

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: June 20, 2018

CAO File No. 0220-05480-0000

Council File No. 13-0046

Council District: Citywide

To: The Mayor  
The Council

From: Richard H. Llewellyn, Jr., City Administrative Officer



Reference: Memorandum from the Department of City Planning dated June 4, 2018

Subject: **ADDITIONAL FUNDING REQUEST RELATIVE TO THE RELOCATION OF DEVELOPMENT SERVICES FUNCTIONS ON THE 14<sup>TH</sup> FLOOR OF THE 221 N. FIGUEROA PLAZA BUILDING**

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**RECOMMENDATIONS**

That the Council, subject to the approval of the Mayor:

1. Authorize the Controller to:
  - a. Appropriate \$441,822 from the cash balance Development Services Trust Fund (DSTF) No. 58V/08 to the 221FIG 2017-18 account within that fund;
  - b. Transfer appropriations from the DSTF, Account 221FIG 2017-18 to Fund 100/40, Account 3040, for additional construction costs associated with the 14<sup>th</sup> floor of the 221 N. Figueroa Plaza Building; and,
2. Authorize the General Manager, Department of City Planning, or designee, to prepare Controller instructions and any necessary technical adjustments consistent with the Mayor and Council actions on this matter, subject to the approval of the City Administrative Officer, and instruct the Controller to implement those instructions.

**SUMMARY**

In a memorandum dated June 4, 2018, the Department of City Planning (DCP) notified this Office of the need for additional funding in the amount of \$400,000 for construction costs associated with the 14<sup>th</sup> floor of the 221 N. Figueroa Plaza Building. Subsequently, DCP informed this Office of a revised funding request from DSTF (\$441,822) based on updated costs and the inability to use other funds for a portion of the costs as originally intended. The requested funds would be utilized to pay to reinforce the 14<sup>th</sup> floor and ensure the floor will safely sustain the weight of files and shelving to allow the colocation of DCP records and Records Management staff with the other DCP functions being moved to the 221 N. Figueroa Plaza Building. The Council and Mayor

have previously authorized the use of \$1 million from the DSTF for construction and equipment costs associated with the 13<sup>th</sup> and 14<sup>th</sup> floors of the 221 N. Figueroa Plaza Building to facilitate the colocation of development services functions (C.F. 13-0046). This Office recommends the approval of DSTF funds to pay for the reinforcement of the 14<sup>th</sup> floor of the 221 N. Figueroa Plaza Building.

### **FISCAL IMPACT STATEMENT**

There is no impact to the General Fund. The recommendations of this report comply with the City Financial Policies in that the proposed funding for construction costs on the 14<sup>th</sup> floor of the 221 N. Figueroa Plaza Building are fully supported by the Development Services Trust Fund No. 58V.

*RHL:NSC:02180149C*