

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

0220-05693-0000

Date: January 30, 2020

To: The Municipal Facilities Committee

From: CAO Staff

Subject: **CAO REPORT AND STATUS UPDATE ON CITY SPACE ASSIGNMENTS AND  
TENANT IMPROVEMENTS****SUMMARY**

This report provides recommendations to approve requested space assignments, space modifications and associated funding, for the following: 1) Space modifications requested by the Department of City Planning (DCP) for existing office space within City Hall (DCP); 2) Rescission of a prior space assignment for the Office of City Attorney: Board of Rights; 3) Space assignment options for the new Commission on Civil and Human Rights (CCHR), to include possible co-location with the Department of Cultural Affairs (DCA) in the 201 Tower of Figueroa Plaza or modification of space with the Los Angeles Mall; and, 4) Adjustment of the prior space assignment authorize for the Department of Cultural Affairs (DCA), based on the option selected for the CCHR.

**RECOMMENDATION**

That the Municipal Facilities Committee (MFC) approve the following:

1. Rescission of the space assignment for the Office of City Attorney: Board of Rights to Suite 770 of the 201 North Figueroa Tower, as approved by the MFC at its October 31, 2019 meeting.
2. Implementation of the requested modifications to space currently assigned to the Department of City Planning located on the 6<sup>th</sup> and 7<sup>th</sup> floor of City Hall.
3. The assignment of space to the new Commission on Civil and Human Rights (CCHR) for one of the following options:
  - a. Co-location in Suite 770 of the 201 Figueroa Tower with the Department of Cultural Affairs (DCA), or
  - b. Space available within the Los Angeles Mall, with potential phasing and addition of space over several years as needed to accommodate anticipated increases in staffing levels.
4. Instruct staff to confirm the final space assignment for DCA in Suite 700 of the 201 Figueroa Tower, based on a final test fit for the Department space needs and any potential co-location by the City Attorney or the CCHR, and defer the construction of a demising wall if the DCA is the only occupant of this space, with any increase in the space assigned to DCA to be conditioned on a future consideration of any potential staffing increased beyond current levels.

**FISCAL IMPACT**

There is no additional impact on the General Fund anticipated at this time, as there is sufficient funding available within the Capital Improvement Expenditure Program (CIEP) Space Optimization line item to fund the projected cost of tenant improvements associated with the recommended space modifications, along with the appropriate level of cost recovery available from Special Fund sources and potential savings from Departmental operational funds.

## DISCUSSION

This report provides recommendations to rescind a prior space assignment and to authorize modifications to existing space, and to assign space for a new City Commission, as summarized in the chart below and presented in the remainder of the report:

Department (Program)	Site Location	Requested Authority
City Attorney	Suite 770 at The Figueroa 201 Tower	Rescind the prior space assignment of MFC from October 31, 2019 meeting.
DCP	City Hall, Room 667 and 750	Convert existing conference room to create 14 additional workstations.
Commission on Civil and Human Rights	TBD	1) Co-locate with DCA in Suite 770 of the 201, <u>or</u> 2) Available space within the LA Mall
DCA	201 Tower, 14th floor	Confirm final space assignment in Suite 770 of the 201, subject to final test fit and any co-located operations

### 1. Rescission of Prior Space Assignment for City Attorney – Board of Rights

At its meeting held on October 31, 2019, the Municipal Facilities Committee (MFC) approved a space assignment to co-locate Office of City Attorney: Board of Rights staff with the DCA in Suite 770 of the 201 Tower. As assigned, DCA would utilize a minimum of 25 percent of the available space or more, once the space requirements for City Attorney could be determined through a detailed space fit. A later determination that the City Attorney Office had not received staffing authority to expand the Board of Rights.

In the interim, DCA continues to delay new hires until the Department is able to occupy the additional space. A new space request has also been submitted for the Commission on Civil and Human Rights, with co-location with DCA in Suite 770 of the 201 Tower as one of the proposed options to be considered as part of this report.

Based on the immediate need for space, rescission of the space assignment for the City Attorney – Board of Rights is recommended through this report. Subject to approval of the recommended space rescission, a prior allocation of \$700,000 in CIEP funds set aside for modifications to Suite 770 of the 201 Tower will be reprogrammed to fund other space improvements that are recommended for approval through this report.

### 2. Department of City Planning – Modifications of Existing Space

The Department of City Planning (DCP) is requesting approval to modify their existing office space within City Hall, on the 6<sup>th</sup> and 7<sup>th</sup> floors. The projects involve tenant improvements that will add modular cubicles and modify existing space for a more efficient work environment. The general scope of work on the 6<sup>th</sup> floor entails conversion of existing conference room in Room 667 into six modular cubicles, as well as the conversion of a storage room into a functional office. In addition, the scope includes modifying the floor plan

to build two conference rooms in Room 663. The 7<sup>th</sup> floor project will demolish an existing public viewing counter, remove a historical wood partition (reinstallation within the same office) and construct eight modular cubicles.

