



## AUDIT COMMITTEE

Report to the  
Board of Harbor Commissioners

### FOR INFORMATION ONLY

**DATE: MARCH 6, 2025**

**TO: THE BOARD OF HARBOR COMMISSIONERS THROUGH AUDIT COMMITTEE**

**SUBJECT: MARCH 2025 PROJECT DEVELOPMENT COMMITTEE REPORT**

This report highlights the actions taken by the Project Development Committee (PDC) at its March 2025 meeting. On March 5, 2025, the PDC met to consider six project items. The committee also reviewed standing reports regarding newly opened work orders, the status of the unallocated Capital Improvement Program (CIP) fund budget, completed CIP projects, the financial model and the GASB 49 project list. Attached for review are the meeting minutes (Transmittal 1), Unallocated CIP Fund Report FY 2024/2025 (Transmittal 2), and CIP Status Report – Completed Projects (Transmittal 3).

The following is a summary of the meeting minutes by category:

- 1) Schedule change – Three items were submitted and approved.
- 2) Budget/Schedule change – One item was submitted and approved.
- 3) New project – Two items were submitted and deferred.

The Board of Harbor Commissioners (Board) approved \$15,000,000 in the fiscal year 2024/2025 CIP budget for unallocated capital improvements. The department uses this budget to fund new multi-year projects or fully fund projects within the current fiscal year. New projects at or in excess of \$100,000 are presented to the PDC for consideration. Staff presents projects under \$100,000 to the PDC for information and discussion. Staff then transmits the PDC meeting minutes to the Board for information.

The following is a summary of projects expected to utilize the unallocated CIP budget for fiscal year 2024/2025:

- 15 PDC-approved projects totaling \$7,341,979
- 10 projects under \$100,000 totaling \$620,000

As of February 26, 2025, the remaining balance is \$7,038,021.

Various resources are available to move these projects forward. These include in-house staff, on-call consultant contracts, on-call site and marine improvement contracts, and annual contracts for supplies and materials. The Board approves these resources either through the annual budget process or as contracts that receive separate Board approval.

*Erica M. Calhoun*

for

EUGENE D. SEROKA  
Executive Director

**Attachments:**

Transmittal 1: March 2025 PDC Pandect

Transmittal 2: Unallocated CIP Fund Report FY 2024/2025

Transmittal 3: CIP Status Report – Completed Projects

*DAZ*

DAZ/mz

**BUDGET CHANGE, SCHEDULE CHANGE****SUBJECT****ORIGINAL PROJECT COST** \$2,470,000**B. 72 MUNICIPAL FISH MARKET – WINDOW AND DOOR REPLACEMENT WITH EXTERIOR PAINT – BUDGET & SCHEDULE CHANGE****SUMMARY**

Staff requests approval to increase the budget and change the schedule for the B. 72 Municipal Fish Market Window and Door Replacement with Exterior Paint Project.

The Construction & Maintenance Division recommends increasing the budget of \$2,470,000 by \$526,000 for a revised total of \$2,996,000 to account for the historical architectural contractor and in-house engineering services required to preserve the historic Municipal Fish Market.

In addition, Construction & Maintenance Division recommends adding 18 months to the schedule to allow the Engineering Division and the outside contractor time to submit designs meeting all necessary historical and environmental standards.

The total project budget is \$2,996,000 and the project will be completed by December 31, 2027.

**PDC ACTION** Approved

**COMMENT** No comment.

**NEW PROJECT****SUBJECT****ORIGINAL PROJECT COST** \$1,500,000**HARBOR ADMINISTRATION BUILDING (HAB) 5TH FLOOR WORKSPACE ADDITIONS – NEW PROJECT****SUMMARY**

Staff requests approval to initiate a new project to perform space planning and renovations to the Harbor Administration Building (HAB) existing 5th floor conference rooms 521 and 522 to add new employee workspace to accommodate departmental growth.

