

TONY M. ROYSTER  
GENERAL MANAGER  
AND  
CITY PURCHASING AGENT



ERIC GARCETTI  
MAYOR

DEPARTMENT OF  
GENERAL SERVICES  
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CITY HALL SOUTH  
111 EAST FIRST STREET  
LOS ANGELES, CA 90012  
(213) 928-9555  
FAX No. (213) 928-9515

July 28, 2022

Matthew W. Szabo, Chair  
Municipal Facilities Committee  
200 N. Main Street, Suite 1500  
Los Angeles, CA 90012

**SPACE ASSIGNMENT FOR THE COMMUNITY INVESTMENT FOR FAMILIES  
DEPARTMENT AT 1200 WEST 7<sup>TH</sup> STREET, SUITES 410 AND 420**

**RECOMMENDATION**

That the Municipal Facilities Committee approve the assignment of space to the Community Investment for Families Department (CIFD), expected to commence in August 2022, at the City-leased property listed below.

- Garland Building - 1200 W 7th Street, Suites 410 and 420  
Los Angeles, California 90017

**BACKGROUND**

CIFD requested a new space assignment at the City leased property located in suites 410 and 420 of the Garland Building. The combined space is approximately 15,757 square feet and is in move-in condition with the exception of the build-out needed for the General Manager's office and reconfiguration of two workstations.

The current floor plan layout of 54 cubicles and six offices will be sufficient work area for CIFD for their current 100 authorized CIFD positions due to the staggered telecommute work schedule that will be implemented for most of the staff.

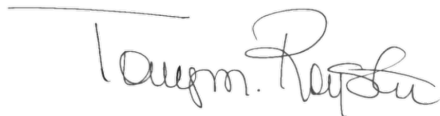
Executive staff, including the General Manager (GM), Assistant General Managers and Directors, will be occupying the six offices. Higher-level supervisory staff, including Sr. Management Analyst II and Asst. Chief Grant Administrators, will have designated cubicles and will be able to come to the office any day of the week. The remaining staff will have designated cubicles only when they come to the office.



LAPD's Audit Division, who previously occupied these suites, relocated to the Police Administration Building in April 2022. LAPD will also be removing their network equipment which served those suites. The cost to provide the necessary data networking equipment is \$38,080.

### **FISCAL IMPACT**

The moving costs associated with this space assignment are estimated at \$1,200. The tenant improvement costs to build out the office for the GM and workstation reconfiguration are estimated at \$54,386. Communication costs are estimated at \$38,080. There is no anticipated General Fund impact beyond the funding set aside for the Garland tenant improvements from the Citywide Leasing Program.



Tony M. Royster  
General Manager

Attachment



SHEMMER • ALGAZE • ASSOCIATES

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Los Angeles, CA 90071 F 213. 929.1499  
485A US Route 1 South Suite 100 T 848. 200.1200  
Iselin, NJ 08850 F 848. 200.1201  
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SEAL AND STAMP:

