


**CITY OF LOS ANGELES**  
DEPARTMENT OF BUILDING AND SAFETY  
INTER-DEPARTMENTAL CORRESPONDENCE

Agenda Item No. 8

**DATE:** July 14, 2022

**To:** Municipal Facilities Committee

**FROM:** Osama Younan, General Manager  07/15/2022  
Department of Building and Safety

**SUBJECT:** **REQUEST FOR TEMPORARY ASSIGNMENT OF THE 5<sup>TH</sup> FLOOR CONFERENCE CENTER AT 221 N. FIGUEROA STREET TO THE DEPARTMENT OF BUILDING AND SAFETY**

The Los Angeles Department of Building and Safety (LADBS) requests the temporary assignment of the 5<sup>th</sup> Floor Conference Center at 221 N Figueroa Street for use as a swing space for LADBS Permit and Engineering Bureau (PEB) staff. The requested temporary swing space is needed in order to expedite the remodeling project taking place on the 8<sup>th</sup> floor of 201 N Figueroa Street ("Project") and minimize impact to customers at the Metro Development Services Center (DSC), located at 201 and 221 N. Figueroa Street (collectively, "Figueroa Plaza"). Funding for the temporary assignment of space will come from the Building and Safety Building Permit Enterprise Fund (48R) ["Enterprise Fund"], and will have no impact on the General Fund.

### **BACKGROUND**

On January 30, 2020, the Municipal Facilities Committee (MFC) approved a request from LADBS to enter into an agreement with CBRE, Inc. for project management and tenant improvements at Figueroa Plaza. LADBS subsequently executed Contract C-137332 with CBRE, Inc. for these services, and has worked with CBRE and its space planner to review programming information and prepare plans for a major remodeling Project on the 8<sup>th</sup> floor of 201 N Figueroa Street. This Project is tentatively scheduled to begin construction in December 2022 and is projected to last for 20 weeks over two phases.

LADBS currently has 68 staff residing on the 8<sup>th</sup> floor that service customers at two (2) public counters and 23 verification stations. LADBS has approved telecommuting for staff to the maximum extent operationally feasible, but due to the public-facing development services provided by plan check staff in the Project area, LADBS still requires up to 54 staff onsite on a daily basis to meet the business needs of LADBS customers. Staff on the 8<sup>th</sup> floor provide plan check services to the public for Structural, Affordable Housing, Disabled Access, High-rise, Non-ductile Concrete, and Soft-Story Retrofit programs as part of the Metro DSC at Figueroa Plaza. LADBS must continue to provide these services to the public at Figueroa Plaza throughout construction to avoid delays and interruptions for customers going through the plan check and permitting process. Relocating staff to other office locations away from Figueroa Plaza is not a viable option, as this would force delays for customers going through the permitting process by having to go to multiple locations, and would significantly reduce operational efficiency for LADBS clerical support, supervisors, and managers, and hamper interdepartmental collaboration at the DSC. In order to maintain these revenue-generating development services during construction, LADBS requires additional swing space within Figueroa Plaza.

The 5<sup>th</sup> floor Conference Center located at 221 N. Figueroa Street has been identified as the ideal temporary swing space for this Project (see attached floorplan). LADBS consulted the Project's space planner regarding the use of the 5<sup>th</sup> Floor Conference Center as a swing space and came to the following conclusions:

- The entire 5<sup>th</sup> Floor Conference Center can provide sufficient additional workstations to meet LADBS onsite staff needs during a two-phase construction. With a two-phase plan, 50% of LADBS onsite staff could remain on the 8<sup>th</sup> floor, while the remaining 50% of staff would be relocated to the temporary swing space at the 5<sup>th</sup> Floor Conference Center.
- If only the Training Room, Pre-function Area, and Storage Room (see Spaces 524, 526, and 527, respectively, of the attached floorplan) are temporarily assigned to LADBS as additional swing space, then LADBS will not have enough swing space to relocate 50% of staff and will need to move to a four-phase construction plan. The additional phases will add an additional 22 weeks of construction (total of 42 weeks), causing more disruption to customers as well as additional costs that will be required with more time and phases.

The most efficient solution is the temporary assignment of the entire 5<sup>th</sup> Floor Conference Center at 221 N. Figueroa Street to LADBS for the duration of the project (approximately November 2022 through May 2023, to allow sufficient time to prepare and then vacate the space). Assignment of this space will allow LADBS to keep all the Metro DSC public and verification counters centralized on the 8<sup>th</sup> floor, provide sufficient space for the daily onsite plan check staff needed to maintain vital revenue-generating development services, and minimize the construction timeline and costs. Not temporarily assigning the 5<sup>th</sup> Floor Conference Center space to LADBS will result in the relocation of public and verification counters to other areas within LADBS space at Figueroa Plaza, and extending the Project construction schedule from 20 weeks over two phases to 42 weeks over four phases in order to maintain services to the public.

## **RECOMMENDATION**

That the Municipal Facilities Committee approve the temporary assignment of the 5<sup>th</sup> Floor Conference Center at 221 N. Figueroa Street to LADBS from November 2022 through May 2023.

## **FISCAL IMPACT**

LADBS will incur additional capital lease costs for the additional square footage being allocated to the Department at Figueroa Plaza during construction, which we believe will be calculated by GSD during year-end reconciliation exercises. The entirety of the project will be funded by the Enterprise Fund (48R), and therefore will have no impact on the General Fund.

Attachment

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CONFERENCE CENTER

221 N. Figueroa Street - 5th Floor  
 September 15, 2015