

0220-00110-0342

TRANSMITTAL

TO The Council	DATE APR 10 2013	COUNCIL FILE NO. 12-0737
FROM The Mayor	COUNCIL DISTRICT Citywide	

**Request for Funding from the Construction Services Trust Fund
for Office Furniture at the Figueroa Plaza Public Counter.**

Approved and transmitted for further processing.
See the City Administrative Officer report attached.

Antonio Villaraigosa

Ben Cury
MAYOR

MAS:ACA:TJM:02130076c

Report From
OFFICE OF THE CITY ADMINISTRATIVE OFFICER
 Analysis of Request for Funding from
 Construction Services Trust Fund No. 438-50

To: The Planning and Land Use Management Committee The Mayor		Date: 04-05-13	
Department Requesting: Planning		Reference: Department of City Planning transmittal dated November 1, 2012	
Type of Request <input type="checkbox"/> Capital Item		<input type="checkbox"/> Operating Expenditure <input checked="" type="checkbox"/> Other	
Project Title: Figueroa Plaza Counter Conference Rooms Furniture			
Amount Requested: \$16,819.79			
Construction Services Committee Criteria			
	Yes	No	
Reduces waiting time for applicants		X	Makes services more accessible <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reduces cost to applicants		X	Makes services more decentralized <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Makes application process simpler		X	Consolidates approval process <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Improves Code Compliance		X	

COMMENTS

The Department of City Planning (Planning) requests \$16,820 in funding from the Construction Services Trust Fund (CSTF) to purchase new furniture for two conference rooms at the Figueroa Plaza Public Counter (C.F. 13-0076). Both Planning and Department of Building and Safety staff meet with applicants in the conference rooms for extensive plan reviews and condition clearances. The existing furniture came from the City's salvage warehouse and is both worn and in disrepair (see attached photographs). The Department received a bid from Unisource Solutions Haworth, a City approved vendor for furniture, and provided the bid with its November 1, 2012 transmittal. The furniture to be procured includes two 42" by 72" tables (\$959), 22 seminar chairs (\$8,770), and 20 stacking chairs (\$4145). Labor and taxes are quoted at \$2,946.

The CSTF receives revenue from a two percent surcharge on all transactions that occur at the City's constituent Construction Services Centers, also known as the One-Stop Centers (One-Stops). Expenditures from the CSTF must be made to support or enhance the quality of services at the One-Stops. While Los Angeles Administrative Code Section 5.321 stipulates that CSTF requests be submitted first to the Construction Services Committee (CSC) for review and approval, this report is being forwarded without CSC consideration as the CSC is in the process of restructuring and is not expected to meet in a timely manner for the review of this request. In the event the Council and Mayor choose to approve Planning's request, the remaining available balance of the CSTF will be approximately \$6.8 million.

RECOMMENDATION

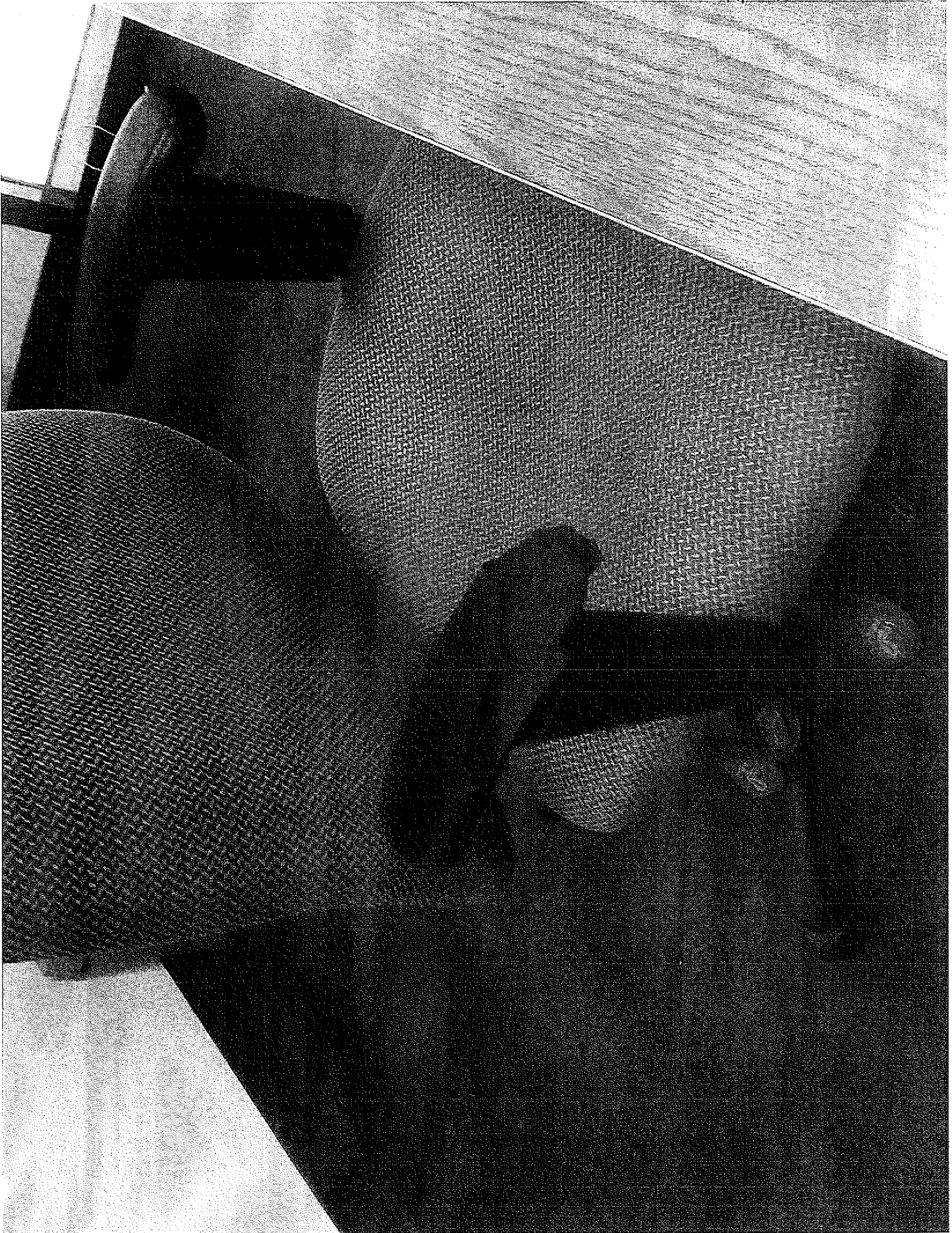
That the Council, subject to the approval of the Mayor, approve funding in the amount of \$16,820 from the Construction Services Trust Fund 438/50 for the Department of City Planning to purchase new furniture for conference rooms at the Figueroa Plaza Public Counter.

