

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Agenda Item No. 4

0220-05693-0004

Date: July 28, 2022

To: The Municipal Facilities Committee

From: CAO Staff *Kayla*

Subject: **QUARTERLY STATUS UPDATE ON CITY SPACE ASSIGNMENTS AND TENANT IMPROVEMENT PROJECTS (SPACE OPTIMIZATION)**

RECOMMENDATION

That the Municipal Facilities Committee direct the Bureau of Engineering, with assistance from the Office of the City Administrative Officer, the Department of General Services and impacted Departments, to report back within 60 days with options for addressing the office space needs within the Civic Center, as identified in the report attachment, to include the preliminary cost estimate and tentative timelines for implementation.

SUMMARY

The Space Optimization Program (Space Opti) enables the City to avoid ongoing leasing costs by providing one-time funding to modify City-owned facilities, to accommodate the operational needs of the City's workforce in the provision of critical services to residents and businesses; avoiding increased leasing costs. The report provides an update on previously authorized projects, along with preliminary options under evaluation to address new space requests.

For the current program year, the conversion of the former CVS space and utilization of other unassigned spaces within the Los Angeles Mall (LA Mall) are recommended as high priority in order to provide the appropriate workspace for new staffing authorized for the Civil, Human Rights and Equity Department (CHRED), the Information Technology Agency (ITA) and the Office of the City Administrative Officer (CAO).

FISCAL IMPACT

There is no additional General Fund impact anticipated beyond funding authorized for the program. The current funding available for the Space Optimization program totals \$6 million in Municipal Improvement Corporation of Los Angeles (MICLA) financing, which includes a remaining balance of \$1.5 million in prior-year funding and \$4.5 million in new funding authorized through the 2022-23 Adopted Budget.

DISCUSSION

I. 2022-23 Program Funding Level

The 2022-23 Adopted Budget authorizes \$4.5 million in MICLA funds for current year activities that are authorized by MFC as part of the Space Optimization Program. This current-year funding level reflects a \$2.3 increase above the prior-year funding level of \$2.2 million. Combined with a carry-over balance of \$1.5 million, the total funding available for the program totals \$6 million.

Due to critical office space needs within the Civic Center that are currently unaddressed, the conversion of the former CVS space in the LA Mall is recommended as one of the highest priorities for the current fiscal year.

II. 2022-23 Space Optimization Program - New Space Requests within the Civic Center

At this time, there are three departments under consideration for co-location in the former CVS space in the LA Mall (Space No. 4), as summarized in the table below with additional details provided in the report Attachment. The Program Management Team (PMT) is working with impacted Departments to determine the best space fit options and will report back to the Municipal Facilities Committee (MFC) with recommendations in 60 days.

Department/ Group	Temporary/Swing Space Assignment	Options for Permanent Space Assignment
A. Civil, Human Rights and Equity Department (CHRED)		
2021-22 Overflow	Conversion of LA Mall Space No. 23 (former “Federal Photo” post office) to provide temporary workspace for eight employees hired in the prior year.	CHRED is recommended to receive a permanent space assignment for a portion of the former CVS space, due to its adjacency to the current Department headquarters. Once complete, the additional office space would accommodate new hires along with the existing employees assigned to temporary space (in the former “Federal Photo” post office).
2022-23 New Position Authorities		

Department/ Group	Temporary/Swing Space Assignment	Options for Permanent Space Assignment
B. Office of the City Administrative Officer (CAO)		
<p style="text-align: center;">CAO Procurement Team</p>	<p>Temporary space assigned on 22nd floor of City Hall, available until December 2022.</p> <p>Potential use of P4 space in City Hall East (CHE) as interim swing space under consideration (former Emergency Operations Center).</p>	<ul style="list-style-type: none"> ▪ Co-location within the former CVS or other suitable spaces available within the LA Mall ▪ Potential co-location with existing CAO operation on the 12th floor of CHE, contingent upon suitable options to relocate ITA into consolidated space that meets department's growth needs.
<p style="text-align: center;">CAO Homeless Outreach Team</p>	<p>Temporary space assignment in Room E112, located on the P4 level of CHE (former Real Time Analysis and Critical Response Division (RACR) space).</p>	<p>Same space options identified above, with an additional option for a permanent space assignment in Room E112 of the CHE P4 level.</p>
C. Information Technology Agency (ITA)		
<p>City Hall 10th Floor space needs (for City Clerk Interpreter)</p>	<p>New request to address potential displacement of ITA staff currently occupying this space, in order to accommodate a request to expand live interpreting services to all Council Committee meetings, per Raman and De Leon Motion adopted on May 27, 2022 (C.F. 22-0436).</p> <p>ITA's preference to repurpose one of the 10th floor meeting rooms that are not assigned to Committees due to fiber cable connection from the 10th floor to 2nd floor control room.</p>	
<p>Temporary Production Space for Channel 35</p>	<p>New assignment of swing space to vacate leased space in Little Tokyo in order to initiate tenant improvements. ITA's preference is to utilize one of the 10th floor meeting rooms that are not assigned to Committees due to existing fiber cable connection. LA Mall space options are also under consideration.</p>	<p>-- Not applicable --</p>

