

MUNICIPAL FACILITIES COMMITTEE
Minutes from the Regular Meeting of July 31, 2025

MEMBERS: Matthew Szabo, Office of the City Administrative Officer, Chair (CAO)
Sharon Tso, Office of the Chief Legislative Analyst (CLA)
Matthew Hale, Office of the Mayor (Mayor)

The meeting was called to order at 10:03 a.m.

General Public Comment

Blair Miller, Economic and Workforce Development Department (EWDD), provided comments in opposition of Item No. 11 due to the increased leasing obligation, decreased space, and the effectiveness of the current desk sharing model at the Industrious office location at 444 South Flower Street.

Michael Cham, EWDD, continued to provide comments in opposition of Item No. 11.

Item 1 Minutes of the June 26, 2025 Regular Meeting.

Disposition: Approved on consent.

Item 2 Minutes of the July 7, 2025 Special Meeting.

Disposition: Approved on consent.

Item 3 Minutes of the July 17, 2025 Special Meeting.

Disposition: Approved on consent.

Item 4 Report from the General Services Department requesting authority to negotiate and execute a non-profit license agreement with Canopy Roots, LLC, for the Crisis and Incident Response through Community-Led Engagement program at 1722 North Cherokee Avenue, Unit B, in Council District 13, subject to Council and Mayor approval.

Disposition: Approved on consent.

Item 6 Report from the General Services Department requesting authority to assign a lease agreement to Kevin Kim, doing business as Express News, to operate a retail sales store at 155-A South Main Street (Police Administration Building), in Council District 14, subject to Council and Mayor approval.

Disposition: Approved on consent.

Item 7 Report from the General Services Department requesting authority to negotiate and execute a lease agreement with DE 100 Wilshire, LLC, at 100 Wilshire Boulevard for an Information Technology Agency antenna site as part of the City's critical infrastructure systems, subject to Council and Mayor approval.

Disposition: Approved on consent.

Item 5 Report from the General Services Department requesting authority to negotiate and execute a third option to lease amendment with the Friends of Historic Fire Station 62 to operate a community center at 3631-3635 South Centinela Avenue, in Council District 11, subject to Council and Mayor approval.

Disposition: Approved with discussion.

Sharon Tso, CLA, asked if any funds have been raised to date and whether fundraising efforts will continue. Rob Kadota, Friends of Historic Fire Station 62 (FHFS 62) stated that approximately \$20,000 has been raised to date and FHFS 62 will continue to raise funds to achieve the \$2.5 million goal for the restoration of Fire Station 62. Ms. Tso inquired whether the lease will be back to the Municipal Facilities Committee for approval upon achieving the fundraising goal of \$2.5 million. Frank Chander, General Services Department (GSD), replied that the lease will be back for approval upon fulfillment of the prerequisites.

Item 8 Report from the Los Angeles Police Commission Office of Inspector General on the staff telecommuting schedule at 350 South Figueroa Street (World Trade Center), in response to the April 10, 2025, Municipal Facilities Committee meeting.

Disposition: Noted and filed.

Matthew Barragan, Inspector General, stated that the hybrid telework schedule outlined in the report started on March 17th with employees working in-office at least two days a week. Mr. Barragan added that employees will be in-office at least three days a week starting August 24th for increased operational efficiency.

Sharon Tso, CLA, asked whether the 35 staff is the number of authorized positions. Mr. Barragan responded that there are three vacant positions out of the 35 positions currently. Ms. Tso inquired if the parking needs have been communicated to GSD. Mr. Barragan responded that the parking needs will be communicated to GSD very soon.

- Item 9** **Continued from June 26, 2025:** Report from the Los Angeles Fire Department for donations from the Los Angeles Fire Department Foundation, subject to Council and Mayor approval.

Disposition: Approved with discussion.

Martin Mullen, the Los Angeles Fire Department (LAFD), provided responses to MFC's questions from the June 26, 2025 meeting regarding indemnification and oversight. Mr. Mullen stated that each selected vendor approved by the Los Angeles Fire Department Foundation (LAFDF) will sign a contract that covers indemnification, insurance, and confidentiality.

