

MUNICIPAL FACILITIES COMMITTEE  
Minutes from the Special Meeting of November 19, 2020

MEMBERS: Yolanda Chavez, Office of the City Administrative Officer, Chair (CAO)  
Matias Farfan, Office of the Chief Legislative Analyst (CLA)  
Raoul Mendoza, Office of the Mayor (Mayor)

The meeting was called to order at 10:06 a.m.

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No General Public Comment.

**Item 1** Minutes of the September 24, 2020 meeting.

**Disposition: Approved without discussion.**

**Item 2** Report from GSD request to negotiate and execute a lease between the City and Los Angeles Metro Transit Authority (MTA) to use a parking lot for temporary homeless housing located at 6065 North Reseda Boulevard (CD 3), subject to Council approval.

**Disposition: Approved.**

Melody McCormick of the General Services Department (GSD) provided a brief overview of the first Homeless Roadmap lease presented to the Committee for approval.

**Item 3** Report from the Office of the City Administrative Officer (CAO) and Funding Recommendations for COVID-19 Workplace Safety Facility Improvement Requests.

**Disposition: Approved.**

Kay Ha of the City Administrative Officer (CAO) provided a brief overview of the report. Ms. Ha indicated that there is a potential adjustment of the amount recommended for the Bureau of Street Services, pending receipt of the breakdown of public counter retrofit from GSD, Construction Forces Division. The necessary changes would be reflected in the transmittal.

Raoul Mendoza of the Mayor's Office asked about the timing of the plexiglass modifications. Ms. Ha indicated that the public counters including front desks will be prioritized for retrofitting. Mr. Mendoza asked if there are any differentiations made between the customer traffic for City staff and members of the public. Ms. Ha indicated those distinctions were not considered.

Yolanda Chavez of the CAO indicated that counter retrofits for public and City staff were both considered as the first priority to address the COVID-19 safety issues, assuming the COVID-19 impact will continue to exist for some time. Mr. Mendoza asked if the use of the CARES Coronavirus Relief Fund (CRF) has been considered. Ms. Chavez said that the use of CRF has been considered but these funds must be expended by December of this year. She indicated that under the current FEMA guidelines, only the improvements would only be eligible for emergency services facilities. Bernyce Hollins, (CAO), added that these funding considerations are reflected as part of the report.

**Item 4** Quarterly report from the General Services Department (GSD) on the Adopt-a-Lot Pilot Program.

**Disposition: Note and File.**

John-Michael Mendoza, (GSD), gave a brief update on the Adopt-a-Lot Pilot Program. The program has been successful in working with community groups to develop the design and implement development of two sites. The COVID-19 pandemic has slowed the progress to activate more sites.

**Item 5** Annual report from GSD on the Asset Management System.

**Disposition: Note and File.**

Amy Benson, (GSD), provided a brief overview of the Asset Management System (AMS). Since March 2020, the system has been used to identify City owned properties that can be used as potential COVID-19 testing and homelessness services sites. GSD has made modifications to the services portal to assist decision makers like the Mayor's Office, Emergency Operations Center, and the Fire Department with the most up to date information. GSD has extended the contract to October 2023 to implement more services in the system and purchase licenses for departments.

**Item 6** Reports from the Los Angeles Police Department (LAPD) and GSD on the proposed work plan and funds expended to date to support the City's Electric Vehicle fleet.

**Disposition: Note and File.**

Lisa Gabriel (GSD), advised the Committee that since May the department has installed 10 electric vehicle (EV) chargers for the Department of Transportation and Public Works Bureau of Street Services. GSD plans to install 331 EV chargers throughout the City this fiscal year. The department plans to expend all of the available funding by the end of the fiscal year.

Sandra Russell of the Los Angeles Police Department (LAPD) reported the EV chargers are being installed at six various police locations including the police academy.

Mr. Mendoza, (Mayor), asked GSD to confirm whether any funding was allocated for sites reflected under year five of the department's plan. Ms. Gabriel confirmed there was no funded for those sites and that GSD would be requesting funding through the 2021-22 budget process.

**Item 7** GSD Notification of Assignment to the Municipal Facilities Committee to add 4301 South Central Avenue (CD 9), 8775 Wilbur Avenue (CD 12), 1033 Cole Avenue (CD 13), 4591 Santa Monica Boulevard (CD13), and 711 Beacon Avenue (CD 15), to the Safe Parking Program Master License Agreement under the Safe Parking Program.

**Disposition: Approved.**

John-Michael Mendoza, (GSD), provided a brief description of the five locations assigned to the Safe Parking Program. Matias Farfan of the Office of the City Legislative Analyst (CLA), asked what the projected opening dates are for the site, and Allison Wilhite, (CAO), responded the sites would open in early January 2021.

**Item 8** Quarterly Status Report from the Bureau of Engineering (BOE) on the Taylor Yard G2 River Park Project located at 2850 Kerr Street (CD 1).

**Disposition: Note and File.**

Christopher Johnson of the Bureau of Engineering (BOE) provided a brief overview of the Quarterly Status Report. The project team is continuing to implement revisions to the Implementation Feasibility Report, and expects

to release the report this Winter. In July, a new license agreement was executed with Metrolink for the tail track area. The annual dust suppressant application was conducted at the site in August. Also in August, the Proposition O Oversight Committee recommended approval of BOE's \$12.4 million Taylor Yard Water Quality project. The annual groundwater monitoring event was conducted in mid-November. In late October, BOE engaged with Estolano Advisors for facilitation services to develop a formal agreement for the 100-acre partnership between the City, State Parks, and the Mountains Recreation and Conservation Authority.

**Item 9** Acknowledgement of recent and pending retirements for members of the Program Management Team.

**Disposition: Note and File.**

The Committee members provided acknowledgments of the various members of the Program Management team in the process of retiring. Ms. Hollins, (CAO), read the individual names of these individuals, provided her own remarks, and invited those retiring members participating in the meeting to address the Committee. The following retiring members provided their remarks to the Committee:

- Leslie Thomas, Community Affairs Director
- Yalin Tam, Street Services General Superintendent I
- Jessye Scott Stafford, Senior Management Analyst
- David Roberts, Assistant Director
- Joi Oubre, Project Assistant
- Mahmood Karimzadeh, Deputy City Engineer
- Neil Drucker, Assistant Division Head
- Ejike Mbaruguru, Civil Engineer

Ms. Chavez, Mr. Farfan, and Mr. Mendoza concluded with remarks to thank the retirees and wish them well in retirement.

*The meeting adjourned at 11:03 am.*