday, September 22, 1991**, the Bureau of Engineering will join with hundreds of other teams from throughout Southern California to raise money for the fight against AIDS. The event is the seventh annual AIDS Walk Los Angeles, a 10 kilometer (6.2 mile) fundraising walkathon benefiting **AIDS Project Los Angeles**. The walk begins at 9:00 AM on the "Sky Set" of Paramount Pictures' Historic Motion Picture Studio, 5555 Melrose Ave in Hollywood.

Funds are raised by individual walkers who in the weeks leading up to the event seek sponsorship from friends, family members and co-workers to sponsor them for each kilometer they complete. Last year 15,000 people walked the route and raised \$2.4 million.

If you wish to participate in the walk, please contact our Bureau Coordinator, **Glen Nave** at (213) 485-3077 or call the AIDS walk office at (213) 466-9255.

MONEY TALK\$!

Even though the Bureau of Engineering is a public service governmental enterprise, it must be managed and operated as an efficient business. The reality is that we have approximately 1,400 employees with an annual payroll of \$69,693,387, and a construction program exceeding \$690,000,000. In order for us to be efficient in our expenditures, we need to have business-like systems for controlling our costs and tracking our sources of funding.

The money we actually spend comes from appropriations made by the Mayor and Council. Depending on the program, the actual source of funds may vary.

Some of our programs are funded by bonds. Bond funding provides the needed money up front, while spreading the cost of design and construction over a 10 or 20 year period. Investors buy the bonds, which pay interest. The City pays back a portion of the principal and interest each year from annual revenues it receives.

The Wastewater Program is bond funded. Other bonds fund improvements for police, fire and library facilities. Still another bond recently approved by the voters will strengthen bridges and overpasses to prevent damage in a major earthquake as well as seismically upgrade City Hall itself.

Property tax, sales tax, licenses and fees are revenues which go into a general purpose pot of money, known as the City's General Fund, which pays for everything not funded by a dedicated, special source of funds, like bonds. A department which raises money for itself through fees deposited into the General Fund gets "credited" for that amount of money, minus overheads. The Bureau raises about \$2.7 million a year in fees, but it is not as much as we could raise for the services we perform.

It is becoming increasingly difficult for the

Bureau to get General Fund monies for engineering facilities and services.

Currently, about 30% of our budget comes from the General Fund. We have designated August as "Cost Recovery Awareness Month" to make everyone aware that one of our goals is to become financially self-sufficient. In other words, we want to be able to perform all our functions and services without having to receive General Fund monies. Financial self sufficiency would have many benefits. We could buy more equipment and computers. Promotional opportunities could occur more frequently if there is no hiring freeze. More training will be available. Everyone would benefit!

In order to do this, we will need to revise our fee structure to recover all costs including overhead and indirect charges. Overhead charges pay for such things as facilities, phones, equipment, and supplies. Indirect charges pay for the Bureau, Department and general City administrative costs for services such as the City Attorney.

To recover all our costs, we will also need to improve our internal cost accounting procedures so that we can monitor whether or not it is costing us more than we budgeted to accomplish our work.

This is the first in a series of articles that will help you to understand the financial operations of the Bureau of Engineering. As you can see, it is a very large and complex organization, with many complicated procedures. Our objective is twofold: to make you more knowledgeable about how the Bureau is managed, and to solicit bright ideas, large and small. These bright ideas could be about services which could be performed for a fee, or about more cost effective ways of providing services.

Send your ideas to the Revenue and Fee Taskforce, Room 807, City Hall, Mailstop 490.

COMMENTS FROM THE CITY ENGINEER

I have recently received a letter prepared by Reza Iranpour, with concurrence and support of the WPMD staff, regarding the Bureau Newsletter. The contents of the well-written letter are very complimentary and laudatory of Winifred Harano and Glenda Nuzzi. The editors chose not to publish the letter because of modesty. I feel that the letter reflects all of the staff's thoughts and I have requested that the editors publish the following excerpts, which I think express the sentiments of all of us about the usefulness, benefits and quality of the Bureau's Newsletter.

A CRIER AMONG US... The Engineering Newsletter

by Reza Iranpour, WPMD
Like the town criers of Colonial America, whom the settlers became dependent upon for important information, often crucial to their survival, the Engineering Newsletter has been a constant source of valuable information to most of us in the Bureau of Engineering. For the last four years, every two weeks and in just a few pages, the Newsletter has told us about personnel matters, official activities, administration requirements, Bureau goals and objectives, City policies, environmental issues, work issues, etc., all described in a fashion which invites reading. In addition to being the fastest form of communication for many types of time sensitive information, it has also provided articles of historical interest in the development of engineering in the City of Los Angeles, an example being "The Rear View Mirror," published in several issues in 1989.