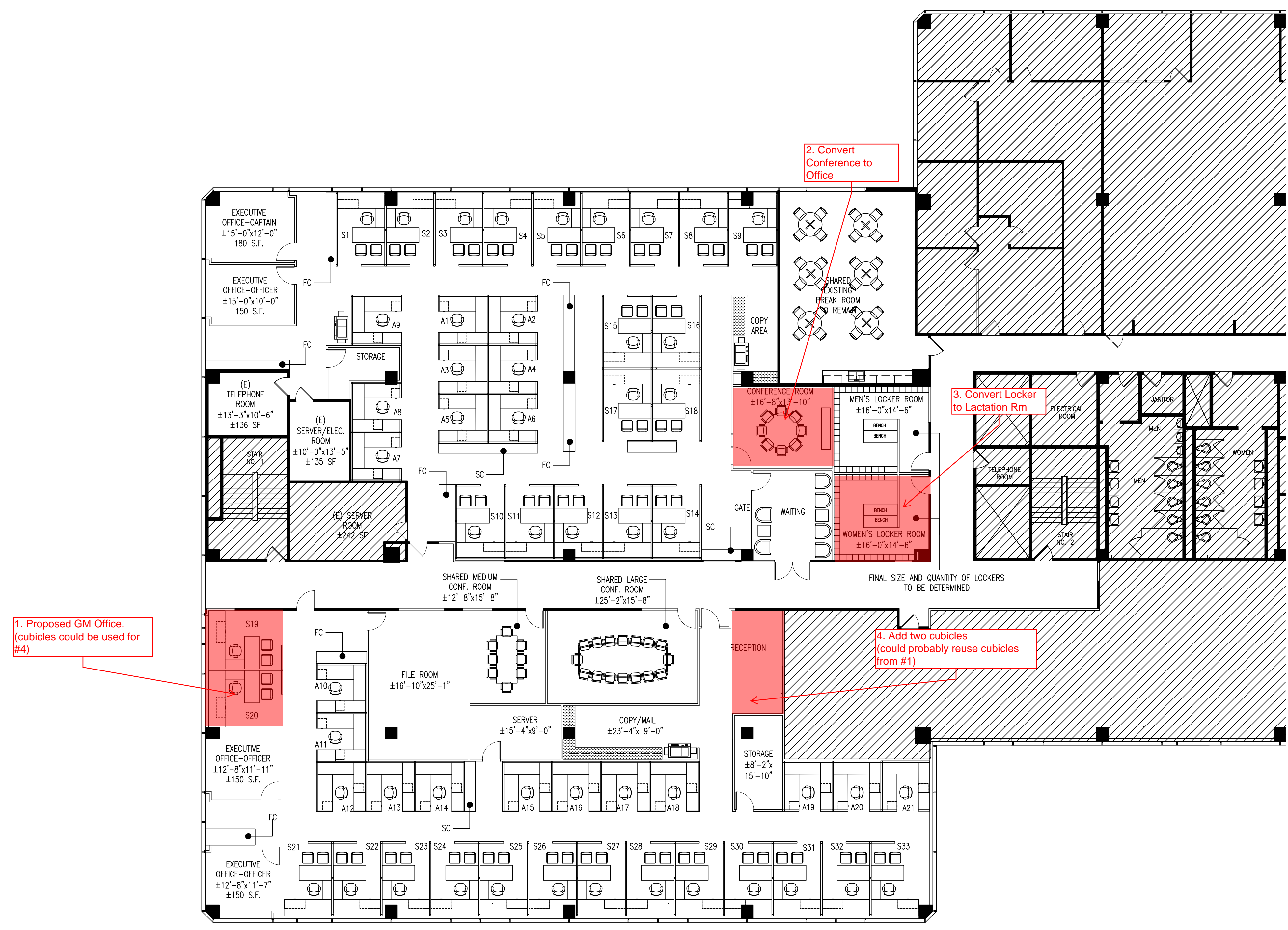
CONSULTANTS:

LEGEND:

- AREA NOT IN CONTRACT (N.I.C.).
- NEW BUILT IN MILLWORK CABINETRY
- EXISTING CONSTRUCTION TO REMAIN.
- EXISTING DOOR, DOOR FRAME AND DOOR HARDWARE TO REMAIN
- NEW BUILDING STANDARD PARTITION.
- NEW BUILDING STANDARD SINGLE DOOR, DOOR FRAME AND HARDWARE
- FC LATERAL FILE CABINET WITH PLASTIC LAMINATE COUNTERTOP
- SC SCAN/CHARGING STATION

NOTES:

