

CITY OF LOS ANGELES  
CALIFORNIA

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November 4, 2022

Honorable Mitch O'Farrell  
Chair, Energy, Climate Change, Environmental Justice and River Committee  
c/o Office of the City Clerk  
Room 395, City Hall

Attention: Eric Villanueva, Legislative Assistant

**COUNCIL FILE NO. 21-1039: RELATIVE TO HIRING A MANAGEMENT ANALYST  
AND OBTAINING SERVICES FROM CONTRACTORS TO SUPPORT THE BUILDING  
DECARBONIZATION WORKPLAN**

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**Recommendations:**

The General Manager of GSD, or designee, respectfully requests that the Mayor and City Council:

1. APPROVE eight months' salary funding totaling \$66,343 at the GSD for a Management Analyst at the GSD to support the Building Decarbonization Program;
2. APPROVE \$106,780 from the Unappropriated Balance Fund 100/58, Account No. 580404, Decarbonization and Development of Solar on City Facilities for contractual services to obtain and import building square footage, year built, and utility usage data for City facilities to GSD's Asset Management System;
3. INSTRUCT the Controller to transfer \$66,343 from the Unappropriated Balance Fund 100/58, Account No. 580404, Decarbonization and Development of Solar on City Facilities to Department 40, Fund 100, Account 1010 Salaries General;
4. INSTRUCT the Controller to transfer \$106,780 from the Unappropriated Balance Fund 100/58, Account No. 580404, Decarbonization and Development of Solar on City Facilities to Department 40, Fund 100, Account 3040 Contractual Services; and
5. AUTHORIZE the City Clerk and or Controller to make any technical corrections or clarifications to the above fund transfer instructions in order to effectuate the intent of this Report.

**Discussion**

As indicated in BOE's report to the Energy, Climate Change, Environmental Justice and River Committee dated May 3, 2022, BOE is working closely with GSD and other City departments to address the urgency and opportunities of carbon reduction through decarbonizing the City's existing building stock of 1200 facilities. BOE will utilize the services of a consultant to develop a Building Decarbonization Workplan that will assess full decarbonization of building systems, evaluate the renewable solar energy generation potential of existing municipal facilities in order to prioritize projects for net-energy metered systems, resiliency generation systems, or grid-connected systems as well as reduction of gas-powered appliances.

The Workplan will be generated using City real estate data contained in GSD's Asset Management System (AMS), however contractual services are needed to obtain and import missing data, including building square footage, year built, and utility usage information. To complete the work, GSD requires a new position to oversee the integration of this data into the system and support ongoing reporting.

**Staffing (\$66,343)**

GSD requests resolution authority for a Management Analyst and \$66,343 for eight months funding to June 2023. GSD does not have the capacity to absorb the Building Decarbonization Workplan workload and recommends having a dedicated position to ensure the required data is entered correctly and quickly and then maintained and revised as needed as projects are completed. The current IAS staff of three full-time employees and one hiring-hall employee is operating at maximum capacity to support the existing functions of the AMS.

These functions include management of the AMS database, the GSD Service Portal, and the Perform work management and asset management mobile applications. The AMS database includes 8,000+ property and parcel records; 300+ payable and receivable lease records; 230+ work orders for Real Estate Services administrative projects; 47,700+ corrective, preventive, and regulatory work orders; 45,000+ building and equipment assets; and 17,000+ requests through the GSD Service Portal. IAS staff is also responsible for ongoing system reporting, including reporting on work orders for GSD's Building Maintenance Division and LAPD as well as reporting on leases for GSD's Real Estate Services Division.

Without a dedicated position, GSD is unable to provide the support necessary for the consultant to complete the initial project and for ongoing tracking and regular reporting requirements, such as greenhouse gas (GHG) emissions, for the 12-year Workplan. GSD staff support will be critical to creating a prioritization methodology to establish a project list, developing the 12-year Workplan, and augmenting and integrating existing datasets for a centralized method of tracking and reporting on pertinent information and GHG savings for all City facilities.

As part of BOE's Task Order Solicitation for the Building Decarbonization Workplan, the consultant will also be developing a data tracking tool that will either reside within the AMS or connect to the AMS through an interface. This task cannot be completed without extensive analysis and assistance from the IAS team.

The Management Analyst will serve as lead on the project including the completion of two critical tasks as outlined below. The costs associated with eight months of the Management Analyst position are \$66,343.

BOE's consultant will be selected and onboarded in November 2022. The project is anticipated to be completed within eight months and it is therefore critical that the necessary building data be in place in the AMS before the consultant begins work on certain tasks.

Without this position, IAS cannot work on the next two tasks, critical to development of the 12-year Workplan.

**Contractual services to obtain square footage and year built information (\$30,000)**

GSD requests up to \$30,000 for an additional consultant to collect and verify year built and square footage information for the 1200 facilities included in the City's real estate portfolio. This information will be obtained from a combination of database sources, including multiple LADBS permit databases and LA County Assessor records. This base information is necessary in order to calculate a facility's Greenhouse Gas Emissions.

It was not possible to obtain this information using existing City resources because BOE does not maintain square footage or year-built data for City facilities. The square footage and year-built information from GSD's Building Maintenance Division is unverified. The LADBS permit databases contain some of the needed data, however extensive analysis and data manipulation are required before it can be useful for the project. A limited amount of year built and square footage information is available through the LA County Assessor's Office because the City does not pay taxes on its municipal properties.

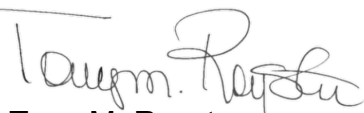
**Contractual services for system interfaces (\$76,780)**

GSD requests \$43,500 to develop a process that will extract and transform utility usage information from the EnergyCAP software in a format that can be imported into the AMS. BMD currently uses EnergyCAP software to track utility usage data for City facilities. Without the energy usage data in the AMS, it will not be possible to prioritize buildings for decarbonization or track energy savings over the course of the project.

GSD also requests \$33,280 to develop interfaces that will allow the AMS to consume the identified year built, square footage, and utility usage data.

**Fiscal Impact**

There is no additional impact to the General Fund as these costs are funded by monies set aside in the Unappropriated Balance Fund 100/58, Account No. 580404, Decarbonization and Development of Solar on City Facilities for this purpose.



Tony M. Royster  
General Manager