



**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

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May 17, 1993

(Task Force to Review Office Space and  
Building Sites--Action)  
*To:* Board of Directors (Land Committee--Action)  
(Executive Committee--Action)  
*From:* Chairman, Task Force to Review Office Space and Bldg. Sites  
*Subject:* Leasing Space for Relocation of the Remaining Special Support  
Functions in Los Angeles Headquarters Complex

Report

The decision before your Board for a prompt and expedient vacation of the Sunset Facility at Metropolitan's former Headquarters would necessitate the relocation of the Data Processing Center and the Print Shop.

Because the Data Processing Center and Print Shop are specialized operations requiring above standard specifications, it is proposed that the staff be authorized to initiate negotiations for potential lease sites within a 10-mile radius of Metropolitan's Two California Plaza Headquarters. To satisfy the goal of centralization and minimize staff inefficiencies, it is further proposed that these work groups be housed in a single structure. To minimize the amount of tenant improvement work required and expedite the move date, facilities previously occupied by data centers and print shops will be investigated. The leasehold term will coincide with the short-term lease at Two California Plaza. A summary of some of the special facility requirements are listed below:

**Data Processing Center** - raised floor for a computer room, support office space (14 support personnel), tape and supplies storage room, report distribution room, 3 phase 480 volt electric power, 125 kW emergency generator, 125 kW uninterruptible power system (UPS), security access system, fire suppressant system, above standard air conditioning at 400,000 BTU per hour.

**Print Shop** - substantial power and HVAC ventilation for chemical use and drainage set-up, higher floor live loading requirements, loading dock area, supply storage areas.

After a preliminary market search, ten sites were reviewed as potential short-term replacements for the work groups, of which, three were selected to investigate further:

**Alhambra:** The Braun Engineering/Santa Fe International Complex located at 1000 South Fremont Avenue.

**Downtown Los Angeles:** The Huron Building located at 510 West 6th Street.

**Downtown Los Angeles:** The Transamerica Center located at 1150 South Olive Street.

The rent, parking and associated expenses vary widely at each location. Actual costs for these and other locations will become more definite once final approval has been given and negotiations are under way.

The proposed action is exempt from the provision of the California Environmental Quality Act (CEQA) because it would entail lease of existing facilities involving negligible or no expansion of use beyond that previously existing.

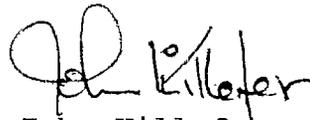
#### Board Committee Assignments

This letter is referred for action to:

1. The Task Force to Review Office Space and Building Sites because it was specifically formed to address matters concerning the acquisition of additional office space under Administrative Code Section 2310;
2. The Land Committee because of its authority to study, advise and make recommendations with regard to the purchase, sale and leasing of land and buildings, pursuant to Administrative Code 2451(b); and
3. The Executive Committee because it has the authority to study, advise, and make recommendations with regard to questions raised by the officers and staff in unexpected situations in accordance with Administrative Code Section 2417(f).

Recommendation**TASK FORCE TO REVIEW OFFICE SPACE AND BUILDING SITES, LAND COMMITTEE AND EXECUTIVE COMMITTEE FOR ACTION.**

It is recommended that the General Manager be authorized to execute an agreement, in a form approved by the General Counsel, to provide a facility for the above District functions for an interim period, with the termination of this agreement to be consistent with the existing terms of the Two California Plaza lease. The facility will be located within a 10-mile radius of Metropolitan's Two California Plaza Headquarters for approximately 15,000 square feet of office space, and associated parking space, for lease costs not to exceed \$504,000 per year plus incidental costs to the building, any required tenant improvements, additional parking, and obtaining the materials and equipment necessary for office operations.



John Killefer

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