

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

0220-5693-0003

Date: March 31, 2022  
To: The Municipal Facilities Committee  
From: CAO Staff *Kayla*  
Subject: **QUARTERLY STATUS UPDATE ON CITY SPACE ASSIGNMENTS AND TENANT IMPROVEMENT PROJECTS (SPACE OPTIMIZATION)**

**SUMMARY**

The Space Optimization Program (Space Opti) 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 residents and businesses; avoiding increased leasing costs. This report provides:

- A status update on the overall work program that includes three new space requests; and,
- An overview of efforts underway to develop new space standards and a separate policy to define procedures for new space requests, modifications to existing space assignments, along with standards and requirements for the vacation of previously assigned work space.

**RECOMMENDATION**

That the Municipal Facilities Committee note and file this report.

**FISCAL IMPACT**

There is no additional impact on the General Fund at this time.

## DISCUSSION

At this time, there are 14 Space Optimization Projects, as summarized below with additional details provided in the report Attachment (status updates are reflected in bold font):

- Three (3) new requests (Additional space needs for Civil, Human Rights and Equity Department (CHRED) and CAO Homeless Outreach Group, and LAPD Olympic Planning Committee);
- Three (3) projects under initial development (Community Investment for Families Department (CIFD), Youth Development Department (YDD) and Los Angeles Housing Department (LAHD) Accessible Housing Program (AcHP));
- Two (2) projects in active development (City Planning for City Hall 7th floor and LAPD);
- Four (4) open requests (Building and Safety, City Attorney, Council District (CD) 8 and a joint request from Building and Safety and City Planning);
- One (1) project in final closeout (CHRED headquarter); and,
- One (1) withdrawn request (City Attorney for MEND Building).

The remainder of the report is divided into three sections, as follows:

### **Development of Revised Space Standards and Formal Policy for Assignment of City Space**

The current City space standards were developed in 1995 and revised in 2002. MFC staff have formed a Working Group Team (WGT) to develop and report to the Municipal Facilities Committee (MFC) with recommended revisions. In order to develop new space standards reflective of industry standards and best practices, the WGT recommends utilizing existing Pre-Qualified Consultant lists. At this time, BOE is working to develop a preliminary cost estimate for this space planning effort. The revised space standards would be informed by the City's adoption of a formal telecommuting policy.

As part of the same WGT, staff will also work on revising current procedures and forms used to request new space assignments or modifications to existing space and prepare a formal policy for MFC's considerations through a forthcoming report. The intent of the formal policy would be multi-fold, to include the following considerations:

- Clarify the overall approval process to provide a consistent and transparent process;
- Streamline (and potentially expedite) the process of developing stacking options;
- Incentivize Departments to vacate space in occupiable standards and recover costs for intensive cleaning and repair costs; and,
- Clarify procedures for requesting retention or repurposing of space once vacated for its previously assigned purpose.

**New Space Requests**

There are three new space requests received since the last Quarterly Report, as summarized in the chart below, with additional details reflected in the Attachment.

Department	2021-22 Additional Space Needs	Potential 2022-23 Staff Expansion	Comments
Civil, Human Rights and Equity Department (CHRED)	8	15	A request for new space was received in January 2022 to accommodate an additional eight staff. GSD is working to determine whether or not the old Post Office space (1,262 s.f.) in the LA Mall can be utilized as swing space needed in the current year.
LAPD - 2028 Olympic Planning Committee	-	4	A request for new space was received in March 2022 for additional space needs for four staff starting in FY 2022-23, which may increase to a cumulative total of up to 30 new positions by 2025.
CAO * - Homeless Outreach Team	6	-	<p>A request for new space was received in January 2022 to accommodate an additional six staff, with common areas and filing space. At its meeting held on March 10, 2022, the MFC approved temporary space in the City Hall East (CHE), P-4 level.</p> <p>There is a potential for additional space needs once the determinations are made in the Budget for the upcoming year.</p>

\* The Emergency Management Department (EMD) has indicated an interest to retain the space vacated on the P-4 level of CHE to serve as a secondary back-up base of operations. The former Emergency Operation Center (EOC) space was vacated following the completion of the new EOC space that is located at 500 East Temple Street, with the Ahmanson Center designated as a back-up location. Additional information relative to EMD's request to retain the subject space will be included as part of the restacking options that would be presented to MFC as part of a forthcoming report prior to the close of the current fiscal year.

