

MUNICIPAL FACILITIES COMMITTEE  
Minutes from the Regular Meeting of September 25, 2025

MEMBERS: Yolanda Chavez, Office of the City Administrative Officer, Chair (CAO)  
Sharon Tso, Office of the Chief Legislative Analyst (CLA)  
Matthew Hale, Office of the Mayor (Mayor)

The meeting was called to order at 10:03 a.m.

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General Public Comment: No public comment.

**Item 2** Report from the Economic and Workforce Development Department requesting authority to negotiate and execute a non-profit lease agreement with North Valley Caring Services for food distribution services at 10801/10807 San Fernando Road and 13269 Van Nuys Boulevard, in Council District 7, subject to Council and Mayor approval.

**Disposition:** Approved as amended with an instruction for the Economic and Workforce Development Department (EWDD) to submit a revised term sheet reflecting the correct security deposit fee.

Yolanda Chavez, CAO, requested that Items No. 2 and 6 be taken out of order to precede Item No. 1.

Sharon Tso, CLA, inquired about the correct security deposit amount due to a discrepancy between the report and the term sheet. Blair Miller, EWDD, clarified that the security deposit is equivalent to one month's of CAM fee and that the term sheet will be revised to reflect this correction.

**Item 6** Report from the General Services Department requesting authority to negotiate and execute a lease amendment with 1910 Sunset Boulevard (LA), LP, for office space for the Los Angeles Housing Department at 1910 Sunset Boulevard, Suite P2, in Council District 13, subject to Council and Mayor approval.

**Disposition:** Approved.

Sharon Tso, CLA, inquired as to why the space for Suite P2 at this site is considered temporary. Wayne Lee, GSD, stated that the inspectors utilizing Suite P2 will be moved to a permanent location once the Garland relocation project is completed. Mr. Lee added that other staff at 1910 Sunset Boulevard will remain at this location.

**Item 1** Minutes of the August 28, 2025 Regular Meeting.

**Disposition:** Approved on consent.

**Item 3** Report from the General Services Department requesting authority to negotiate and execute a non-profit ground lease agreement with Venice Community Housing Corporation to operate an interim housing site at 650 Westminster Avenue, in Council District 11, subject to Council and Mayor approval.

**Disposition:** Approved on consent.

**Item 4** Report from the General Services Department requesting approval of a space assignment for the Office of Finance to operate a personal computer farm on the P-4 level of City Hall East, Room E-116, subject to Council and Mayor approval.

**Disposition:** Approved on consent.

**Item 5** Report from the General Services Department requesting approval of a space assignment for the Los Angeles Fire Department to operate a Wildfire Training Camp at the Oat Mountain Nike Missile Site at 15900 Browns Canyon Road.

**Disposition:** Approved on consent.

**Item 7** First Quarterly Status Report from the City Administrative Officer on the Citywide Leasing Account.

**Disposition:** Noted and filed.

Aira Wada, CAO, provided an overview of the status of the 2025-26 Citywide Leasing Account. Ms. Wada highlighted that the year-end projected surplus is estimated at \$2.25 million, which will be retained to address any unfunded expenditures for new and existing leases. Ms. Wada added that the Special Fund Leasing Account and A Bridge Home Leasing Account are projected to be on budget by year-end.

Sharon Tso, CLA, asked whether the Bureau of Street Lighting (BSL) is seeking a different yard since the 16714 Schoenborn Street site is no longer available. Zachary Millet, GSD, stated that the initial negotiation for 16714 Schoenborn Street fell through and the budget for this lease is reported as a surplus. Mr. Millet added that there is likely still a need for a new yard for BSL and that the surplus will be used for this purpose.

**Item 8** Report from the Bureau of Engineering on the status of the Building Decarbonization Workplan.

**Disposition:** Item continued to the next meeting.

**Item 9** Adjournment – Next Meeting: Regular Meeting on Thursday, October 30, 2025.

*The meeting adjourned at 10:12 a.m.*