

MUNICIPAL FACILITIES COMMITTEE
Minutes from the Special Meeting of December 16, 2021

MEMBERS: Matthew W. Szabo, Office of the City Administrative Officer, Chair (CAO)
Matias Farfan, Chief Legislative Analyst (CLA)
Jeanne Holm, Office of the Mayor (Mayor)

The meeting was called to order at 10:02 a.m.

No General Public Comment.

Item 2 Report from the General Services Department (GSD) requesting authority to negotiate and execute a new lease agreement with the California Children's Academy for a childcare center located at 233 Breed Street (CD 14), subject to Council and Mayor approval.

Disposition: Approved with discussion.

Matthew Szabo, CAO, requested that Item No. 2 be taken out of order, to precede Item No. 1.

Jeanne Holm, Mayor, asked how many families are expected to be served as part of the program. Paul Burke, GSD, clarified that 97 children are expected to participate in the program.

Item 1 Minutes of the November 18, 2021 meeting.

Disposition: Approved without discussion.

Item 3 Quarterly report from the Office of the City Administrative Officer (CAO) on City space assignments and associated tenant improvement projects as part of the City's Space Optimization Program.

Disposition: Approved with discussion.

Kay Ha, CAO, provided a summary of the report. Jeanne Holm, Mayor, asked if there are any potential Special Funds to address any tenant improvements at the Garland Building. Ms. Ha stated that this information will be included in the subsequent report back.

Ms. Holm asked if this space assignment takes into consideration the potential future growth of the Community Investment for Families Department (CIFD) and Youth Development Department (YDD). Bernyce Hollins, CAO, clarified that while there may be potential space for future growth at Figueroa Plaza Tower, CIFD, YDD, and the Housing Department, have indicated a preference to remain in the Garland Building. Ms. Holm requested to include these considerations as part of the report back, to include the option of utilizing space within City Hall for these Departments, in the report back.

Matthew Szabo, CAO, asked for clarification on how the vacancy count evolved. Mark Lopez, GSD, clarified that the initial vacancy count of 257 was based on the physical site inspection of cubicles but was later reduced to 77, based on departmental review of authorized positions and usage. After a final review was conducted, it was adjusted to 98. Ms. Hollins also indicated that the discrepancy is likely attributed to empty cubicles at the time of the site inspection, relative to staff telecommuting and departments' vacant position authorities.

Mr. Szabo asked what would be the potential available space for the CIFD and YDD if the proposed relocation is completed. Ms. Hollins indicated that there would be sufficient space available for all three departments once the LAPD relocates.

Ms. Hollins clarified that there appears to be sufficient capacity within the current year Space Optimization Program budget to address the costs associated with the proposed relocation of LAPD staff from the Garland Building to the Police Administration Building. Ms. Hollins further added that any tenant improvements at the Garland Building are not eligible for Municipal Improvement Corporation of Los Angeles (MICLA) funding allocated for the Space Optimization program as MICLA can only be used to fund improvements at City-owned facilities.

Item 4 Annual report from GSD on the Asset Management System.

Disposition: Noted and filed.

Amy Benson, GSD, provided a summary of the report. Jeanne Holm, Mayor, asked if the current funding level is sufficient for the program. Ms. Benson clarified that GSD will be requesting additional funding in the 2022-23 City Budget for enhancements to the program to improve the interface for the Human Resources and Payroll project.

Matias Farfan, CLA, asked how sensitive or confidential departmental facility information will be kept using the space management modules. Ms. Benson, clarified that any facility information is currently only available to City staff and any confidential information is not released to the public.

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 10:30 am.