MFC staff are currently conducting additional due diligence to assess viable space assignment options for three new space requests, including any swing space needs. However, GSD is unable to plan for future growth capacity that may be required until the outcome of proposed staff expansions are determined as part of the 2022-23 City Budget process.

### **Notable Updates on Existing Space Requests**

- **Garland Building - Space Assignment Options**

Pursuant to MFC approval at its meeting held on February 24, 2022, the two Los Angeles Police Department (LAPD) units are in the process of being relocated to the Police Administration Building (PAB) from the Garland Building. LAPD is tentatively scheduling the move to PAB in April 2022.

Impacted Departments (CIFD, YDD, LAHD AcHP and Economic Workforce Development Department (EWDD)) for potential Garland restacking plan have advised they are seeking approval for additional staffing capacity in the upcoming year. GSD's final determination of restacking options for the Garland Building is contingent on preliminary determinations made as part of the Mayor's Proposed Budget. Any expanded staffing levels that cannot be accommodated at the Garland building would be considered for assignment to other City-owned spaces within the Civic Center as a first option, to include the LA Mall. GSD will report in April/May with final options for consideration by MFC.

- **MEND Building - Rescission of Space Request by City Attorney's Office**

The MEND facility is a new acquisition in CD 7 that has sustained significant damage to building systems as a result of vandalism. The facility would be used to house a culinary arts program on the first floor, subject to the result of a Request for Proposal released by EWDD. The Office of City Attorney was assigned for co-location on the second and third floors; however, there is a formal letter from the City Attorney's Office to rescind a space request submitted for the second and third floors of the building. CD 7 and the project management team consisting of BOE, EWDD, GSD, and CAO are looking into different options on the proposed use of this building. A separate BOE report will be forthcoming for consideration by MFC to provide options and proposed use of the MEND Building.