- \* ALL DIMENSIONS ARE APPROXIMATE.
- \* FURNITURE VENDOR SHALL VERIFY EXISTING FIELD CONDITIONS AND DIMENSIONS.
- \* ALL FURNITURE PROVIDED BY TENANT.
- \* CONTRACTOR TO IDENTIFY IN BID AND INCLUDE IN PRICING ALL ITEMS LIKELY TO BE REQUIRED BY TITLE 24, CHAPTER 6 PART 141.0 AND 141.1 BASED ON SCOPE OF WORK SHOWN IN PLAN. THIS SHALL INCLUDE (AS APPLICABLE) BUT NOT LIMITED TO: DISAGGREGATION OF ELECTRICAL PANELS, CONTROLLED RECEPTACLES, DAYLIGHTING CONTROLS, OCCUPANCY SENSORS, MULTI-LEVEL SWITCHING AND/OR DIMMING, DEMAND RESPONSE AND HVAC EFFICIENCY MEASURES.



DRAWINGS ISSUE

DATE	DESCRIPTION	DELTA
10/13/14	ISSUED FOR REVIEW (CITY REP)	
10/21/14	ISSUED FOR REVIEW (TENANT)	
12/22/14	ISSUED FOR REVIEW (TENANT)	
1/5/15	ISSUED FOR REVIEW (TENANT)	
1/14/15	ISSUED FOR REVIEW (TENANT)	

OWNERSHIP AND USE OF DOCUMENTS

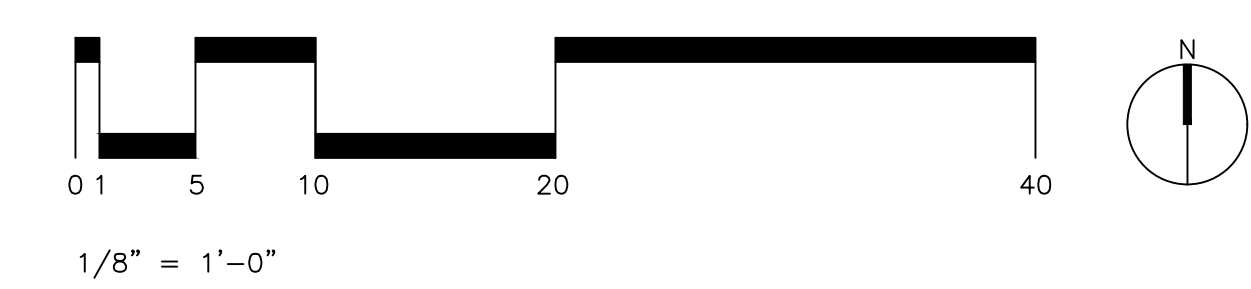
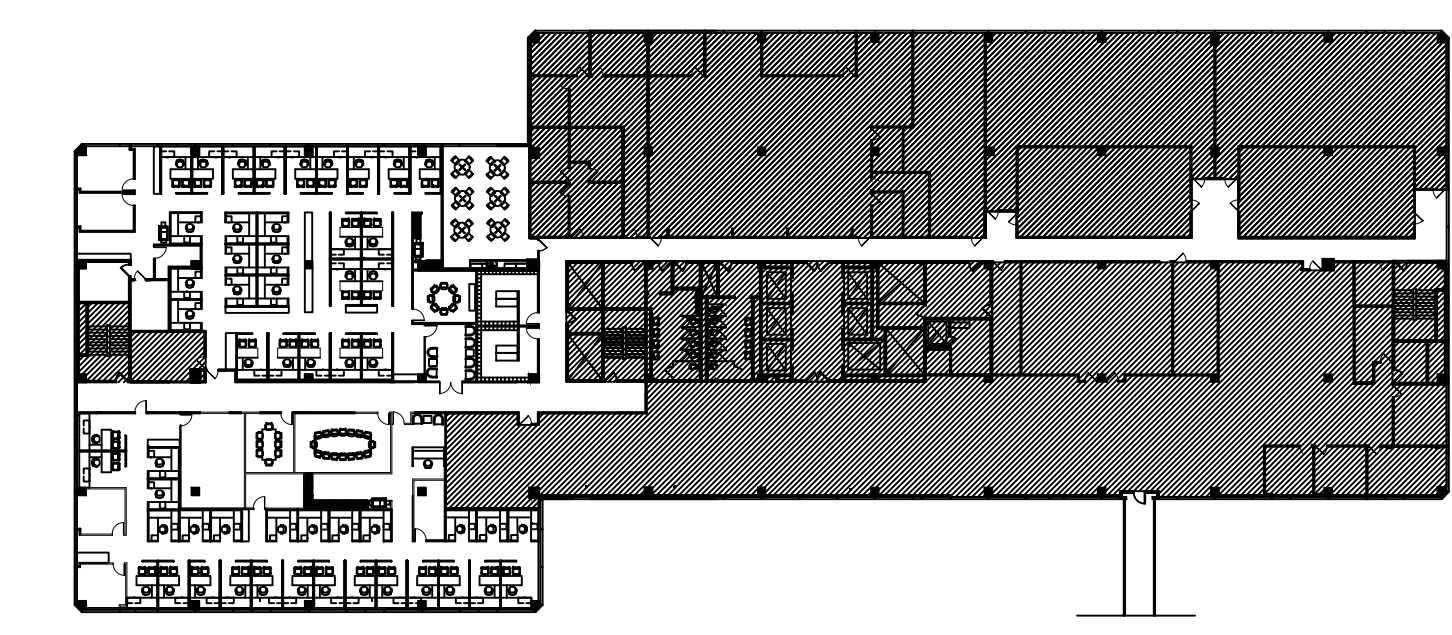
All Drawings, Specifications and quantities thereof furnished by SAAI are the property of SAAI and shall remain its property. They are to be used only with respect to this project. Federal law prohibits the reproduction, display, sale or other disposition of this document without the express written consent of Sheppard Associates, Inc. & Associates.

