


0220-06376-0000

**TRANSMITTAL**

TO The City Council	DATE 03-03-26	COUNCIL FILE NO. -
FROM Municipal Facilities Committee	COUNCIL DISTRICT 14	

At its meeting held on February 26, 2026, the Municipal Facilities Committee (MFC) approved the attached Department of General Services (GSD) report, which is hereby transmitted for Council consideration. The MFC approved the space assignment of the Community Investment Department at 432 East Temple Street. Adoption of the report recommendations would effectuate the transfer of funds for necessary tenant improvements and relocation expenses.

**Fiscal Impact:** There is no additional General Fund impact. Funding for this purpose is authorized as part of the City budget under the Capital and Technology Improvement Expenditure Program.

  
for Matthew W. Szabo  
City Administrative Officer  
Chair, Municipal Facilities Committee

MWS:AW:05260106

CAO 649-d

# CITY OF LOS ANGELES

CALIFORNIA

TONY M. ROYSTER  
GENERAL MANAGER  
AND  
CITY PURCHASING AGENT



KAREN BASS  
MAYOR

DEPARTMENT OF  
GENERAL SERVICES  
ROOM 701  
CITY HALL SOUTH  
111 EAST FIRST STREET  
LOS ANGELES, CA 90012  
(213) 928-9555  
FAX No. (213) 928-9515

February 26, 2026

Honorable City Council  
City of Los Angeles  
c/o City Clerk  
Room 395, City Hall  
Los Angeles, CA 90012

Attention: Adam Lid, Legislative Assistant

## **REQUEST FOR SPACE ASSIGNMENT AND FUNDING FOR THE CONSOLIDATED COMMUNITY INVESTMENT DEPARTMENT AT 432 TEMPLE ST, LOS ANGELES 90012**

---

The Department of General Services (GSD) is requesting that the Municipal Facilities Committee (MFC) approve the assignment of the City-owned property located at 432 E Temple Street, also known as the Mangrove Building (Mangrove), to the consolidated Community Investment Department (CID) for use as office space, storage, and parking.

Furthermore, GSD is requesting City Council and Mayoral approval to effectuate the transfer of funds necessary to prepare the building for the department's occupancy and relocation activities.

### **BACKGROUND**

The Community Investment for Families Department (CIFD), Economic and Workforce Development Department (EWDD), and Youth Development Department (YDD) are part of the Garland Relocation Project, and are three of the five departments that were relocated to temporary office space. The temporary space is leased co-working space (Industrious) located at 444 S. Flower Street. A department consolidation including CIFD, EWDD, YDD, and the Department of Aging (DoA), currently located at Fig Plaza, becoming one department known as the Community Investment Department is underway as proposed in Council File 25-0600-S43. Under the consolidation, approximately 330 staff would require office space in a single location to allow for cohesive functionality.



The executive team from CIFD has been assigned to lead the consolidated department. In that role, they attended site visits to the Mangrove Building starting August of 2025, along with staff from the City Administrative Office (CAO), Bureau of Engineering (BOE), Information Technology Agency (ITA), and GSD. Subsequently, GSD contracted with ExNovo for architectural services to create a space plan to ensure the consolidated department is a good fit for this location.

The Mangrove property's location provides easy access to public transportation for staff and constituents needing services. It also has an adjacent parking lot that is currently striped for 68 regular parking stalls and two disabled parking spots. LADOT runs the revenue generating lot adjacent to the property with an ADA path of travel to the building if additional public parking is required.

## **Design Plans**

GSD's contractor prepared a space plan and construction pricing plan which is being used to determine rough order of magnitude cost estimates for tenant improvements (TI) and required IT-related work. GSD has also obtained estimates for ongoing maintenance and custodial services.

The attached design plans incorporate the proposed City Office Space Standards. The plans provide four offices for executives, 13 offices for management, seven six-by-six workstations for staff reporting to work at least three days per week, and 107 shared workstations for staff reporting to work less than three days per week. There are a total of 131 workstations/offices for the consolidated department. Additionally, the plans show areas/workspace options that are new to the City as noted in the proposed City Office Space Standards. These areas include two huddle rooms, a pantry area, a collaboration area, a lounge area, a wellness room, one large and one medium conference room, a reception area for visitors, and eight phone booths. Phone booths are enclosed, single person pods designed to allow employees to take video meetings or phone calls. Furthermore, there is a large warehouse area, approximately 2,000 s.f., which will be used for department storage items such as files.

