

MUNICIPAL FACILITIES COMMITTEE  
Minutes of the Special Meeting of September 15, 2022

MEMBERS: Yolanda Chavez, Office of the City Administrative Officer, Chair (CAO)  
Sharon Tso, Chief Legislative Analyst (CLA)  
Alma Guerrero, Office of the Mayor (Mayor)

The meeting was called to order at 10:01 a.m.

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No General Public Comment.

**Item 1** Report from Department of General Services (GSD) requesting authority to negotiate and execute a lease agreement with Weingart Center for the operation of a Bridge Home site located on City-owned property at 1533-1535 North Schrader Boulevard (CD 13), subject to Council and Mayor approval.

**Disposition:** Approved.

Alma Guerrero, Mayor, inquired about the City's contractual responsibility for funding tree trimming and one-time repair of cubicles and the respective estimated cost. Wayne Lee, GSD, explained that the City is responsible per the proposed conditions of the agreement with the new operator. Mr. Lee, GSD, further advised that a cost estimate for the proposed maintenance and repairs has not been received. Yolanda Chavez, CAO, clarified that since the referenced items are not classified as everyday maintenance, the City would be responsible for funding.

**Item 2** Report from GSD requesting authority to negotiate and execute a lease extension with Los Angeles Mission and a sublease extension with People Assisting the Homeless (PATH) to operate an interim housing site located at 1920 West 3rd Street (CD 1), subject to Council and Mayor approval.

**Disposition:** Approved.

Sharon Tso, CLA, asked GSD to confirm the holdover for the proposed lease. Wayne Lee, GSD, clarified there is a month-to-month holdover provision at the same rental rate if the option is not exercised. Mr. Lee also advised the Committee that the lease term sheet is incorrect as it reflected the holdover status as "N/A."

**Item 3** Report from GSD requesting authority to negotiate and execute a new lease agreement with 350 South Figueroa, LLC for office space for space located at the World Trade Center building located at 350 South Figueroa Street (CD 14) for use by the Office of the Inspector General.

**Disposition:** Approved.

Sharon Tso, CLA, asked for the number of Office of Inspector General staff assigned to this location and the number of parking permits leased by the City. Charles Kuan, GSD, estimated the staffing level ranged from 5 to 10 and offered to follow-up following the meeting to confirm the exact number of staff and City paid permits. Ms. Tso commented that the parking cost appear high relative to the estimated staffing level for this location. Mr. Kuan, GSD, responded that parking costs have rapidly escalated over the past two years due to increased development in the downtown area.

Alma Guerrero, Mayor, requested clarification on how the 2022 CAM will be applied. Mr. Lee, GSD, stated the CAM will be credited upon execution of the lease and applied to the base rent.

**Item 4** Continued from July 28, 2022: GSD verbal update, relative to the LADBS report dated July 14, 2022, requesting a temporary swing space assignment to occupy the conference room located on the fifth floor of 221 North Figueroa Street Tower.

**Disposition:** Approved.

Amy Benson, GSD, advised that subsequent to the initial discussion of this matter at the prior Committee meeting, the Los Angeles Department of Building and Safety's (LADBS) proposed delaying the initiation of the construction project until January 2023 to enable the Department of Aging (Aging) to utilize the space through the end of this year.

Ms. Benson, GSD, also advised that the property manager for Figueroa Plaza provided notice in August 2022 to all building tenants of the proposed temporary use of the conference center and did not receive any further concerns or objections, with the exception of the Department of Water and Power (DWP). Ms. Benson clarified, however, that the DWP lease did not include provisions for use of the conference room center.

Mark Lopez, GSD, reported the conference room will be unavailable to the building tenants during the scheduled build-out period beginning in January 2023 through October 2023.

Sharon Tso, CLA, asked which departments are located in the 220 North Figueroa building. Bernyce Hollins, CAO, and Mark Lopez, GSD, responded by identifying the following departments: Department of Water and Power, Aging, LA Housing Department, Recreation and Parks, LA Fire Department, Department of Cultural Affairs, Bureau of Engineering, Department of Cannabis, LA Police Department, City Planning, and several Public Works bureaus. Mr. Lopez also confirmed that CBRE has contacted all department occupants

- Item 5** Municipal Facilities Committee to consider a determination in accordance with AB 361 Section 3(e)(3) that, while the state of emergency due to the Covid-19 pandemic, as originally proclaimed by the Governor on March 4, 2020, remains active and/or state or local officials have imposed or recommended measures to promote social distancing, this legislative body has reconsidered the circumstances of the state of emergency and that the state of emergency continues to directly impact the ability of the members to meet safely in person and/or state or local officials continue to impose or recommend measures to promote social distancing.

**Disposition:** Approved as read into the record.

*The Meeting adjourned at 10:18 a.m.*