

MUNICIPAL FACILITIES COMMITTEE  
Minutes from the Regular Meeting of February 26, 2026

MEMBERS: Matthew Szabo, 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 10:05 a.m.

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General Public Comment: No public comment.

**Item 2** Report from the General Services Department requesting authority to negotiate and execute a no-cost license agreement with the National Weather Service to install and operate a remote weather station at 1700 Stadium Way (Frank Hotchkin Memorial Training Center), in Council District 1, subject to Council approval.

**Disposition:** Approved with discussion.

Matthew Szabo, CAO, requested that Items No. 2-4 be taken out of order to precede Item No. 1.

Sharon Tso, CLA, inquired whether the National Weather Service asked for an extension option. Lisa Schechter, General Services Department (GSD), clarified that the National Weather Service did not ask for an extension. Ms. Tso asked if the Community Benefits Analysis form contains the correct market rate of the leased space. Ms. Schechter responded that GSD will review the market rate and revise if needed.

**Item 3** Report from the General Services Department requesting authority to negotiate and execute a lease agreement with Yong Woo Park and Jonathan Park, doing business as Plaza Cards and Gifts, at 201 North Figueroa Street (Figueroa Plaza), Suite 199, in Council District 14, subject to Council approval.

**Disposition:** Approved with discussion.

Sharon Tso, CLA, inquired as to the billing process of the Common Area Maintenance (CAM) fees. Lisa Schechter, GSD, replied that the CAM fees are billed separately from the lease cost. Ms. Tso asked for clarification regarding the term sheet stating that insurance is to be further defined. Ms. Schechter clarified that the CAO Risk Management Division defines the insurance after the lease is drafted.

**Item 4** Report from the General Services Department requesting authority to negotiate and execute a parking lease amendment for the Department of Transportation at 888 South Vermont Avenue, in Council District 10, subject to Council approval.

**Disposition:** Approved with discussion.

Sharon Tso, CLA, asked whether the Electric Vehicle (EV) charging area is secured. Wayne Lee, GSD, answered that all parking and the EV charging areas for the Department of Transportation (DOT) use are secured by a gate. Ms. Tso inquired if the parking is only for City fleet. Roy Cervantes, DOT, responded that the parking is predominantly for City fleet while a few are reserved for supervisors. Mr. Cervantes added that officers switch their personal vehicles with City fleet during their shifts. Ms. Tso inquired as to why this lease is ineligible for Special Parking Revenue Funds (SPRF). Mr. Cervantes replied that this lease is not eligible to be funded by the SPRF because the Administrative Code states it is not to be used for standard policing of parking meters. Ms. Tso instructed CAO staff to review the SPRF eligibility.

**Item 1** Minutes of the January 29, 2026 Regular Meeting.

**Disposition:** Approved on consent.

**Item 5** Second Quarterly Status Report from the Bureau of Engineering on the Taylor Yard G2 River Park project.

**Disposition:** Noted and filed with discussion.

Matthew Szabo, CAO, requested details for any Phase I grant requirements. Evann Gonzalez, Bureau of Engineering (BOE), explained that seven grants include matching and are shown in the secured funding table in the report. Ms. Gonzalez further added that some grants are eligible for design while others are eligible for construction; therefore, BOE is working with the Los Angeles Sanitation & Environment (LASAN) to repurpose construction funds to be used for design. Ms. Gonzalez added that BOE is currently meeting all requirements with LASAN.

Sharon Tso, CLA, asked for an update on any unspent grant money. Ms. Gonzalez reported that about \$8 million is currently unspent out of \$10 million in grant funds. Ms. Tso inquired whether most of that funding was matched. Ms. Gonzalez said that most of the funding was matched as the proceeds of the acquisition and easement were used to match the grant amount. Ms. Tso asked as to the expiration of the grant funds. Ms. Gonzalez stated that BOE checks the expiration of grants regularly and all the grants have been extended sufficiently to complete the project.

Mr. Szabo instructed BOE to include the grant requirements and deadlines in future status update reports.

- Item 6** Report from the General Services Department requesting approval of a space assignment for the Los Angeles Police Department - Security Services Division in the Los Angeles Mall, Suite 23.

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

Zachary Millet, GSD, provided a brief presentation on the space assignment report for the Los Angeles Police Department (LAPD) – Security Services Division. Mr. Millet stated that the Information Technology work is estimated to cost \$20,304.

Sharon Tso, CLA, asked LAPD to confirm if the space assignment is needed because the number of staff has increased. Jon Larsen, LAPD, expressed that Suite 2 in the Los Angeles Mall currently has more than 35 personnel. Mr. Larsen added that Senior Lead officers are currently sharing workspace and need individual desks. Mr. Larsen stated that there is also a need for a training space due to increased various training requests.

Ms. Tso suggested the need to consider BOE’s infrastructure assessment report to determine the best use of the Los Angeles Mall. Yolanda Chavez, CAO, responded that BOE did not have the report ready; however, BOE staff stated that there were no concerns of assigning the Los Angeles Mall space to City staff. Albert Griego, CAO, reiterated that BOE did not identify any issues that would prevent assigning the Los Angeles Mall space to City staff.

