Bureau of Engineering
Special Order

November 19, 2012

To All:
Deputy City Engineers
Division Engineers
Division Heads

Subject: Public Works Engineering Equipment and Training Trust Fund (Fund)
(This Special Order supersedes SO No. 006-1097 dated October 30, 1997)

This Special Order supersedes Special Order No. 006-1097. The purpose of this Special Order is to include updated information about the Fund, and to establish and clarify the procedures to request the purchase of equipment or for funding of training from the Fund.

The Fund was established by two ordinances, one amending Los Angeles Municipal Code (L.A.M.C.) Section 61.03 (Ordinance No. 168, 762, effective June 25, 1993) and another adding Chapter 40 to L.A.A.C. Division 5 (Ordinance No. 168, 761, effective June 25, 1993). The first ordinance amending L.A.M.C. Section 61.03 provides for a seven percent surcharge on various fees collected by the Department of Public Works. The second ordinance adding Chapter 40 to Division 5 of the Los Angeles Administrative Code set up a trust fund for the deposit of the seven percent surcharge.

The trust fund is officially titled the "Public Works Engineering Equipment and Training Trust Fund". The primary purpose of establishing the surcharge is to provide monies that are to be used for the provision of equipment and training for those Bureau employees providing the engineering services for which the fees are charged.

In order to effectively utilize the monies which are accumulating in this Fund, it is imperative that a Bureau-wide plan (Plan) be developed to provide state of the art equipment, technology, and training in the use of this equipment to those Bureau personnel providing various development related engineering services. To that end, the Development Services Program Manager is designated as the lead who will be responsible for developing, maintaining, and implementing the Bureau's Plan, including updating the Plan on an as-needed basis.

Divisions, Offices and Groups that have equipment and/or training ideas to improve the delivery of engineering services for which fees are charged should submit a request to the Development Services Program Manager, or designee, and include the following:
1. A description of the equipment item(s) and/or training program(s);

2. The total cost of the equipment item(s) and/or training program(s);

3. Who would be using the equipment or receiving the training; and,

4. How the equipment would be used, if an explanation is necessary, or the expected benefit of the training.

Keep in mind that all requests for equipment and/or training may also be reviewed by Bureau Management, the City Administrative Officer (CAO), and/or other City agencies so descriptions or explanations should be detailed, clear and concise. Systems Division will also review the request for adherence to existing technical Bureau standards and compatibility of equipment and software within the Bureau. For any funding requests for $100,000 or more, the Board of Public Works and the CAO will be notified in writing prior to the purchase of the equipment and/or training. All requests will be considered in light of overall program priorities and funding availability.

If there is any question about the appropriate use of this fund, you may contact Ivan Masayon, Administration Division, at (213) 485-5113 before preparing a request.

( RMK MEK )

ADM/RMK/MEK/gva
Approved by:

Gary Lee Moore, P.E., City Engineer