

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: June 25, 2020

To: The Municipal Facilities Committee

From: CAO Staff

Subject: **HUMAN AND CIVIL RIGHTS COMMISSION: UPDATE ON L.A. MALL SPACE ASSIGNMENT AND RECOMMENDED REPURPOSING OF FUNDS**

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## **SUMMARY**

At its meeting held on January 30, 2002, the Municipal Facilities Committee (MFC) approved a tentative space assignment for the new Civil and Human Rights Commission (CHRC) that was authorized by Council action taken on May 8, 2019 (C.F. 18-0086). This report provides updates on CHRC's space needs based on potential increases in current staffing levels, which is anticipated for consideration by Council prior to the close of the current fiscal year.

Based on a rough order of magnitude estimate of \$3.4 million and a preliminary funding allocation of \$400,000 in Municipal Improvements Corporation of Los Angeles (MICLA) funds (C.F. 19-0926-S4, Item L), this report recommends repurposing an additional \$3 million in existing MICLA authorities to fully fund the CHRC space conversion. The MICLA authority recommended for repurposing is currently authorized for capital projects at police facilities that have encountered various delays. As presented in the report, there would be sufficient funds remaining to fully initiate scheduled activities for the respective police facilities in the upcoming year, with the intent to request new funding through the 2021-22 City Budget process to complete any remaining scope in the subsequent year.

## **RECOMMENDATIONS**

That the Municipal Facilities Committee approve and authorize staff to transmit the following recommendations for consideration and final action by Council:

1. Authorize the repurposing of \$3 million in Municipal Improvements Corporation of Los Angeles (MICLA) funding, currently authorized for capital projects at police facilities, including \$2 million for Solar Energy Installations, and \$1 million for Electric Vehicle Chargers;
2. Authorize the Controller to create a new account within the MICLA Fund No. 298, and transfer appropriations totaling \$3 million, as follows:

**From:**

<u>Fund/Dept.</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
298/50	50STSF	Solar Energy Installation Municipal Facilities	\$2,000,000
298/70	70S738	Electric Vehicle Chargers – LAPD	<u>1,000,000</u>
<b>Total:</b>			<b>\$3,000,000</b>

**To:**

<u>Fund/Dept.</u>	<u>Account</u>	<u>(New) Account Name</u>	<u>Amount</u>
298/40	TBD	Space Opti CHR Commission	<b>\$3,000,000</b>

3. Authorize the Office of the City Administrative Officer to prepare any necessary technical adjustments and authorize the Controller to implement those instructions.

**FISCAL IMPACT**

There is no additional impact on the General Fund, as \$3 million in previously authorized Municipal Improvements Corporation of Los Angeles (MICLA) funds that is recommended for repurposing through this report would be used to offset the current funding shortfall projected for the required modifications to the L.A. Mall space assigned to the new Civil and Human Rights Commission (CHRC).

**DEBT IMPACT STATEMENT**

The issuance of bonds through the Municipal Improvement Corporation of Los Angeles (MICLA) is a General Fund obligation. The use of MICLA financing for this project would cause the City to borrow \$3 million at a 5.5 percent interest rate over 20 years. The total estimated debt service is \$5 million, which includes the borrowing amount and interest of \$2 million. During the life of the bonds, the estimated average annual debt service is \$250,000 over 20 years. Actual interest rates may differ as rates are dependent on market conditions at the time of issuance.

**FINANCIAL POLICIES COMPLIANCE**

The report recommendations comply with the City's Financial Policies.

## DISCUSSION

On May 8 2019, Council authorized the creation of a Civil and Human Rights Commission (CHRC) with duties and responsibilities to develop rules, regulations, and outreach programs to promote diversity and proactively address discrimination and equity issues within the City. (C.F. 18-0086) This program will also provide administrative and programmatic support to the Commission on the Status of Women and the Human Relations Commission.

At its meeting held on January 30, 2020, the Municipal Facilities Committee (MFC) approved a tentative space assignment for the CHRC to include available options in the 201 North Figueroa Street Tower, and multiple spaces available within the L.A. Mall. Subsequent to the MFC's approval, the new CHRC Executive Director in consultation with the Office of the Mayor determined that the L.A. Mall space was best suited to support the Commission's operations and programs.