Based on the levels of Special Fund monies supporting these operations, Planning will contribute up to \$350,000 to the overall costs based on sufficient operational savings, as reflected in the chart below:

Department	Location	Preliminary Cost Estimate	CIEP Funding	Department Contribution	Operations funded by Special Funds
DCP - 6 <sup>th</sup> Floor	City Hall, Room 667	\$400,000	\$100,000	\$300, 000	75%
DCP - 7 <sup>th</sup> Floor	City Hall, Room 750	200,000	150,000	50,000	25%
<b>Total:</b>		<b>\$600,000</b>	<b>\$250,000</b>	<b>\$350,000</b>	<b>58.3%</b>

3. Space Assignment Options for the Commission on Civil and Human Rights (CCHR)

On May 8, 2019, Council authorized the creation of a Civil and Human Rights Commission, with the duties and responsibilities to investigate complaints of discrimination and provide remedies to such discrimination, to promulgate anti-discrimination policies and regulations (C.F. 18-0086). The initial staffing level for the Commission will include up to four full time equivalencies (FTEs) that will be expanded to a level of up to 25 FTEs over several years, Funding in the amount of \$500,000 is set aside in the Unappropriated Balance (UB) for salaries and expenses to support implementation of the CCHR, including space needs. Based on a space planning standard of 200 square feet per FTE, the CCHR would require up to 5,000 square feet of space to accommodate 25 FTEs.

There are two options to assign space to the CCHR, to either be collocated with DCA in Suite 770 of the 201 Tower, or to occupy space available within the LA Mall, as follows:

Description	Space No.	Square Footage
201 Figueroa Tower	Suite 770	6,282
<b>LA Mall Space</b>		
Former DOT Store	18B	777
Former Hallmark Shop	6	2,800
Former Bookstore	3A	2,230
Former Beauty Salon	15 A	1,000
<b>Total LA Mall Space:</b>		<b>6,807</b>

- 201 Figueroa Tower: The DCA requires additional work space for a total of nine positions that includes four vacancies and five new positions that are currently unfilled due to the lack of sufficient work stations within the Department’s existing space in Suite 1400 of the 201 Tower. Based on a space planning standard of 200 square feet per FTE, DCA would require up to 1,800 square feet to accommodate 9 FTEs.

As reflected in the chart below, co-location of the CCHR with the DCA can be accomplished at this time based on the immediate space needs of the two operations. However, if the CCHR is eventually expanded to 25 FTEs the total space needs for the two operations factors to approximately 6,800, which exceeds the available space for Suite 770 of the 201 Tower by roughly 500 feet. While it is likely possible to accommodate both operations, there is no factor for DCA growth if CCHR expands to 25 FTE’s.

	<b>CCHR</b>	<b>DCA</b>	<b>Est. Space Requirement</b>
Current FTE	4	9	2,600 s.f.
Current Space Needs	800 s.f.	1,800 s.f.	(current need)
Projected Future FTE	25	9*	6,800 s.f.
Future Space Needs	5,000 s.f.	1,800 s.f.	(future need)

\*Reflects current workspace needs; potential future growth currently undeterminable.

- LA Mall Space : The advantage of assigning the CCHR to space available within the LA Mall is that additional space can be made available as additional staffing is added in future years, allowing for the phasing of the conversion of space and the associated funding over several years. The UB funding of \$500,000 is confirmed, however it is the only funding available to cover initial staffing levels and leasing costs. Additional funding beyond this level can be offset with contributions from the CIEP Space Optimization annual program. Another advantage of assigning LA Mall space to the CCHR is better parking and commuter options available as compared to the Figueroa Towers. This will also enable DCA to accommodate any potential future growth within the Suite 770 space that the Department is willing to accept on an as-is basis, with only minimal space modifications (e.g. repairs of damaged cubicles, worn carpeting, etc.)

#### 4. Department of Cultural Affairs

On October 31, 2019, the MFC approved co-location of DCA with the City Attorney in Suite 770 of the 201 Tower. This space assignment would address DCA’s space request for nine additional workstations which is needed to enable the Department to backfill current vacancies and to proceed with new hires. As reflected in Section 1 of the report, the rescission of the City Attorney space assignment is recommended along with an option to co-locate CCHR within the same suite, presented in Section 3.

Although DCA can be co-located with CCHR operations within Suite 770 of 201 Tower, there is concern whether there will be sufficient capacity to address potential future growth of DCA staffing if the CCHR eventually grows to a total of 25 FTEs, as currently projected. If not co-located at this time, then defer construction of demising wall to a future date in order to place the space partition in the correct location relative to the immediate space needs and potential

growth of both co-located operations. An update will be provided on the final space dimensions assigned to DCA following a final test fit to be completed by Department of General Services' space consultants.

*RHL:BSW:05200089*

**Attachments:**

- City Hall Current Stacking Plan

