

MUNICIPAL FACILITIES COMMITTEE  
Minutes from the Special Meeting of April 11, 2024

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

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

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General Public Comment No public comment.

**Item 4** Report from the General Services Department (GSD) requesting authority to negotiate and execute a non-profit license agreement with Spirit Awakening Foundation (SAF) to occupy the office space and parking lot at 5730-5732 South Crenshaw Boulevard, in Council District 8, subject to Council and Mayor approval.

**Disposition:** Approved as amended, to instruct the GSD to include an additional license term provision to provide the City with site access.

Yolanda Chavez, CAO, requested that Items No. 4, 6, and 7 be taken out of order to precede Item No. 1.

Bernyce Hollins, Mayor, asked if the GSD knew the construction start date for the Junior Arts Center since the Proposition K program is ending soon. Lisa Schechter, GSD, replied that the construction start date is unknown, hence the agreement with SAF includes the short initial license term of one-year with three one-year options for extension. Ms. Schechter added that the Department of Cultural Affairs will be issuing a Request for Proposal for a Junior Arts Center provider.

Ms. Hollins raised concerns relative to possibility delaying the Proposition K projects. Ms. Schechter stated that the Bureau of Engineering (BOE) and its consultants have done some site assessments at this facility, but the progress is unknown. Ms. Hollins further asked whether the City has permission to enter the facility if there is a need for an additional assessment. Ms. Schechter responded that the site access for the City can be added into the license term. Additionally, Ms. Schechter explained that SAF will be offering programs in the afternoon only, and that the City has 30 days to terminate the license agreement if the scope of the Junior Arts Center construction requires early termination of the license. Ms. Hollins emphasized the importance of completing project construction for Proposition K within the time limit while avoiding interruption to SAF programs at the site.

**Item 6** Report from the GSD requesting authority to negotiate and execute a license agreement with Hope the Mission to continue operation of a Tiny Home Village at 6099 Laurel Canyon Boulevard, in Council District 2, subject to Council and Mayor approval.

**Disposition:** Approved.

Sharon Tso, CLA, requested clarification on operational costs as funds from the 17<sup>th</sup> Roadmap Funding report will be unavailable after June 30, 2024 for both Agenda Items 6 and 7. Michael Zambrano, CAO, clarified that the next Roadmap Funding report will fund the next Fiscal Year's operation at the Tiny Home Villages for Agenda Items 6 and 7.

**Item 7** Report from the GSD requesting authority to negotiate and execute a license agreement with the Salvation Army to continue operation of a Tiny Home Village at 1221 Figueroa Place, in Council District 15, subject to Council and Mayor approval.

**Disposition:** Approved.

**Item 1** Minutes of the March 28, 2024 Regular Meeting.

**Disposition:** Approved on consent.

**Item 2** Report from the GSD requesting authority to negotiate and execute a lease termination agreement with Lankershim Los Angeles Apartments, LLC, for the Council District 2 field office at 5240 Lankershim Boulevard, subject to Council and Mayor approval.

**Disposition:** Approved on consent.

**Item 3** Report from the GSD requesting authority to negotiate and execute a lease amendment with 1000 Vermont Avenue SPE, LLC, for an office space for the Office of the Mayor at 1000 Vermont Avenue, Suite 250, in Washington DC, subject to Council and Mayor approval.

**Disposition:** Approved on consent.

**Item 5** Report from the GSD requesting authority to negotiate and execute a non-profit lease agreement with Toluca Lake Beautification Partners to operate a community garden at 4958 Cahuenga Boulevard, in Council District 2, subject to Council and Mayor approval.

**Disposition:** Approved on consent.

**Item 8**

Verbal report from the GSD on the Los Angeles Department of Transportation (DOT) staff and backup communications center previously located at 411 North Vermont Avenue.

**Disposition:** Noted and filed.

Amy Benson, GSD, provided a verbal report update on the relocation of DOT staff to the 888 Vermont Avenue (888), who were previously occupying 411 North Vermont Avenue (411). Ms. Benson reported that the DOT staff have completely moved out of 411. Ms. Benson further added that the GSD has been working with the DOT to identify additional parking spaces as 888 has insufficient parking. Ms. Benson noted that the DOT utilizes parking at the Highland Avenue and Hollywood Boulevard location as interim parking. Ms. Benson also stated that the GSD is looking for new space for the DOT backup communications center who were also formerly located at 411.

Bernyce Hollins, Mayor, requested an update on the progress of the Electric Bus Yard development plan at 411. Ms. Benson responded that the BOE is managing the Electric Bus project at 411. Yolanda Chavez, CAO, added that Council District 13 has introduced a motion to start the process for demolition of the building at 411.