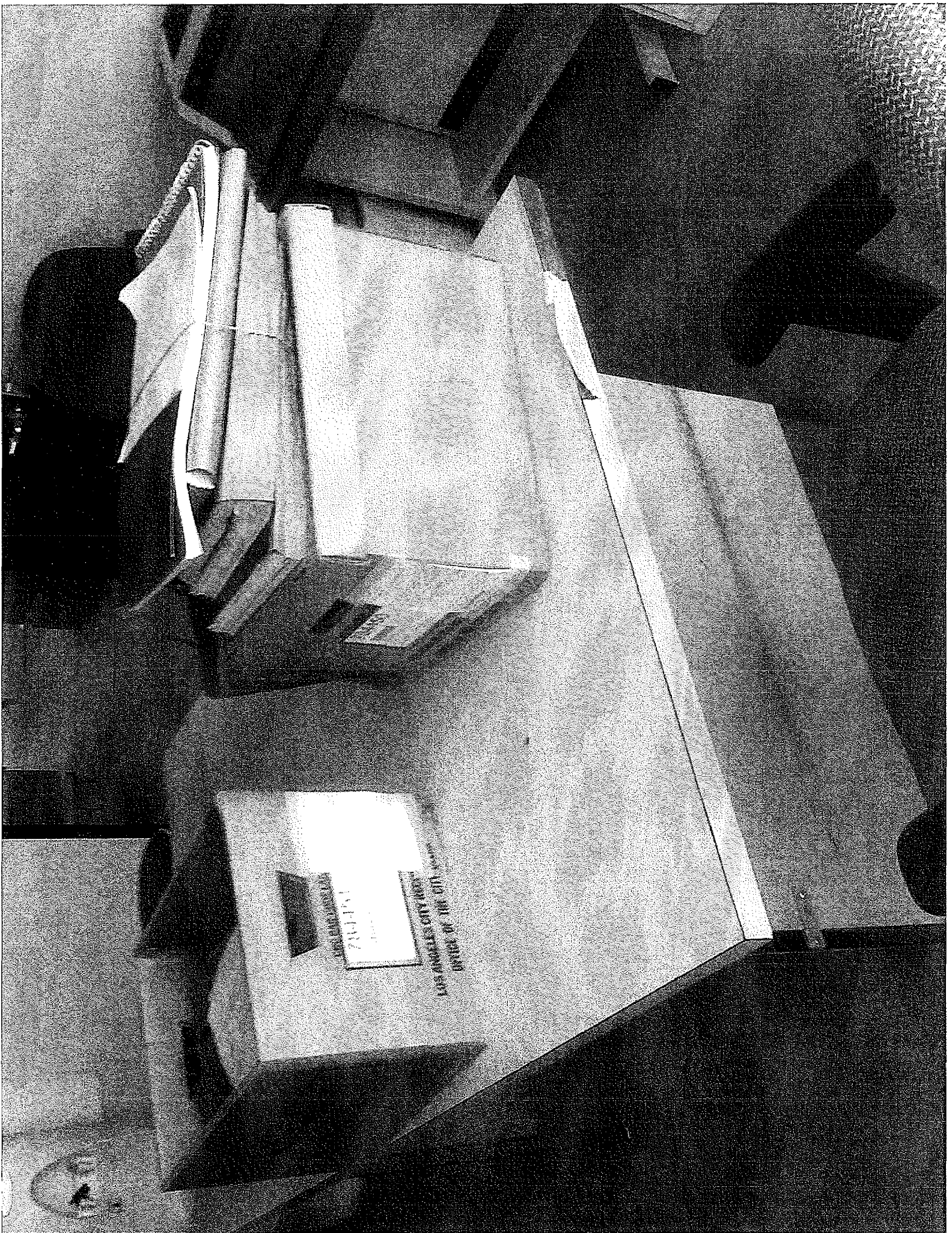
TJM	Analyst	02130076c	Assistant CAO	City Administrative Officer	

FISCAL IMPACT STATEMENT

There is no General Fund impact. The source of funds is the Construction Services Trust Fund, which has sufficient funds to finance this eligible request. This expenditure complies with the City's Financial Policies in that collected surcharges on Construction Service Center transactions will be used to support this expenditure associated with the Construction Service Centers.

Attachment





THE UNIVERSITY OF CALIFORNIA
OFFICE OF THE CITY CLERK