DATE: 1/14/15  
DRAWN: JD  
REVIEWED: NY  
PROJECT NO: 608935  
SCALE: 1/8" = 1'-0"  
SHEET TITLE:

SPACE PLAN

THIS SPACE PLAN IS NOT INTENDED TO BE AND SHOULD NOT BE USED FOR CONSTRUCTION PURPOSES. SHEMMER+ALGAZE ASSOCIATES SHALL HAVE NO RESPONSIBILITY OR LIABILITY FOR ANY CONSTRUCTION BASED ON THE CONCEPTS PROVIDED IN THIS DOCUMENT.  
SHEET NO:

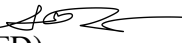
SP-F





## INTRA-DEPARTMENTAL MEMORANDUM

TO: ALL CIFD STAFF

FROM: ABIGAIL R. MARQUEZ, GENERAL MANAGER   
Community Investment for Families Department (CIFD)

DATE: May 27, 2022

REGARDING: **INTERIM WORK SCHEDULE PLAN**

In anticipation of the final approval to adopt a City Telecommuting Policy, CIFD will implement an interim hybrid work schedule effective starting **Monday, August 8, 2022**. The plan as described below will be revised as necessary and modified in accordance with the final City Telecommuting Policy.

- Employees shall report to the office a minimum of **one day out of the week**. Executive staff (GM, AGMs, and Directors), higher-level supervisory staff (Sr. Management Analyst II and Asst. Chief Grant Administrators), and certain administrative support staff will be occupying designated offices or cubicles and therefore can come to the office any day of the week. The remaining staff will have designated cubicles only when reporting to the office. Please refer to the attached Office Work Day Schedule.
- Employees may not reschedule their in-office workday without the approval of the employee Supervisor and Director.
- For operational needs, employees may be asked to report to the office on their telecommute days. Advance notice will be provided to the extent feasible.
- Administrative Services Unit must be consulted for the assignment of cubicles for employees who are required to come to the office on their telecommute day.

Any questions regarding the above plan should be directed to your Director. Thank you for your cooperation as we transition to this new work environment. I am confident that we will continue to operate efficiently to fulfill our roles and responsibilities.