<p>New Staff (and Potential Consolidation of Existing Staff)</p>	<p>--</p>	<p>ITA will be considered for co-location in the former CVS space, and also the Northeast Quadrant of the food court located in the LA Mall.</p> <p>Potential consolidation of staff currently assigned to two Suites on the 12th floor of CHE will also be considered as the ITA units have no growth capacity. If viable, this option could also enable the two CAO units to be consolidated with space other CAO units currently located on the 12th floor of CHE.</p>
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III. Notable Updates on Existing Space Requests

- **Garland Building - Space Assignment Options** (Attachment Item Nos. 7, 8, 10 & 11)

Pursuant to MFC approval at its meeting held on February 24, 2022, the two Los Angeles Police Department (LAPD) units moved out of the Garland Building in April 2022. GSD is working with LAPD to finalize revisions to the initial space plan, and will initiate tenant improvements at the Police Administration Building (PAB) once that occurs.

This relocation of LAPD from the Garland space (Suite 430) enabled MFC to reassign the space to the Youth Development Department (YDD), at its meeting held on April 19, 2022. Preparation of the new YDD workspace is substantially complete, with remaining work on the communications system in process.

As part of the current meeting agenda, GSD is recommending a space assignment for Community Investment for Families Department (CIFD) in the remaining 4th floor space (Suites 410 and 420) vacated by LAPD (Agenda Item No. 2).

GSD will report separately with the final option for relocation of the Accessible Housing Program from the Figueroa Plaza and for potential consolidation with existing Housing Department functions within Garland Building.

- **LAPD Marianna Warehouse** (Attachment Item No. 9)

Construction of this facility was recently completed and GSD has advised that the LAPD’s Commercial Auto Theft Section (CATS) originally assigned to occupy this facility has been de-centralized and no longer requires this space. LAPD has identified its Emergency Services Division (ESD) as the preferred Division to move into the Evidence Warehouse. ESD is currently located on the 2nd level of Piper Tech and staff will report on options to backfill this space in future reports.

- **LAPD Tenant Improvements at PAB** (Attachment Item No. 11)

This project is underway. There is an adjustment made to the initial floor plan based on confirmed uses of space to provide appropriate storage space for another unit.

- **Department of Building and Safety (DBS) Swing Space at Figueroa Plaza** (Attachment Item No. 13)

There are separate DBS reports as part of the current MFC agenda, requesting space deviation to the 8th floor 201 Figueroa Tower and the assignment of the 5th floor conference room at 221 Figueroa Tower for use as a swing space for DBS Permit and Engineering Bureau staff (Agenda Item Nos. 8 & 9).

- **DBS and City Planning Joint Request at Marvin Braude** (Attachment Item No.14)

A working group has convened to initiate a consultant review to confirm the current use of space and develop a plan to provide appropriate space for the core functions in the building. The study would provide the necessary context to identify the critical core functions that would need to be retained at this facility, while other less critical functions would need to be considered for an alternate site or potential use of telecommuting options. DBS and Planning have indicated that the lack of sufficient workspace continues to impede efforts to proceed with new hires and adequately address overflow needs that have been existing since the time of the original request. Recommendations will be provided through a future report to MFC once the space analysis results are available.

Inclusive of the projects discussed above, there are 18 active Space Optimization Projects, as summarized below with additional details provided in the report Attachment (notable status updates are reflected in bold font):

- Four (4) new requests (CAO Procurement Team, ITA space needs and development of the CVS space in the LA Mall);
- Seven (7) projects under development (CHRED, CAO Homeless Outreach Team, CIFD, Los Angeles Housing Department (LAHD) Accessible Housing Program (AcHP), LAPD Warehouse, YDD and LAPD PAB);
- Four (4) open requests (LAPD 2028 Olympic Planning Committee, DBS for Figueroa Plaza, City Attorney LA Door Program and a joint request from Building and Safety and City Planning);
- Two (2) projects in final closeout (CHRED headquarter and City Planning for City Hall 7th floor); and,
- One (1) withdrawn request (City Attorney for MEND Building).

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Attachment