*BCH:KH:05220109*

Attachment

Item No.	Department/ Program	(Preferred) Site Location	MFC Approval/ Reported Date(s)	Obligated Funds	Lead Department	Project Phase	Updates
<b>New</b>							
1	City Administrative Officer (CAO) Homeless Outreach Team	City Hall East (CHE) P-4	-	\$ -	CAO/GSD	New Request	<p>New request for additional workstations to accommodate additional staffing authorized for the Office of the CAO (CAO), to include the Homeless Outreach Team (HOT) and other potential authorities that may be authorized through the final adoption of the 2022-23 Adopted Budget.</p> <p>At its meeting held on March 10, 2022, the Municipal Facilities Committee (MFC) approved temporary space for the CAO HOT in City Hall East, P-4 level, Room E 112 (former Real Time Analysis and Critical Response Division (RACR) space). GSD's Construction Forces Division (CFD) is completing clean up and preparation of the space for move-in which could occur in early April 2022.</p> <p>The current space request would accommodate a total of six staff, consisting of one Principal Project Coordinator (Director of Homeless Outreach) and five Senior Project Coordinators (Regional Outreach Coordinators), with common areas and filing space.</p>
2	Civil, Human Rights and Equity Department (CHRED)	Additional space request within LA Mall	-	\$ -	CHRED/GSD	New Request	<p>New request to accommodate additional space needs for CHRED for eight new staff positions authorized in the current year for a total of 35 positions (with 24 workspaces), along with the potential of any additional staff positions that may be authorize in the upcoming fiscal year.</p> <p>At this time, swing space is being requested to accommodate the immediate space needs for newly authorized staff positions until permanent space can be provided. The interim space request would accommodate a total of eight positions that include four Special Investigators, one Special Investigator II, one Management Analyst, one Senior Administrative Clerk, and one Project Coordinator. GSD will work on determining if the former Post Office space (No. 23; 1,262 square feet) in the LA Mall would be suitable as an interim space assignment.</p>
3	Los Angeles Police Department (LAPD) 2028 Olympic Planning Committee	Civic Center	-	\$ -	LAPD/GSD	New Request	<p>New request to accommodate additional space needs for LAPD's Olympic Planning Committee in 2022-23 for a total of four positions consisting of one Commander, one Lieutenant, one Management Analyst, and one Secretary.</p> <p>The expansion of this group may increase to a cumulative total of up to 30 new positions by 2025. LAPD has planned flex space within the potential new South Traffic site located at 1330 Pico (a separate report to MFC for consideration) which could accommodate this group. Other space options will be explored if 1330 Pico lease is not approved in concept.</p>
<b>Initial Development</b>							
4	Community Investment for Families Department (CIFD)	TBD	6/24/2021	\$ -	GSD	Initial Development	<p>(Also refer to related Item Nos. 5, 6 and 8 below)</p> <p>Final analysis of programming/space assignment options for CIFD, YDD and Los Angeles Housing Department (LAHD) Accessible Housing Program (AHP) is contingent upon the final outcome of potential expansion of staffing authorities in the upcoming fiscal year.</p> <p>CIFD has requested for 18 additional positions and currently propose to take LAPD Audit Suite on the 4th floor and remainder of staff would be assigned space on the 6th floor, subject to final Garland restacking.</p> <p>EWDD will be consolidating to a smaller footprint on the 6th floor. EWDD has requested 28 additional positions in FY 2022-23, their final space needs are pending.</p>
5	Youth Development Department (YDD)	TBD	6/24/2021	\$ -	GSD	Initial Development	<p>(Also refer to related Item refer to Item Nos. 4, 6 and 8)</p> <p>YDD is proposed to move into the LAPD space on the 4th. The space is move-in ready and suitable for the Departments defined operational needs once the space has been vacated by LAPD's Officer Representation Section (ORS). The relocation of this unit to the Police Administration Building is currently scheduled to occur in mid-April.</p>

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6	LAHD - Accessible Housing Program (AChP)	Currently at 221 Figueroa Tower, 5th Floor Conference Room	2/27/2020	\$ -	GSD	Initial Development	<p>(Also refer to related Item Nos. 4, 5 and 8)</p> <p>LAHD intends to backfill the workspaces vacated by CIFD for AChP staff that do not currently have an assigned workstations and are telecommuting full-time.</p> <p>GSD is working with LAHD to determine their priority groups to be housed within the Garland Building.</p>
<b>Active Development</b>							
7	Department of City Planning (DCP)	City Hall, Suite 750 (Suite 667 on hold)	1/30/2020	\$ 330,000	GSD/BOE	Construction Phase	The project on the City Hall 7th floor will be completed in March with a final closeout anticipated in the second quarter of 2022.
8	LAPD	Public Administration Building (PAB)	2/24/2022	\$ -	LAPD/GSD	Active Development	<p>(Also refer to related Item Nos. 4, 5 and 6 above)</p> <p>Pursuant to MFC approval at its meeting held on February 24, 2022, the two LAPD entities - Audit Division and ORS currently housed at Garland building (in Suites 410 and 430) will be relocated to the Police Administration Building (PAB).</p> <p>LAPD is tentatively scheduling the move to PAB for April 13, 2022.</p>
<b>Open/Outstanding</b>							
9	Department of Building and Safety (DBS)	201 Figueroa Tower, 8 <sup>th</sup> and 10 <sup>th</sup> Floors	1/30/2020	-	DBS/GSD	Open	CBRE reports that furniture and construction plans are under review by DBS. The project will require several phases of construction. DBS will need swing space elsewhere at FIG (no formal request for temporary space has been submitted yet).
10	Council District 8	5730 and 5732 S. Crenshaw Boulevard	2/25/2021	-	GSD	Open	<p>Requested authorities for proposed interim and permanent space assignments for this facility is being addressed through separate reports.</p> <p>Refer to MFC agenda item No. 4 on the current agenda for an interim use proposed to utilize a non-profit agency to facilitate community access to the facility through a license agreement.</p> <p>Final approval of the proposed co-location of a Junior Arts Center as the long-term use of the facility is under consideration by the Prop K Steering Committee.</p>
11	Departments of Building and Safety (DBS) and City Planning (DCP) joint additional space request	Marvin Braude Building (6262 Van Nuys Boulevard)	6/24/2021	\$ -	DBS/DCP	Open	<p>A site visit was conducted on March 10, 2022, to verify floor space plans for impacted space on the 2nd, 3rd, and 4th floors of this facility. The plans were found to be mostly accurate with a few exceptions. GSD will utilize the validated space plans to engage a planning consultant to perform a space analysis.</p> <p>The Marvin Braude facility serves as one of the City's Development Services Centers, with multiple co-located Departments assigned to the facility to maximize efficiencies and improve customer service in the building and planning development process. In September 2017, the Department of Building and Safety, City Planning and the Los Angeles Fire Department (LAFD) indicated a need for additional workspace within the Marvin Braude Building to accommodate the increase in the number of programs, staff, services and customer transactions at this location.</p> <p>Program staff worked with the impacted Department to assess potential space reallocation options, including potential reassignment of non-core functions to lease space. LAFD subsequently retracted its space request in January 2019.</p> <p>A funding request to utilize a consultant to perform a full space analysis to determine the feasibility of accommodating the space needs within this facility, along with other possible solutions. Recent funding of \$180,000 was provided through the 2020-21 Fourth Construction Projects Report (C.F. 20-1021-3) utilizing residual funding for completed projects within the Municipal Facilities program. Program staff will work with GSD to hire a space consultant. An update on the proposed next steps will be provided in the future Quarterly update.</p>