At the time the initial space assignment was considered by MFC, the CHRC was anticipated to receive initial personnel authority for four positions. However, as part of the 2020-21 Adopted Budget, the CHRC received authority for seven positions. At this time, CHRC may receive authority for additional positions, up to a total authority of 25 positions through a separate action anticipated for Council consideration prior to the close of the current fiscal year. Based on the City's current space planning standard (200 square feet per staff), CHRC would require an estimated 5,000 square feet of office space to accommodate up to 25 personnel. As reflected in the chart below, this projected space need can be accommodated through a combined use of Mall Space Nos. 3A and 6. The CHRC has also indicated a potential need for additional storage space and overflow workspace for volunteer activities, which could be accommodated within other vacant spaces within the L.A. Mall, as identified below:

<b>L.A. Mall Space</b>	<b>Space No</b>	<b>Square Footage</b>	<b>CHRC Space Use</b>
Former Bookstore	3A	2,230	Office and conference room space.
Former Card Shop	6	2,800	
<b>Subtotal:</b>		<b>5,030</b>	
Former Beauty Salon	15A	1,000	Potential overflow space for storage needs.
Former DOT store	18B	777	
<b>Total L.A. Mall Space Available:</b>		<b>6,807</b>	

Based on a rough order of magnitude, tenant improvements are estimated at a total cost of \$3.4 million that includes a contingency factor (\$400,000). The CHRC is working with the Bureau of Engineering, Department of General Services, and the Information Technology agency to finalize space plans and the associated costs and project timeline for completion. As part of the Fifth 2020-21 Construction Projects Report, Council previously authorized \$400,000 in Municipal Improvements Corporation of Los Angeles (MICLA) budgeted for Space Optimization projects (C.F. 19-0926-S4, Item L), for an estimated remaining funding need of \$3 million

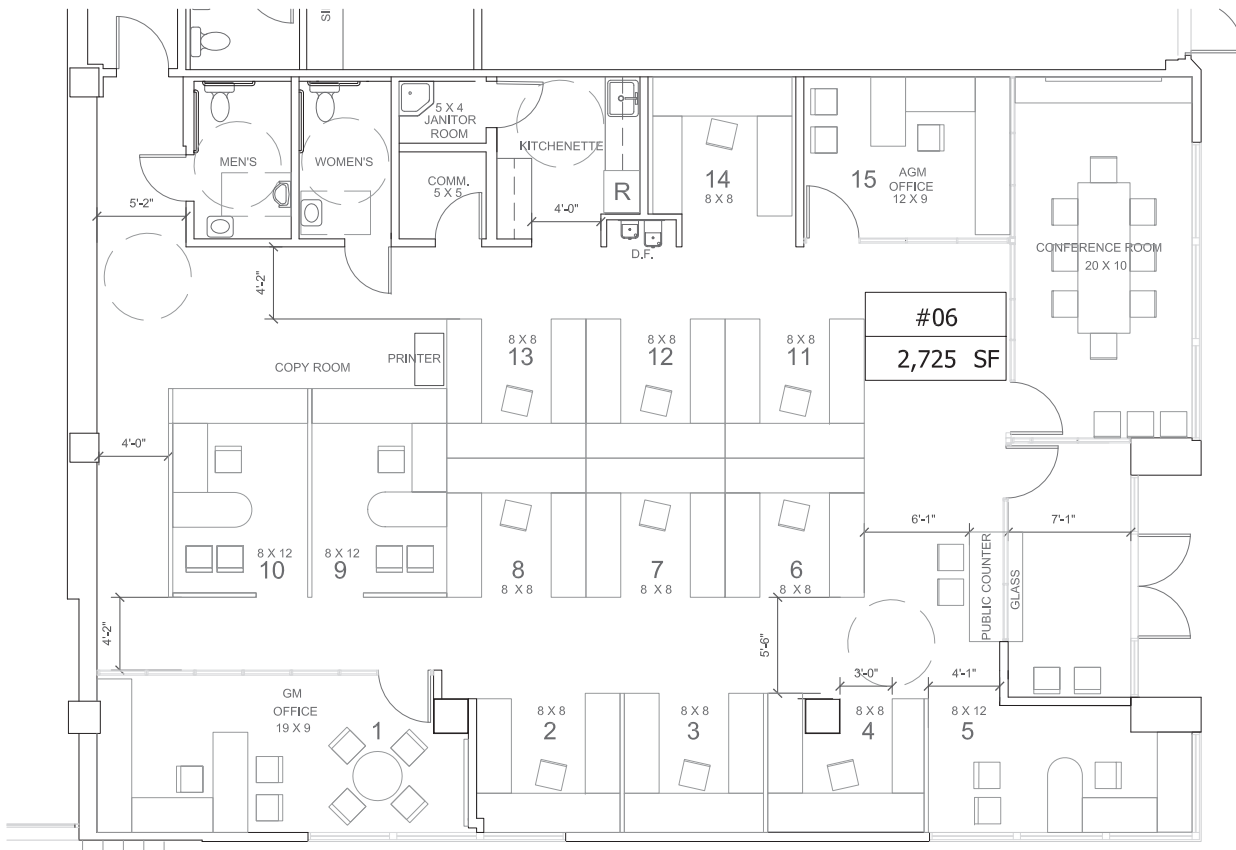
Due to the urgency to initiate the space modifications and in consideration of the City's current economic condition, the repurposing of \$3 million in MICLA funds previously authorized for capital projects at police facilities is recommended to provide the balance of funding required for the CHRC space modifications. Due to various delays in project implementation, the

recommended repurposing of funds would not adversely impact the original projects that will retain sufficient funding to fully support scheduled activities in the upcoming fiscal year. Any additional funding required to complete the police facility projects would be requested through the 2021-22 City Budget process.