## **Hybrid Telecommute Program**

The majority of CIFD, EWDD, and YDD staff currently report to the office one to two days per week as they are three of the five departments that have relocated to temporary office space as part of the Garland Relocation Project. This telecommute plan is expected to continue and extend to DoA in the consolidation with a small percentage of staff reporting to work three or more days per week. Based on this information, GSD, CIFD, and the CAO have determined this location meets the operational needs of CID.

## **Tenant Improvements, IT, and Moving**

The TI work required to properly adapt the current space to the proposed City Office Space Standards and accommodate CID is outlined in the attached design plans. The improvements include adding electrical circuits and receptacles, adding network cabling, updating the building's fire life safety systems to comply with current building codes, upgrading the ceiling lighting systems and ceiling grid to comply with Title 24 regulations,

installing new furniture, access badge readers, and a camera and security system. Additionally, GSD's Real Estate Services (RES) Division is coordinating with the architect working on this project, GSD's Construction Forces Division (CFD), ITA and various vendors to provide firm cost estimates for this work.

The rough order of magnitude (ROM) estimates for planning, construction, electrical, lighting, and furniture is \$2,535,412. The ROM estimates for ITA related costs; network, cabling, cameras, security, and alarms is \$534,134. Architectural services and moving costs are estimated at \$114,221. The total ROM estimate for this project is \$3,183,767. Final estimates are outstanding as they should be based on construction plans that have not yet been developed by the architect. Although the final estimates may vary from these preliminary figures, funding for the ROM costs are required to begin the necessary work.

### **Maintenance and Custodial Services**

The Mangrove building has been unfunded for maintenance and custodial services since it was leased to the Metro Transit Authority for more than a decade. The monthly costs for maintenance and custodial services are estimated at \$7,050 and \$3,835 respectively, or \$84,601 and \$46,020 annually. It is projected that only nine months of maintenance and custodial services funding will be required during FY 2026-27 costing \$97,965 in total.

### **PROJECTED LEASE SAVINGS**

The current temporary space at Industrious plus associated parking for these departments will cost a total of approximately \$1,636,945 this fiscal year. If those lease costs continue unchanged for the next 10 years, the total cost would be more than \$16.6 million. The total 10-year cost at Mangrove with the TI and other one-time costs added to annual maintenance and custodial costs are close to \$4.5 million. By activating and utilizing this City-owned vacant space for the consolidated department, savings after 10 years would be approximately \$12 million dollars.

### **FUNDING**

C.F. 24-0918-S1 authorized \$1.5 million in MICLA funds for the Mangrove Tenant Improvement project. Per C.F. 22-0847 funding in the Space Optimization Program is authorized to support the remaining amount of \$1,683,767. It is recommended that Special Funds from CID be utilized to cover the ongoing maintenance and custodial services costs in future fiscal years.

**FISCAL IMPACT**

Funding combined from the CTIEP Space Optimization Program and Mangrove Lot Tenant Improvement project totaling \$3,183,767 will be needed for this project for FY 2025-26. There is no additional impact to the General Fund at this time.

<b><i>FY 2025-26 &amp; FY 2026-27 Proposed Expenses Mangrove Building - CID</i></b>			
	One Time Costs	2026-27 Average Monthly Costs	2026-27 Projected Expenses (9 months)
Planning, Construction, Electrical, Lighting, and Furniture Expenses	\$2,535,412		
IT Related Expenses	\$534,134		
Architectural and Moving	\$114,221		
Maintenance		\$7,050	\$63,450
Custodial		\$3,835	\$34,515
<b>TOTAL</b>	<b>\$3,183,767</b>	<b>\$10,885</b>	<b>\$97,965</b>

