

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

0830 - 00023 – 6893

Date: July 30, 2020

To: The Municipal Facilities Committee

From: CAO Staff

Subject: **QUARTERLY STATUS UPDATE ON CITY SPACE ASSIGNMENTS AND TENANT IMPROVEMENT PROJECTS (SPACE OPTIMIZATION)**

### **SUMMARY**

The Space Optimization program enables the City to avoid ongoing leasing costs by providing one-time funding to modify City-owned facilities, to accommodate the operational needs of the City's workforce in the provision of critical services to City residents and its business customers. At this time, there are seven active projects previously authorized by the Municipal Facilities Committee (MFC), which are managed by the Department of General Services (GSD), Bureau of Engineering (BOE), and Department of Building and Safety (LADBS). Of these projects, five are in early phase of development, with the remaining two pending closeout. In accordance with the Mayor's Cost Control Memo dated June 24, 2020, the appropriate authorizations will be obtained prior to initiating the remaining five projects once final cost estimates are available. Additional details relative to the specific projects are provided in the Attachment.

### **RECOMMENDATION**

Note and File this report.

### **FISCAL IMPACT**

There is no additional impact on the General Fund, beyond Municipal Improvement Corporation of Los Angeles (MICLA) funding authorized for the Space Optimization program as part of the Capital Improvement Expenditure Program (CIEP). To the extent feasible, the program also utilizes cost recovery for operations supported by Special Fund monies, or other contributions from operational savings. There is the potential that projects in early phases of development may exceed the level of funding currently available. However, program staff will work to develop phasing options up to the level of funds available, including any potential repurposing of savings that may be identified as other projects closeout, with updates on the final proposed work plan to be provided in subsequent Quarterly Status reports.

*RHL:KH:05210007*

Attachment

Department/Program	Site Location	MFC Approval Date(s)	Obligated Funds	Lead Department	Status Update
<b>Projects in Initial Development Phase</b>					
Civil and Human Rights Commission	LA Mall, Space 3A, 6, 15A & 18B	6/25/2020 1/30/2020	\$ 3,400,000	BOE	Project in design initiation for development of office and conference room space.  MFC approved at its June meeting a tentative award of \$3 million using capital funds for delayed projects at Police facilities and the space assignment. This action is currently pending scheduling for the Information, Technology, and General Services Committee (C.F. 20-0870). Additional funding of \$400,000 was previously authorized by Council as part of the 2019-20 Fifth Construction Projects Report (C.F. 19-0926-S4).
Los Angeles Department of Building and Safety (LADBS)	201 Figueroa Tower, 8 <sup>th</sup> and 10 <sup>th</sup> floor	1/30/2020	-	LADBS	LADBS is in process of initiating a separate contract with CBRE to initiate development of additional staff workstations and public counter space.
City Attorney - North Valley Branch	MEND Building, 2 <sup>nd</sup> floor (13460 Van Nuys)	10/31/2019	\$ 1,140,000	GSD	GSD is currently working to develop a cost estimate now that the department has finalized its space plan. To the extent that the final costs exceed available funding, program staff will develop a phasing plan to work within available funding.
Department of City Planning (DCP)	City Hall, Room 667 and 750	1/30/2020	\$ 330,000		The department is working on refining its space plan and associated cost estimates for conversion of existing conference room to create additional staff work stations.
Housing and Community Investment Department (HCID) - Accessible Housing Program	201 Figueroa Tower, 5 <sup>th</sup> floor conference room	2/27/2020	-		HCID received a temporary space assignment for staff on the 5 <sup>th</sup> floor conference room since March. HCID has developed a space plan to relocate the staff within their 14th floor by working with CBRE (using operating contract with TI component), to be funded by funds under the departments control.
<b>Projects in Final Close-out Phase</b>					
Department of Disability	201 Figueroa Tower, 1 <sup>st</sup> floor conference room	10/31/2019	\$ 90,000	GSD	Project completion in April 2020 for: conversion of conference room to office space and individual work stations.
Department of Cultural Affairs	201 Figueroa Tower, Suite 770	1/30/2020 10/31/2019	\$ 90,000		Project completion in June 2020 for: additional workspaces for the administration group.  The final space assignment was subject to a test fit which has determined a partial occupation of 4,712 s.f. of the full suite, leaving a remaining availability of 1,570 s.f. as available for assignment / future co-location.
<b>Withdrawn Project</b>					
City Attorney - Board of Rights	201 Figueroa Tower, 7 <sup>th</sup> floor	1/30/2020 10/31/2019	-	-	Withdrawn at the request of department.