<b>Project Account</b>	<b>Original Authority</b>	<b>Uncommitted Balance***</b>	<b>Recommended Repurposing</b>	<b>Comments</b>
Solar Energy Installation Municipal Facilities*	\$10,000,000	\$7,700,000	\$2,000,000	The Bureau of Engineering advises construction activities are not scheduled until 2021-22 and initiation of design has not yet occurred.  *Includes Devonshire and Topanga Police Stations
Electric Vehicle Chargers **	9,740,000	3,733,847	1,000,000	The remaining funds are sufficient to complete Phase III installations (16 stations) in the upcoming year.  Implementation of Phase IV projects is not anticipated until 2021-22.  ** Remaining Phase III facilities: Hollywood, Southwest, Wilshire, Elysian Park, West LA, Southeast
<b>Total:</b>	<b>\$19,740,000</b>	<b>\$11,433.847</b>	<b>\$3,000,000</b>	
*** Reflects anticipated year-end balances.				

RHL:MC:05200163

Attachment



**OFFICE OPTION B**

- NOTES:  
 1. CARPET FLOORS  
 2. RECOMMEND GSD TO DO HAZMAT TESTING  
 3. RECOMMEND GSD TO BEGIN DEMOLITION.

STAFFING SCHEDULE		
ROOM NO.		DESCRIPTION
1	OFFICE	EXECUTIVE DIRECTOR
15	OFFICE	ATTORNEY - AGM
16	OFFICE	ADMINISTRATIVE - AGM
2	8 X 8	COMM. EXECUTIVE ASST I
5	8 X 12	COORDINATOR
3	8 X 8	EXECUTIVE ASSISTANT III
4	8 X 8	HUMAN RELATIONS ADVOCATE
6	8 X 8	HUMAN RELATIONS ADVOCATE
7	8 X 8	HUMAN RELATIONS ADVOCATE
8	8 X 8	HUMAN RELATIONS ADVOCATE
11	8 X 8	HUMAN RELATIONS ADVOCATE
12	8 X 8	HUMAN RELATIONS ADVOCATE
13	8 X 8	MANAGEMENT ASSISTANT
14	8 X 8	PROJECT COORDINATOR
9	8 X 12	PUBLIC INFORMATION OFFICER
19	8 X 8	SR. ADMIN. CLERK
17	8 X 12	SR. PROJECT COORDINATOR
10	8 X 12	SR. PROJECT COORDINATOR
18	8 X 8	ADMINISTRATIVE CLERK
20	8 X 8	ADMINISTRATIVE CLERK

**#06**  
**2,725 SF**

CORRIDOR



CIVIL & HUMAN RIGHTS DEPARTMENT

06.16.2020

THE CITY OF LOS ANGELES OR ITS OFFICERS OR AGENTS SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF THE INFORMATION SHOWN ON THIS SHEET.