**RECOMMENDATION**

- A. That the Municipal Facilities Committee approve the space assignment of the Mangrove Building to the consolidated Community Investment Department for use as office space, storage, and parking.
- B. That the Los Angeles City Council, subject to the approval of the Mayor,
1. Authorize the transfer of funds in the amount of \$534,134 from MICLA Fund 298, Department 40, Account No. 40A35K (Mangrove Lot Tenant Improvements) to the Information Technology Agency account Fund 100, Department 32, Appropriation Unit 009350 Communication Services to fund CSR Demand DMND0010301 for IT related work.
  2. Authorize the transfer of funds in the amount of \$965,866 from MICLA Fund 298, Department 40, Account No. 40A35K (Mangrove Lot Tenant Improvements) to the appropriate GSD Construction Forces Division accounts to cover costs for planning, construction, electrical, lighting, and furniture related expenses as follows:
    - Fund 100, Department 40, Appropriation Unit 001101, Hiring Hall Construction - \$260,841;
    - Fund 100, Department 40, Appropriation Unit 001121, Benefits Hiring Hall Construction - \$173,895; and
    - Fund 100, Department 40, Appropriation Unit 003180, Construction Materials - \$531,130.
  3. Authorize the transfer of funds in the amount of \$1,533,767 from MICLA Fund 298, Department 40, Account No. 40W20L (Space Optimization Tenant Work) to the appropriate GSD accounts to cover costs for planning, construction, electrical, lighting, furniture, architectural, and moving services related expenses as follows:
    - Fund 100, Department 40, Appropriation Unit 001101, Hiring Hall Construction - \$383,362;
    - Fund 100, Department 40, Appropriation Unit 001121, Benefits Hiring Hall Construction - \$255,575;
    - Fund 100, Department 40, Appropriation Unit 003180, Construction Materials - \$780,609; and
    - Fund 100, Department 40, Appropriation Unit 003040, Contractual Services - \$114,221.

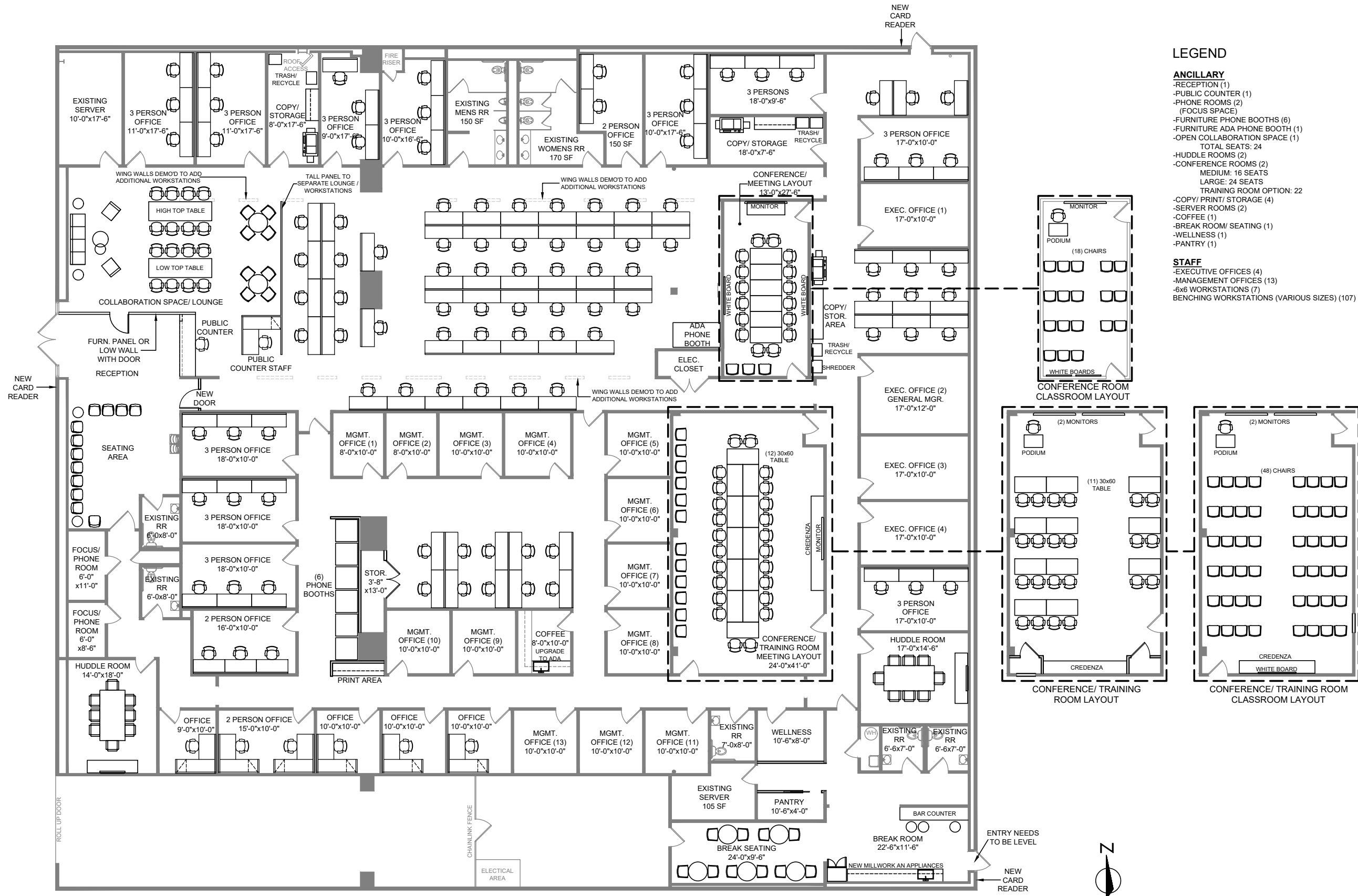
Reauthorize a total of \$1,533,767 in MICLA financing included in the 2022-23 Adopted Budget (C.F. 22-0847) under the Capital Technology Improvement Expenditure Program for capital improvements authorized under the Space Optimization Program that has recently expired and allow continued use beyond the City's Three-Year Spending Policy.