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12	City Attorney - LA DOOR Program	LA Mall	subject to MFC review/ approval	\$ -	CTTY/GSD	Open	In January 2021, the City Attorney's Office indicated a need for space availability within the LA Mall to house 10-15 staff for LA DOOR (Diversion Outreach & Opportunities for Recovery) program. Based on additional programming details provided by the City Attorney's Office, GSD had determined that the LA Mall space under consideration (former post office, space No. 23 / 1,262 square feet) is not feasible. The City Attorney's Office is currently reassessing this request and an update will be provided in subsequent quarterly reports.
<b>Final Close-out</b>							
13	Civil, Human Rights and Equity Department (CHRED)	LA Mall, Space Nos. 3A, 6, 15A & 18B	6/25/2020 1/30/2020	\$ 3,400,000	BOE	Final Close-out Phase	The project is complete and the grand opening was held on September 13, 2021. The program management team is working on a final administrative closeout to ensure all the expenses are paid. Any remaining monies would be reverted back to the Space Optimization Program to fund new projects.
<b>Withdrawn</b>							
14	City Attorney - North Valley Branch	MEND Building, 2nd Floor (13460 Van Nuys Boulevard)	10/31/2019	\$ 2,040,000	GSD	Withdrawn	<p>The City Attorney's Office has formally rescinded a prior space request to occupy the second and third floors of the MEND Building, located at 13460 Van Nuys Boulevard, due in part to the continued use of telecommuting options.</p> <p>Council District 7 and the project management team are considering alternative occupation plans to be addressed through a future report.</p> <p>In February 2022, EWDD released a Request for Proposal (RFP) to solicit a non-profit agency to implement a culinary incubator to occupy the first floor of the building. Bid responses are currently due on April 21, 2022.</p> <p>Funding to address environmental abatement work within the building (to be performed by GSD) was included in the 2021-22 Third Construction Projects Report (C.F. 21-1028-S2).</p> <p>There is currently \$2 million in Municipal Improvement Corporation of Los Angeles (MICLA) funds committed to the project from the Space Optimization program which is authorized to address tenant improvements costs associated with the floors previously approved for assignment to the City Attorney. These monies would need to be reauthorized and repurposed once a final scope and cost estimate become available, subject to consideration by MFC and Council approval. Otherwise the current project shortfall of \$15.5 million would increase to a revised estimate of \$17.5 million based on the latest BOE estimate of \$22 million for the entire building renovation provided on March 22, 2022.</p>