Sharon Tso, CLA, inquired as to why this item came before the Municipal Facilities Committee (MFC). Ms. Benson replied that the GSD recently was notified that some DOT Parking Enforcement Officers were working out of the 411 location, despite a previous notice to completely vacate the building. Ms. Tso questioned the reason for the DOT staff staying at 411. Ms. Benson answered that some officers whose vehicles did not fit at 888 reported to 411 due to a parking shortage. Ms. Tso recalled from the previous MFC report that the parking space at 1111 Mateo Street (Mateo) was intended to be utilized for extra parking and that 411 was confirmed to be completely vacated. Ms. Benson confirmed that both statements were made in the previous report to the MFC.

Ms. Tso requested an explanation from the DOT for allowing staff to remain at 411, and for creating a backup communications center at 411 despite the building being identified as seismically unsafe. Roy Cervantes, BOE, explained that the backup center had always been at 411. Mr. Cervantes clarified that the inadequate parking space at 888 led to some DOT staff remaining at 411, while other options were being explored. Mario Interiano, DOT, stated that the backup communications center remained at 411 as the tenant improvement at Mateo were more than 1.0 million dollars and the space at 888 was too small for a backup communications center.

Ms. Tso inquired if the DOT notified the GSD of the parking issues and staff working out of 411. Mr. Cervantes stated that the DOT has been working with the GSD to solve parking issues and that the DOT notified the GSD that DOT staff were reporting to 411 in the interim. Ms. Tso asked for a confirmation that no staff is currently working out of 411. Mr. Cervantes confirmed that no staff is located at 411.

Yolanda Chavez, CAO, asked if the GSD will include the City Hall East P-4 space as a backup communications center option. Ms. Benson replied that the GSD will be looking at all available options including the City Hall East P-4 space.

**Item 9** Quarterly Status Report from the CAO on the Space Optimization Program.

**Disposition:** Approved.

Elis Lee, CAO, provided a brief summary of the Space Optimization Program report which requests authority to approve the Bureau of Contract Administration (BCA) staff of 23 to temporarily co-locate in rooms B-10 and B-20 of the Public Works building basement. Raul Mendoza, BCA, thanked the BOE for allowing the BCA to co-locate in the space and summarized the current space needs that the department faces.

Ms. Lee noted that the Marvin Braude task order solicitation was released in November 2022, and is to be completed before the end of this fiscal year. Ms. Lee also stated that the CAO's office issued a City Office Space Standards task order solicitation in which the selected consultants will update the City's current space standards.

Sharon Tso, CLA, asked whether tenants in the LA Mall have expressed safety concerns. Melody McCormick, GSD, responded that there has been general concerns about the LA Mall security after transitioning security from the GSD to the Los Angeles Police Department (LAPD). Ms. McCormick further explained that one vendor has hired its own security and that the Civil and Human Rights and Equity Department is also expressing safety concerns.

Ms. Tso expressed that the security issue should be resolved rather than moving the tenants out of the space. Ms. McCormick stated that the LAPD currently operates on a fixed post security deployment and notified the L.A. Mall tenants to call 911 if any issues arise.

Ms. Tso inquired if the DOT will have to pay for the alternate location and whether that will be paid out of the General Fund. Ms. McCormick confirmed that there will be a cost to renting out a space outside of the City property and that the potential lease would impact the General Fund.

Bernyce Hollins, Mayor, asked the GSD to report back to the MFC with an update on the L.A. Mall security fencing project which was approved more than one year ago. Ms. McCormick replied that the fencing project was in plan check approximately two months ago.

Ms. Chavez requested the Mayor's Office to assist the CAO on the conversation with the LAPD security office in the LA Mall to have the officers to patrol around the mall instead of a fixed position deployment.

**Item 10** Quarterly Status Report from the CAO on the Citywide Leasing Account.

**Disposition:** Noted and filed.

Justin Lawson, CAO, provided an overview of the 2023-24 Citywide Leasing Account. Mr. Lawson reported that the adjusted Leasing Budget for 2023-24 is \$26.9 million and that the projected year-end expenditure is \$26.1 million. Mr. Lawson added that the revised year-end projected remaining balance of \$811,100 is \$55,345 less than previously reported. Mr. Lawson further stated that the surplus fund will be retained to address unanticipated liabilities in 2023-24 and the remainder will be reappropriated in 2024-25 to address shortfalls. In addition, Mr. Lawson noted that the leasing account currently has a \$21.35 million reserve fund interim appropriation for the Gas Company Tower lease that the CAO recommends to rescind through the Year-end Financial Status Report.

**Item 11** Adjournment – Next Meeting: Regular Meeting on Thursday, May 30, 2024.

*The meeting adjourned at 10:36 a.m.*