

CITY OF LOS ANGELES

CALIFORNIA



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MAYOR

Agenda Item No. 6

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February 26, 2026

Matthew W. Szabo, Chair
Municipal Facilities Committee
200 North Main Street, Suite 1500
Los Angeles, CA 90012

NOTIFICATION OF A SPACE ASSIGNMENT FOR LOS ANGELES POLICE DEPARTMENT SECURITY SERVICES DIVISION AT THE LA MALL SPACE #23

The Department of General Services (GSD) is hereby notifying the Municipal Facilities Committee (MFC) of the assignment of 1,262 square feet (sf) of office space to the Los Angeles Police Department (LAPD) Security Services Division in Space #23 in the Los Angeles Mall, located at 201 N. Los Angeles Street.

Pursuant to Council File 96-0426, GSD has the authority to assign up to 5,000 square feet (SF) to City Departments in City-owned space and provide notification to the MFC.

BACKGROUND

The LAPD Security Services Division is in need of additional space to accommodate up to 10 desks for their Senior Lead/Community Relations group. LAPD currently occupies Space #2 in the LA Mall consisting of 6,066 square feet of space. That office houses approximately 35 staff during the day with a reduced number for night and weekend shifts. This location supports security services provided on a 24/7 basis for City buildings in the Civic Center and supports the Community Relations Group for the area. Staff at this location do not telecommute.

LAPD Security Services also has limited space on the ground floor of City Hall South which is primarily used for storage, but it cannot accommodate additional staff. LA Mall Space #23 was vacated recently by the Civil Human Rights and Equity Department which used the space as a temporary office.

The proposed Space #23 at the LA Mall will require some IT work including data cabling to access the City network. Exact estimates are unavailable at this time, however, a rough order of magnitude estimate of \$20,304 is projected to be needed to cover the Information Technology Agency (ITA) costs for IT work.



MAINTENANCE AND CUSTODIAL

Vacant LA Mall suites are unfunded for ongoing maintenance and custodial costs as they were intended for commercial tenant use, wherein the tenant was responsible to pay for those costs. As such, additional funding will be required for maintenance at \$4.25 per square foot or \$5,364 per year by GSD's Building Maintenance Division. Additionally, since this space may experience water intrusion during heavy rain events, funding for a Mold Survey Allowance in the amount of \$10,000 annually is also recommended. The projected monthly expense for maintenance is \$1,280.

This location will be serviced by GSD's contracted custodial vendor. Custodial costs are estimated to be \$822 monthly or \$9,864 annually for service five days per week at the standard level provided at City buildings by GSD Custodial Services Division.

GSD projects that four months of funding for both maintenance and custodial services would be required this fiscal year totaling \$8,408.

FUNDING

Sufficient funding is available in the CTIEP Space Optimization Program to cover the \$20,304 of estimated IT network cabling costs. However, GSD is unfunded for the maintenance and custodial services costs, and additional funding is required to cover the shortfall of \$8,408. The suite will lack maintenance and custodial services if funding is not allocated for these purposes.

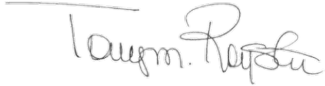
FISCAL IMPACT

The General Fund impact includes current fiscal year expenses for four months of maintenance and custodial services with a sum of \$8,408 and IT related costs at \$20,304 (covered by CTIEP). However, the maintenance and custodial costs are unfunded and represent a negative impact of \$8,408 to the General Fund for this Fiscal Year. Ongoing funding in future fiscal years will be needed for this location, with \$25,228 required for FY 2026-2027. If funding is not provided for maintenance and custodial services, the suite will not be serviced.

<i>FY 2025-26 Proposed Expenses LA Mall Space #23</i>			
	Monthly Proposed Costs	2025-26 Estimated Expenses (4 mos)	2026-27 Projected Expenses
Maintenance	\$1,280	\$5,120	\$15,360
Custodial	\$822	\$3,288	\$9,864
IT		\$20,304	
TOTAL	\$2,102	\$28,712	\$25,224

RECOMMENDATION

That the Municipal Facilities Committee note and file this report.

A handwritten signature in black ink, appearing to read "Tony M. Royster". The signature is written in a cursive style with a horizontal line above the first few letters.

Tony M. Royster
General Manager

Attachment: Floor Plan