**ENGINEERING**  
CITY OF LOS ANGELES

**BUREAU OF ENGINEERING**

DATE BY: 06/16/2020

BUILDING NO. \_\_\_\_\_

INDEX NO. \_\_\_\_\_

**DEPARTMENT OF PUBLIC WORKS**

GARY LEE MOORE PE ENV SP CITY ENGINEER

ACCEPTED BY: \_\_\_\_\_ DATE \_\_\_\_\_

DEPUTY CITY ENGINEER / PROGRAM MANAGER

CITY ENGINEER

VERTICAL CONTROL: \_\_\_\_\_

HORIZONTAL CONTROL: \_\_\_\_\_

SHEET TITLE: CONCEPTUAL FLOOR PLANS

PROJECT: CIVIL & HUMAN RIGHTS DEPARTMENT

ADDRESS: 200 N MAIN STREET  
LOS ANGELES, CA 90012

WORK ORDER NO. XXX

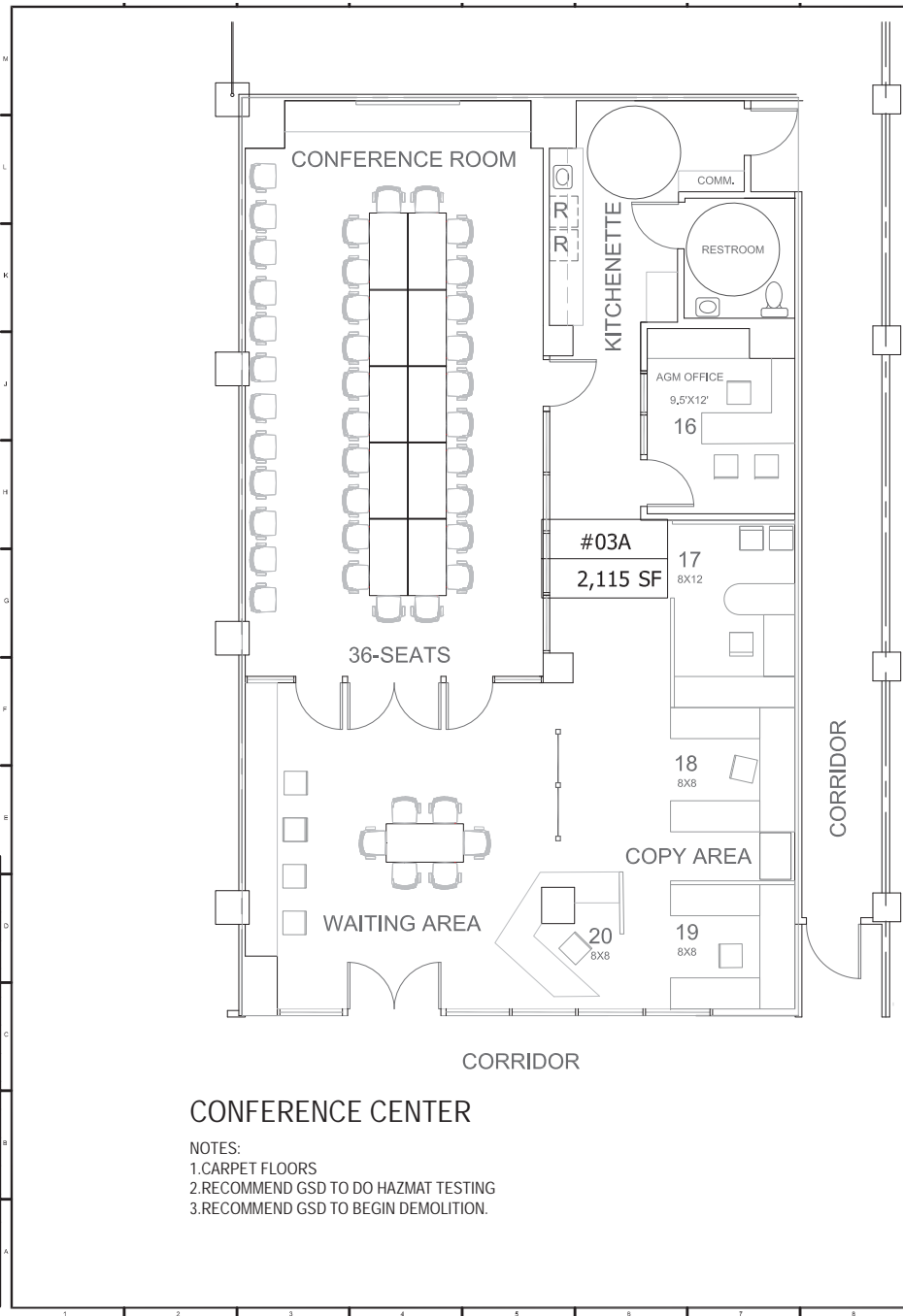
DRAWING NO. \_\_\_\_\_

SHEET \_\_\_\_\_ OF \_\_\_\_\_ SHEETS

PROJECT: 0410020-1041041

TRIMLINE SHEET NUMBER DATE: 06/16/2020  
 THE CITY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS  
 200 N. MAIN STREET, LOS ANGELES, CA 90012

THE CITY OF LOS ANGELES OR ITS OFFICERS OR AGENTS SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF THESE DRAWINGS.



**CONFERENCE CENTER**

- NOTES:  
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**ENGINEERING**  
 CITY OF LOS ANGELES

**BUREAU OF ENGINEERING**

DATE BY: 06/16/2020

NO. REVISIONS: 1

INDEX NO. -

**DEPARTMENT OF PUBLIC WORKS**

GARY LEE MOORE, PE, ENV. SP. ACCEPTED BY: DATE

DEPUTY CITY ENGINEER PROGRAM MANAGER DATE

CITY ENGINEER

**CITY OF LOS ANGELES**

VERTICAL CONTROL: SHEET TITLE: CONCEPTUAL FLOOR PLANS

HORIZONTAL CONTROL: PRODUCT: CIVIL & HUMAN RIGHTS DEPARTMENT

ADDRESS: 200 N. MAIN STREET, LOS ANGELES, CA 90012

WORK ORDER NO. XXX

DRAWING NO.:

SHEET OF SHEETS

06.16.2020

PHOTOGRAPHIC SCALE 1/4"=1'-0"

CIVIL & HUMAN RIGHTS DEPARTMENT