The Engineering Division (Engineering) was requested to study potential workspace solutions if the Media Center is relocated to the HAB Basement. On February 11, 2025, the Project Development Committee (PDC) approved the HAB Basement Media Center Relocation project and requested to separately report back to the PDC on the new HAB 5th Floor Workspace Additions project for review and approval.

If approved by the PDC, the estimated total project cost is \$1,500,000 and the estimated project completion date is February 28, 2029.

**PDC ACTION** Deferred

**COMMENT** No comment.

**SUBJECT****ORIGINAL PROJECT COST** \$6,580,000**HISTORIC ASSET DIGITIZING – NEW PROJECT****SUMMARY**

Staff requests approval to initiate a new project to digitize and preserve historical photos and motion film curated at the Harbor Department’s Materials Testing Laboratory (Lab) that document the history of development and operations of the Port of Los Angeles. The proposed work includes inventorying, cataloging and digitizing photo negatives, photo prints, and motion film (Assets) to create digital versions of the Assets. The physical Assets have been deteriorating in quality. Most will soon reach the end of life and will no longer be usable. The objective of the project is to create a collection of digital files from the physical Assets that can significantly prolong the life of the images and make the Assets readily available to Harbor Department Staff, media and the public.

The total project cost is \$6,580,000 and the project completion date is June 30, 2028.

**PDC ACTION** Deferred**COMMENT** No comment.**SCHEDULE CHANGE****SUBJECT****ORIGINAL PROJECT COST** \$1,500,000**BERTH 93 WORLD CRUISE CENTER – NEW ALTERNATIVE MARITIME POWER (AMP) VAULT - SCHEDULE CHANGE****SUMMARY**

Staff requests approval to add six months to the schedule for the Berth 93 World Cruise Center – New AMP Vault project with no additional increase in the budget.

The Engineering Division recommends adding six months to the schedule to complete design work, and utilize the proposed Marine Improvements Contract to construct new AMP vault. The new Design Finish date would be March 14, 2025, and the new Construction Finish date would be March 31, 2026.

**PDC ACTION** Approved**COMMENT** No comment.**SUBJECT****ORIGINAL PROJECT COST** \$2,500,000**HARBOR ADMINISTRATION BUILDING (HAB) 2ND FLOOR WORKSPACE SOLUTIONS - SCHEDULE CHANGE****SUMMARY**

Staff requests approval to extend the Harbor Administration Building’s (HAB) 2nd Floor workspace Solutions Project schedule by six months with no additional increase in the project budget of \$ 2,500,000.

The Engineering Division recommends adding six months to the schedule to allow additional coordination time required to plan out the design and construction sequencing of other interdependent HAB projects. The new target completion date is September 03, 2027.

**PDC ACTION** Approved**COMMENT** No comment.

**SUBJECT**

**ORIGINAL PROJECT COST** \$1,420,000

**INNER CABRILLO BEACH PARKING LOT – STORM WATER IMPROVEMENTS - SCHEDULE CHANGE**

**SUMMARY**

Staff requests approval to extend the Inner Cabrillo Beach Parking Lot – Storm Water Improvements project schedule by 30 months with no additional increase in the project budget of \$1,420,000.

The Engineering Division recommends adding 30 months to the schedule to allow additional time required for coordination of waste discharge requirements with the Los Angeles Regional Water Quality Control Board (LARWQCB) and to design and construct an approved project t. The new completion date is December 31, 2028.