Mr. Mullen explained that the City will be included in the indemnification and the selected vendors are required to provide a conflict of interest for the project and accept the terms set forth by the contract. In regards to the oversight, Mr. Mullen explained that LAFDF is responsible for vendor selection, however, LAFD retains oversight with the authority to approve or disapprove any vendor or quote. Mr. Mullen continued that LAFDF will include clauses in its agreement to ensure that the work quality meets expectations of both LAFD and LAFDF, and that LAFDF will pay the vendors after LAFD approval of completed work. Sharon Tso, CLA, asked if the work will be covered under a warranty after completion. Mr. Mullen stated that LAFDF will warranty the work dependent on the type of work upon completion.

- Item 10** Verbal update from the Office of the City Administrative Officer-Employee Relations Division staff regarding a consultation with City Labor Unions on the proposed Office Space Standards.

Disposition: Noted and filed.

Paul Girard, CAO, provided a brief summary of the response from the July 23rd meeting with the City Labor Unions representatives regarding the proposed Office Space Standards in which the representatives raised concerns of reducing space for employees reporting more frequently than two or three days a week.

Matthew Hale, Mayor, asked what level of bargaining is required as it relates to the space standards. Mr. Girard replied that this is impact bargaining and that there are no standards or reference in the memorandum of understanding that relates to wages, hours, and working conditions. Matthew Szabo, CAO, inquired if the discussion extends to shared spaces. Mr. Girard responded that shared space is also included in the discussion and that any feedback should be taken into consideration.

Mr. Hale requested for a summary of the feedback from the City Labor Unions to be added to the Space Standards report.

Sharon Tso, CLA, asked for the timeline of the completion of the telecommuting policy. Mr. Szabo clarified that the telecommuting policy is intend to be presented to the Executive Employee Relations Committee once again before sending it to the City Council.

Ms. Tso inquired as to how an employee that works in-office five days a week requesting a larger space would affect the space standards for a department. Mr. Girard responded that the space standards are guidelines and there can be exceptions as the reasonable accommodation process will continue as requested by departments.

Mr. Szabo asked whether the discussion assumes that the space standards is a prospective policy. Mr. Girard stated that the discussion assumed that the space standards is on a prospective basis and it will apply to any space that has not been considered rather than rebuilding existing space. Yolanda Chavez, CAO, added that the space standards should be applied to the existing spaces when resources are available in the future; however, it is not the current priority.

Item 11 Motion to reconsider report from the General Services Department requesting authority to negotiate and enter into a premises lease agreement and a tenant improvement lease agreement with Maguire Properties - 355 S. Grand, LLC, for office space for the various City Departments at 355 South Grand Avenue, in Council District 14, approved at the July 17, 2025 Special MFC meeting.

Disposition: Motion for reconsideration approved. Item continued to the next meeting.

Item 12 ADJOURN TO CLOSED SESSION:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS, pursuant to Government Code Section 54956.8.

Property Location: Real property located at: 355 South Grand Avenue, Los Angeles, CA (APN: 5151-015-013)

Property Owner: Maguire Properties - 355 S. Grand, LLC

Agency negotiator/presenters:

Amy Benson, Director, Real Estate Services Division, General Services Department; Melody McCormick, Assistant General Manager, General Services Department; Zachary Millett, Assistant Director, Real Estate Services Division; Art Kusol, Senior Management Analyst, General Services Department; Onno Zwaneveld, Executive Vice President, CBRE, Inc.; Michael Syrengelas, Managing Director, CBRE, Inc.

Negotiating Parties: City of Los Angeles, Department of General Services; Maguire Properties - 355 S. Grand, LLC

Under Negotiation: Price and payment terms for potential lease or acquisition of real property.

RECONVENE OPEN SESSION AND REPORT ACTION TAKEN IN CLOSED SESSION

Meeting reconvened to Public Session at 11:26 a.m.

CLOSED SESSION ANNOUNCEMENTS

No Closed Session announcements.

Item 13 Adjournment – Next Meeting: Regular Meeting on Thursday, August 28, 2025.

The meeting adjourned at 11:26 a.m.