4. Authorize the transfer of funds in the amount of \$150,000 from CTIEP Fund 100, Department 54, Account No. 00C793 (Space Optimization Tenant Work) to the appropriate GSD Construction Forces Division accounts to cover costs for planning, construction, electrical, lighting, and furniture related expenses:
  - Fund 100, Department 40, Appropriation Unit 001101, Hiring Hall Construction - \$40,509;
  - Fund 100, Department 40, Appropriation Unit 001121, Benefits Hiring Hall Construction - \$27,006; and
  - Fund 100, Department 40, Appropriation Unit 003180, Construction Materials - \$82,485.
  
5. Authorize the CAO to make technical corrections, as necessary, to the transactions authorized through this report, as required to implement the intent of those transactions.



Tony M. Royster  
General Manager

Attachment: Space Plan



**LEGEND**

**ANCILLARY**

- RECEPTION (1)
- PUBLIC COUNTER (1)
- PHONE ROOMS (2)  
(FOCUS SPACE)
- FURNITURE PHONE BOOTHS (6)
- FURNITURE ADA PHONE BOOTH (1)
- OPEN COLLABORATION SPACE (1)  
TOTAL SEATS: 24
- HUDDLE ROOMS (2)
- CONFERENCE ROOMS (2)  
MEDIUM: 16 SEATS  
LARGE: 24 SEATS  
TRAINING ROOM OPTION: 22
- COPY/PRINT/STORAGE (4)
- SERVER ROOMS (2)
- COFFEE (1)
- BREAK ROOM/SEATING (1)
- WELLNESS (1)
- PANTRY (1)

**STAFF**

- EXECUTIVE OFFICES (4)
- MANAGEMENT OFFICES (13)
- 6x6 WORKSTATIONS (7)
- BENCHING WORKSTATIONS (VARIOUS SIZES) (107)

CONFERENCE ROOM CLASSROOM LAYOUT

CONFERENCE/ TRAINING ROOM LAYOUT

CONFERENCE/ TRAINING ROOM CLASSROOM LAYOUT