Everyone agrees that the Newsletter is helpful, and informative. However, the crowning achievement of the Newsletter is its ability to bring forth the work issues, all the while not forgetting the human issues and still managing to report the fun things as well. For instance the two pieces "Dodger Night," and "An Appeal for Help," articles about an outing at Dodger Stadium and a terminally ill child's plea for help, run side by side. Further examples of the efforts of the Newsletter to bring human issues to the attention of the staff are, "Women Working Together to Serve the City," "The Aids Walk," and "It Counts More Than You Think," an article about the importance of the census. With all this there is still time to say good-bye to Ed Titterington in a humorous light with the poem "Ode To Ed."

Even though, it is put out by a part time staff the Engineering Newsletter is a full service information source, which benefits the Bureau of Engineering tremendously. Again, like the town criers of old, it has come and it has brought good news, bad news, happy news, sad news, important news and funny news. Like the pioneers of old, we have come to depend upon it over the past four years, and we will continue to anxiously await its arrival every pay day in the years to come.

Hats off to Winifred Harano, Glenda Nuzzi,....and,...., the staff of the Bureau of Engineering Administration Division responsible for the Newsletter, and salute to an efficient, thorough, and cost-effective job well, well done.

Acknowledgements:

This article benefits from comments by D. Burgoyne, M. Dombrower, G. Gamas, F. Hoepfner, J. Shah, B. Skiles, and B. Smith.

NO RECESSION AT HYPERION!

No recession is apparent at Hyperion as construction and design work continues to meet the City's goal of a cleaner Santa Monica Bay before the end of the decade. New work orders being processed for new projects or expanded scopes of work at Hyperion total \$370 million. New projects include:

- A new pumping station to channel secondary effluent for water reclamation use by the West Basin Municipal Water District (WBMWD) whose facility is located in the Chevron Refinery in El Segundo. 68 million gallons a day will flow through this plant when completed. As one staff person said, "That's a lot of water!". WBMWD will reimburse the City for this project.

- Facility completion and refurbishing of office space for the STRR Division. Hyperion Full Secondary has the lion's share of the projects including:

- Odor control alternatives for the solids han-

dling area.

- Modifications to the wet cake storage facility, also to improve odor control.
- 30 new centrifuges for replace old ones and expand sludge dewatering capability.
- 2 new gas turbines and related emission control equipment to meet AQMD require
- New heat recovery steam generators for the energy cogeneration project.
- A new electrical switch yard to expand capacity.
- A new reverse osmosis water treatment unit to pretreat water to reduce high levels of dissolved solids.
- Additional control boards and consoles in the Cogeneration Control Room.
- 2 steam dryers for drying dewatered sludge
- A new fresh water backup system and expanded cooling loop to handle the increased output of the facility.

BLANCAFLOR RECOGNIZED

On Wednesday, August 21, 1991, 9:30 am, the Board of Public Works will present a *Meritorious Achievement Award* to Survey Party Chief **II Roland Blancaflor** in room 350, City Hall.

MARCH OF DIMES RESULTS

The Horikawa Restaurant in Little Tokyo was the site of the congratulatory luncheon for 8 members of the Bureau who were TOPS in their March of Dimes collection. Bob Horii and his 5 Deputies treated the winners to a fabulous lunch. The following are employees recognized in their various categories.

Top Collector - 1991 March of Dimes

Marv Cabelli, Survey Division

Second Top Collector - 1991 March of Dimes

Rebecca Abano, Architectural Division

High total points for the Bureau

Marv Cabelli, Survey Division

T-Shirt Design winner

Al Vierra, Tillman Construction (HCD)

High \$ collector from each Deputy's Division

Marv Cabelli, Survey Division

Roshy Mozafar, WSED

Neil Drucker, Project Management Division

Glenda Nuzzi, Administration

Rebecca Abano, Architectural Division

Jelly Bean contest winners

Ron Hale, Construction Division

Richard Leon, Construction Division

Bob thanked the group for a job well done. We are looking forward to a goal of \$25,000 for the 1992 March of Dimes Campaign!!

WATER POLLUTION CONTROL AWARD

This memo was recently received from the Bureau of Sanitation:

Date: July 29, 1991

To: Robert S. Horii, City Engineer
Bureau of Engineering

From: John T. Crosse, Plant Manager
Hyperion Treatment Plant

Subject: WPCF Outstanding Achievement in
Water Pollution Control Award

This is to inform you of the Water Pollution Control Federation's recent announcement that the Hyperion Treatment Plant will receive the 1991 "Outstanding Achievement in Water Pollution Control Award" at their annual conference in Toronto, Canada on October 9, 1991. The award is presented annually to the water pollution control program that best demonstrated documented achievement of significant, lasting and measurable excellence in water quality improvement in a region, basin or water body.

We in the Bureau of Sanitation wish to express our appreciation for your staff's assistance and support in implementing the Interim Improvements Program which helped result in this award. The California Water Pollution Control Association and Heal the Bay, which both nominated Hyperion for the award, and the WPCF agree that the resulting enhancement of water quality in Santa Monica Bay will continue to provide significant social and economic benefits to the citizens of Los Angeles.

Please distribute this letter of appreciation to the appropriate wastewater program divisions and staff. We hope that any of your staff in attendance at the conference join with us on the evening of October 9, at the Awards Ceremony and Reception to share this occasion with us.

