

REPORT FROM

**OFFICE OF THE CITY ADMINISTRATIVE OFFICER**

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Date: February 23, 2023  
To: Municipal Facilities Committee  
From: CAO Staff, Office of the City Administrative Officer  
Subject: **COUNCIL DISTRICT 8: VERMONT FIELD OFFICE RECONFIGURATION**

CAO File No. 0220-06058-0004  
Council District: 8

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**RECOMMENDATION**

That the Municipal Facility Committee (MFC):

1. Approve the reassignment of approximately 375 square feet of office space on the ground floor of the Council District Eight Field Office, located at 8475 South Vermont Avenue, from the Department of Building and Safety to the Department of City Planning in order to accommodate the provision of new co-located services, as identified in the attached schematic.
2. Authorize staff to utilize up to \$234,842 in funding capacity available within the Space Optimization program to fund eligible project expenses, subject to a final determination of eligibility for Municipal Improvement Corporation of Los Angeles (MICLA), and contingent upon the Department of City Planning contributing the remaining \$20,000 in non-MICLA eligible expenses required to complete the authorized scope, as defined within this report.

**BACKGROUND**

Council District Eight (CD 8) utilizes the Vermont Field Office, located at 8475 South Vermont Avenue to provide its residents direct access to City services. Currently, the Department of Building and Safety (DBS) and the Los Angeles Housing Department (LAHD) are co-located on the ground floor. The CD 8 Field Office is highly utilized, with the remaining office space assigned to the Council Office for its field staff, the Mayor's Office, Department of Aging, Los Angeles World Airports, City Attorney, Department of Neighborhood Empowerment, and Personnel Department. The available conference

room space is shared by City occupants and utilized for regular community meetings and events.

The Council Office has indicated support for providing space on the ground floor level to accommodate new services that would be provided by the Department of City Planning. On January 18, 2023, the Program Management Team met on site with the Council Office and impacted Departments to identify a suitable space sharing option. Of the various options considered, the co-location of Planning staff would require reconfiguring and reassigning 375 square feet of space currently assigned to DBS. The proposed adjustments to the current floor plan are reflected in the report Attachment .

<b>Proposed Service Co-location Plan</b>			
<b>Department</b>	<b>Space Assignment (in s.f.)</b>		<b>Service Description</b>
	<b>Current</b>	<b>Proposed</b>	
Building and Safety	4,202	3,827	-Permit and Engineering Bureau provides the following plan check services. Permits for simple projects, which do not require plan check, are readily issued as Express Permits. Permits for simple projects that require a plan check can be issued over the counter through a Counter Plan Check process. The plans are reviewed the same day as plan submittal. -Code Enforcement services aim to preserve and enhance the safety, appearance and economic stability of our community through the diligent enforcement of applicable ordinances and land use regulations. -Resource Management Bureau – Cashier for payments for Plan Check services.
Los Angeles Housing Department	508	508	Assisting constituents with questions regarding the City's Rent Stabilization Ordinance (RSO) and other related housing programs; Intake complaints for alleged violations of the RSO and Code enforcement code; Processing fees and collecting payments.
Planning	0	375	The new co-located services that would be provided includes: entitlement case intake; constituent inquiries; case condition clearances; and, community outreach and engagement on a variety of City Planning topics. The South Los Angeles DSC will be the first DSC to house City Planning, the Department of Building and Safety and the Housing Department which will allow one-stop processing of Executive Directive 1 projects.

### DBS Service Impact & Repayment of Cost Recovery

DBS has indicated the Department will accommodate the space reduction by utilizing staggered work schedule and assigning two engineers to work onsite two days a week, with other needed adjustments to be made based on workload determinations.

As part of facility renovations completed for the Field Office in September, 2020, DBS contributed a proportionate share of the overall project cost of \$8.5 million, utilizing \$3,974,665 in Enterprise Funds. Subject to approval of the report recommendations by the Municipal Facilities Committee, DBS would receive reimbursement of \$119,240 for the cost recovery associated with the space proposed for reassignment as part of the next Construction Projects Report.

### Project Estimate, Scope, and Timeline:

The Bureau of Engineering has provided a preliminary estimate of \$234,842, for the scope of work identified by Planning. Based on a preliminary determination of eligibility, up to \$214,842 of the projected costs would potentially be eligible for funding using Municipal Improvement Corporation of Los Angeles (MICLA) capacity available within the Citywide Space Optimization program. The remaining cost of \$20,000, which consists of tables, chairs, and filing cabinets would need to be funded by Planning utilizing any capacity available within the Department's operating budget.

The following are the minimum space requirements identified by Planning:

1. Reprogram the existing office on the southwest corner for private meetings;
2. Relocate a printer owned by DBS;
3. Remove one office furniture from behind the counter adjacent to the corner office to convert to two office furniture space;
4. Provide two additional office chairs and a new desktop printer;
5. Construct partition walls;
6. Provide two tall lateral filing cabinets;
7. Install electrical power for the new office furniture and office equipment
8. Provide concealed conduits necessary for data networking;
9. Add data networking cabling and equipment;
10. Add signage; and,
11. Painting.

*The Bureau of Engineering has provided a 12-month project timeline to complete the necessary space modifications, as outlined in the table below:*

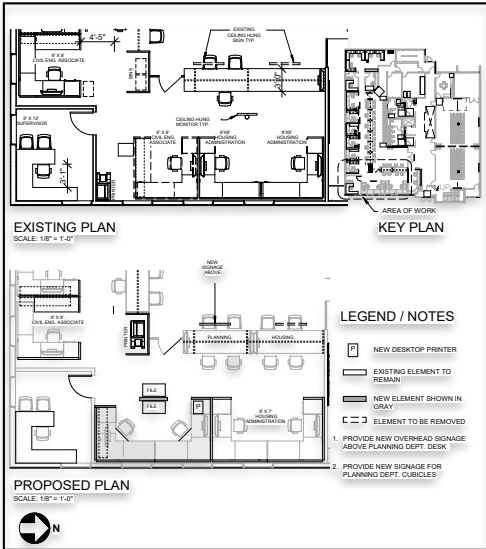
<b>BOE Project Timeline</b>		
<b>Phase</b>	<b>Start Date</b>	<b>Completion Date</b>
Design	5/30/2023	8/2/2023
Bid & Award	8/2/2023	9/8/2023
Construction	9/11/2023	4/19/2024
Post-Construction	4/22/2024	5/31/2024

**FISCAL IMPACT**

There is no additional General Fund impact beyond the Municipal Improvement Corporation of Los Angeles (MICLA) funding authorized for the Space Optimization program, and the anticipated funding contribution of up to \$20,000 that would be needed to be contributed using capacity within the Department of City Planning’s operational budget for non-eligible MICLA expenses.

MWS/eyl:05230132

Attachments: Space Schematics Reflected Proposed Changes



CITY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

<p><b>ENGINEERING</b> CITY OF LOS ANGELES</p>	<p><b>TED ALLEN, PE</b> CITY ENGINEER</p> <p>COUNCIL DISTRICT 8 CONSTITUENT SERVICE CENTER, TENANT IMPROVEMENT</p>	<p><b>CD 8 PLANNING T.I.</b></p>	
	<p>Project number</p> <p>Date 2/9/2023</p> <p>Drawn by TV</p> <p>Checked by C. DELPOSO</p>	<p>A1</p> <p>Scale As indicated</p>	