

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

---

---

Date: June 26, 2025 CAO File No. 0150-12982-0000

To: The Municipal Facilities Committee *Albert C. Griege*

From: City Administrative Officer Municipal Facilities Committee Staff

Subject: **Assessment of Available City Space**

---

### RECOMMENDATIONS

That the Municipal Facilities Committee (MFC):

1. Instruct the City Administrative Officer (CAO), Department of General Services (GSD), with the assistance of the Bureau of Engineering (BOE), to assess the feasibility of vacant space in the Los Angeles Mall, including the food court area and former CVS retail space;
2. Instruct CAO, with the assistance of the GSD, to identify all available vacant City-owned space; and,
3. Instruct GSD to include in its Channel 35 acquisition report any available space that the Information Technology Agency (ITA) will not use on the site, and which may be available for other City space needs.

### SUMMARY

This report provides recommendations to assess and identify vacant City-owned facilities to maximize the use of space and reduce City leasing liabilities. These recommendations will allow CAO, GSD and BOE staff to perform an assessment of the remaining vacant City space in the Los Angeles Mall and other City facilities and report to the MFC on potential space to optimize the City's current real estate needs.

It is critical for the City to use all of its available real estate given the current fiscal environment. Although most departments have a telecommuting policy, there are still numerous space needs. The best example is the City's current lease at Industrious, which houses several departments and is set to expire in January 2027.

### DISCUSSION

#### Los Angeles Mall Vacant Space

Even with the space assignments considered by the MFC on today's agenda, the Los Angeles Mall has over 30,000 square feet of vacant space, including the dining hall area, former CVS location, and other retail spaces. This area needs to be physically assessed to determine the cost of tenant

improvements to make the area viable for use.

There may also be other city-owned space that may be vacant throughout the City. Some Council Offices have mentioned the availability of space in their districts. GSD, with the assistance of the CAO, will survey City departments and council offices to determine the available space.

### Other Potential Space

The Department of Water and Power currently leases 83,432 square feet at Figueroa Plaza, which is set to expire on September 30, 2026. If a lease extension is not pursued, this space should be considered to address departmental space needs.

GSD is also working with ITA on the acquisition of a permanent facility for Channel 35 operations. There may be space on the site that may be available for other uses. GSD will include details on available space in its report, which will be scheduled for the July MFC meeting.

The CAO and GSD will report-back after the completion of the vacant space analysis with recommendations to address current and future space needs.

### **FISCAL IMPACT STATEMENT**

There is no General Fund impact based on the recommendations in this report.

### **FINANCIAL POLICIES STATEMENT**

The recommendations stated in this report comply with the City's Financial Policies, as these do not result in an appropriation.

*MWS:ACG:05250154*