SHIMAZU RETIRES

Tom Shimazu, Civil Engineer in the Wastewater Systems Engineering Division retired this month after 39 years with the City. At his retirement luncheon some of the highlights of his life and career were brought up.

Tom was born in Long Beach, CA and graduated from USC with a BS degree in Civil Engineering.

Tom served his country during World War II with the 442nd Regimental Combat Team, Company "H" throughout Italy and France. His was the most decorated regiment of WWII. He started as a heavy machine gunner and came out of the war as a Platoon Sergeant.

He began his City career in 1952 in the Storm Drain Design Division and moved upward to the Sewer Design Division as a Civil Engineer. Some of the projects he is responsible for are the designs of the Tillman Water Reclamation Plant, Terminal Island Treatment Plant, Los Angeles-Glendale Water Reclamation Plant and Hyperion Full Secondary just to name a few.

Dedicated not only to his career, he also enjoys time with his devoted wife Michi, sons Darryl and Steven and his daughter Paula.

On top of being a career and family man, he is or has been involved with many community activities. He served as Board Chairman and baseball and basketball League Director for the Community Youth Council. He was awarded Honorary Life Membership in the PTA. He worked closely with the Boy Scouts of America, serving as Cub Master, Cub Scout Community Chairman, Scout Master, Troop Camping Chairman and District Camping Chairman, climaxing in his receiving of the Merit Award.

Tom served as Post President to the 442nd Veterans Association Group and as Post Commander of the American Legion, as well as President of his "H" Company Chapter.

He has worked in the annual "Nisei Week" celebration serving on the Queen Ball and Carnival Committee.

He certainly will be missed as an entertaining and jovial emcee and a truly competent and well-loved leader. We wish him all the fun he deserves!

KINDERGARTEN PROGRAM

Effective August 19, 1991, the Los Angeles Unified School District opened a kindergarten class at the City Hall South Child Development Center, with extended day care provided on site. For further information call the City Child Care Coordinator's Office at (213) 485-6997.

SHEETS LUNCHEON

The retirement luncheon for **Richard Sheets**, Real Estate Division, will be 11:30 am, Thursday, September 5, 1991, at Luminarias Restaurant. Make your reservations by **August 28, 1991**. For more information call Annabell at (213) 485-2715.

BOARD POLICY ON FEES

On July 29, 1991, the Board of Public Works adopted a new policy on fee or rate increases. The Board has instructed that any reports recommending a fee or rate increase for services provided by Bureaus be prepared jointly with the Bureau of Accounting. Alternatively, if the report is not prepared as a joint report, the Director of the Bureau of Accounting should sign off on the report and the report should contain a reference to the review by the Bureau of Accounting.

BPW MEETING RESCHEDULED

The Board of Public Works meeting on Friday, August 30, 1991, has been rescheduled to Thursday **August 29, 1991**.

The following is the schedule for submitting Board Reports to the Board Office:

Draft in the Board Unit By	Final Agenda By 9:45 AM	For the BPW Meeting Date
8/21 Wed	9/09 Monday	9/13 Friday
8/26 Monday	9/12 Thursday	9/16 Monday
8/27 Tuesday	9/13 Friday	9/18 We
8/28 Wed	9/16 Friday	9/20 Wed
9/03 Tuesday	9/19 Thursday	9/23 Wed

SECURITY MEASURES ROOM 395, CITY HALL

The following memo was sent to all City Departments and Bureaus from Elias Martinez, City Clerk on July 22, 1991.

Due to structural limitations in Room 395, City Hall, the present office layout does not allow staff to adequately monitor and control access to our public records, which in many cases, include irreplaceable original records. In order to ensure reasonable security of the work place, we asked the Department of General Services to construct a security door leading from the public lobby area of Room 395 to the working area.

Other changes in the public area include the construction of an additional public information "window" for direct access to the Index section, and the relocation of the public information computer terminal (STAIRS), and the video display terminal. Additionally, a telephone allowing direct access to each section, including all Legislative Assistants, will be installed at the front counter for the public, media and city department employees. If city employees need to enter the work area, they will be requested to provide proper city identification.

The only anticipated change in our operations will be to limit and control unauthorized individuals from entering the work area and interrupting the work of City Clerk employees. City staff will be asked to conduct as much business as possible at the front counter, however, it is not our intention to inhibit any department's ability to conduct work transactions, or to obtain needed information for processing documents and materials to the City Council. We have taken measures to ensure that access to records is neither limited nor denied anyone.

We are requesting the cooperation of all departments in ensuring that our employees are allowed to work in the most productive manner, that Council Files are protected, and premises secured.

WE'D LIKE TO HEAR FROM YOU

If you have any articles or ideas for the Newsletter, contact **Winfred Harano** or **Glenda Nuzzi**, Administration Division, Stop 490. Deadline for the next issue is **Thursday, August 29, 1991**.

Los Angeles City Department of Public Works
Bureau of Engineering
City Hall Room 850
200 North Spring Street
Los Angeles, CA 90012

The Engineering Newsletter is published biweekly by the Administration Division for employees of the Bureau of Engineering