**PDC ACTION** Approved

**COMMENT** No comment.

**ADMINISTRATIVE ITEM** GASB 49 Report and Completed Projects CIP Report reviewed.

**ACTION ITEM FOLLOW UP**

**WORK ORDER REPORT** REVIEWED

**UNALLOCATED BUDGET REPORT** REVIEWED

**ADDITIONAL DISCUSSION**

*Dina Aryan-Zahlan*

*Michael DiBernardo*

Dina Aryan-Zahlan  
Development

Michael DiBernardo  
Marketing and Customer Relations

**Unallocated Capital Improvement Program Fund FY 24/25****(Budget set in July)****\$ 15,000,000****PDC Approved Projects**

Terminal Island Rail Infrastructure Improvement Project (65000027)	\$	(310,000)
B. 126-129 Wharf Redevelopment (65000023)	\$	(1,500,000)
Port-Wide - HVL Load Interrupter Switch Replacement (65000029)	\$	(100,000)
B. 93 World Cruise Center - Programmable Logic Controller (PLC) Modernization (65000028)	\$	(400,000)
S.P. Waterfront - West Harbor - Soil Testing, Removal and Unforeseen Conditions (2559600)	\$	(965,000)
West Harbor - City Improvements (65000034)	\$	(1,470,000)
B. 174-176 Wharf Repairs (65000030)	\$	(40,000)
North Gaffey Street Beautification - Phase II Supplemental Work (65000037)	\$	(1,375,447)
B. 200 - G&H Repairs (63000035)	\$	(246,532)
B. 100 Crane Breakers Replacement (65000043)	\$	(100,000)
B. 121-126 - AMP Switchgear Breaker Replacement (65000044)	\$	(100,000)
B. 400-405 - Crane Breaker Replacement (65000045)	\$	(100,000)
Terminal Way Solar Street Lighting Solution (65000047)	\$	(20,000)
Harbor Administration Building - Basement Media Center Relocation (65000056)	\$	(200,000)
B. 86 - Former Crowley Marine Building - Tenant Improvements (65000058)	\$	(415,000)

***Subtotal PDC Approved Projects* \$ (7,341,979)****Projects Under \$100,000**

Least Tern Nesting Site Improvements (2581300)	\$	(50,000)
San Pedro Waterfront - Harbor Blvd. Gateway (2581500)	\$	(50,000)
Wilmington Waterfront - California Coastal Trail Promenade (2581600)	\$	(50,000)
Port-Wide - Tubular Barrier Gates Installation (2582100)	\$	(77,000)
B. 161 - Carpenter Shop - Roll Up Door Replacement (2582200)	\$	(16,000)
B. 90-92 - World Cruise Center - ADA Ramp Extension (2582300)	\$	(20,000)
B. 136 - Transformer Replacement (2582400)	\$	(98,000)
Digital Twin Pilot (2582500)	\$	(70,000)
210 Whalers Walk - Long Dock House Demolition (65000039)	\$	(93,000)
Wilmington Waterfront Park - Oldcastle Flogard Storm Drain Filters (65000040)	\$	(96,000)

***Subtotal Projects Under \$100,000* \$ (620,000)*****Balance as of February 26,2025 (Revised)*****\$ 7,038,021**

# CIP Status Report

## COMPLETED PROJECTS

Sorted By: Project Number

Actuals Thru: January 2025

*Where Construction Finish Date is: >= 2/4/2025 <= 2/26/2025*

Expend. Org.	Project No.	Project Title	Project Manager	Status	Projected Cost	Design				Percent Design Complete	Construction				Percent Const. Complete
						Start		Finish			Start		Finish		
						Baseline	Projected	Baseline	Projected		Baseline	Projected	Baseline	Projected	
1001	2572200	Port-Wide Skylights Replacement	Reeser, Kenneth	Completed	\$530,000	03/08/23	^ 03/08/23	03/08/23	^ 03/08/23	N/A	11/16/23	^ 11/16/23	02/28/25	^ 02/13/25	100 %
1002	2577400	Port-wide Fire Alarm Mass Notification System Upgrade	Hazelett, Phil	Construction	\$400,000	11/30/23	^ 11/30/23	11/30/23	^ 11/30/23	N/A	07/01/24	^ 07/01/24	12/31/24	^ 02/09/25	100 %

**Grand Total: \$930,000**












# Audit Committee Report Packet March 2025

Final Audit Report

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