Matthew Szabo, CAO, asked for the City Attorney’s advice on the course of action for Item No. 6, provided that the report requires to be noted and filed and the Municipal Facilities Committee (MFC) wants to hold the report. Lindsey Zwicker, City Attorney, replied that the report may be held for future meeting if the MFC wishes to do so. Mr. Millet stated that no Information Technology Agency work has started and LAPD has not moved in yet. Matthew Szabo instructed to hold the item for the next meeting.

- Item 7** **Continued from October 30, 2025:** Report from the City Administrative Officer - Municipal Facilities Group on Office Space Standards, subject to Council and Mayor approval.

**Disposition:** Approved with discussion.

Elis Lee, CAO, provided a brief presentation on the revised Office Space Standards report. Ms. Lee stated that the Recommendations No. 2-4 were revised and No. 5 was removed since the October 30, 2025, meeting.

Sharon Tso, CLA, asked whether the meet and concur with the Labor Union was completed. Ms. Lee responded that the meet and concur with the Labor Union was completed and the result is reported in Attachment C. Ms. Tso inquired if the Citywide Telecommute Policy is still in progress. Matthew Szabo, CAO, replied that the Citywide Telecommute Policy is still in progress. Mr. Szabo clarified that Recommendation No. 3 states that the individual department's Telecommute Policy will be used to determine the type of workspace provided to staff while the Citywide Telecommute Policy is still being developed.

Ms. Tso raised concerns regarding a need for adjustments if a department's General Manager decides to have all staff work from office every day. Mr. Szabo responded that any changes will be negotiated with the Labor Union. Yolanda Chavez, CAO, stated that the proposed Office Space Standards gives the flexibility for every department's needs.

Ms. Chavez completed the meeting for Mr. Szabo.

**Item 8** Report from the Bureau of Engineering on the Los Angeles Mall infrastructure assessment.

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

**Item 9** Report from the City Administrative Officer - Municipal Facilities Group on the proposed use of the Los Angeles Mall, Suite 4 (former CVS), for hoteling and conference space.

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

**Item 10** Report from the General Services Department requesting approval of a space assignment and space optimization project for the consolidated Community Investment for Families Department at 432 East Temple Street (Mangrove), in Council District 14, subject to Council approval.

**Disposition:** Approved with discussion.

Zachary Millet, GSD, provided a brief presentation on the space assignment of the consolidated Community Investment Department (CID) consisting of 330 staff. Sharon Tso, CLA, asked whether the \$3.2 million is a rough estimate and if there are any funding availability for extra cost. Mr. Millet responded that GSD will work with the CAO to address any funding gaps in a future Construction Projects Report. Ms. Tso inquired about any issues with the 2022-23 Municipal Improvement Corporation of Los Angeles authorization. Albert Griego, CAO, stated that the reauthorization of the 2022-23 MIICLA funding was included in the report recommendation.

Ms. Tso asked about the timeline of the space assignment. Mr. Millet explained that construction will begin after funds are transferred and the construction is expected to last six months.

Ms. Tso asked for confirmation that this is a no lease cost. Mr. Millet confirmed that there are no leasing costs for this space assignment. Mr. Millet explained that the property was purchased with the SPRF and that the City Attorney confirmed that the MFC has the authority to assign the space to a City department without a lease cost. Ms. Tso inquired as to how the lease savings will be used. Ruth Rodriguez, Community Investment for Families Department (CIFD), stated that only Economic & Workforce Development Department (EWDD) was paying for Industrious lease with a Special Fund while Youth Development Department and CIFD portions of the Industrious lease were General Funded. Ms. Rodriguez added that the Department of Aging is currently at Figueroa Plaza which is also General Funded. Mr. Millet reported that moving out of Industrious will result in an estimated savings of \$12 million over a 10-year period in lease costs in which \$7 million is from EWDD's Special Fund. Ms. Rodriguez confirmed that any Industrious lease savings will pay for the maintenance and security costs at Mangrove.

Matthew Hale, Mayor, asked if the 134 workstations were decided because of the CID telecommute policy or space limitation. Mr. Millet replied that the 134 workstations resulted from both the space availability and CID's telecommute policy. Yolanda Chavez, CAO, inquired whether the Los Angeles Housing Department (LAHD) will have enough space at Industrious to work from office more often when CID moves out of Industrious. Amy Benson, GSD, stated that GSD will bring a report on details of the remaining Garland departments. Ms. Benson added that LAHD has expressed interest in the Industrious building. Ms. Rodriguez reported that CID's telecommute policy was reviewed by the Labor Union and it will be ready for review by the Mayor's Office shortly after some revisions are made.

**Item 11** Adjournment – Next Meeting: Regular Meeting on Thursday, March 26, 2026.

*The meeting adjourned at 11:20 a.m.*