

CITY OF LOS ANGELES

CALIFORNIA



KAREN BASS
MAYOR

Agenda Item No. 3

TONY M. ROYSTER
GENERAL MANAGER
AND
CITY PURCHASING AGENT

DEPARTMENT OF
GENERAL SERVICES
ROOM 701
CITY HALL SOUTH
111 EAST FIRST STREET
LOS ANGELES, CA 90012
(213) 928-9555
FAX No. (213) 928-9515

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

NOTIFICATION OF SPACE ASSIGNMENT FOR THE LOS ANGELES HOUSING DEPARTMENT AND ECONOMIC WORKFORCE DEVELOPMENT DEPARTMENT FOR TEMPORARY STORAGE ON THE P-5 FLOOR OF CITY HALL EAST

The Department of General Services (GSD) is hereby providing the Municipal Facilities Committee (MFC) notification of a Space Assignment for the Los Angeles Housing Department (LAHD) and Economic Workforce Development Department (EWDD) for temporary storage use of Suite E-133D and its internal rooms located on P-5 of City Hall East (P-5). While these departments continue to work in temporary swing space at Industrious, they require additional storage of IT items in the nearby area to provide support to their departments.

Pursuant to Council File 96-0426, the Department of General Services (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. The total square footage of the requested suite is approximately 1,433 sf.

BACKGROUND

The five departments which vacated 1200 W. 7th Street (known as the Garland Building) in February of 2024 have been working in temporary co-working space at 444 S. Flower St. operated by Industrious. The workspaces do not allow for storage of extra items or IT equipment. LAHD and EWDD need to store additional IT equipment nearby where it can be easily accessed. As part of the Garland relocation, all IT equipment was placed in an off-site storage warehouse storage location which is inaccessible to staff. There are approximately 39 pallets of IT equipment being stored. Only the necessary equipment needed to support these departments will be moved to P-5 from the off-site warehouse as space is limited.

The current cost to store 39 pallets of IT equipment is approximately \$30 per pallet or \$1,170 per month. Reducing the number of pallets in off-site storage will reduce the monthly cost being paid from the Citywide Leasing Account.




Costs associated with installing a demising fence to prepare the P-5 suite for storage total \$4,519.

FISCAL IMPACT

Funding for the current storage of IT equipment is included in the FY 2025-26 General Fund Citywide Leasing Account as part of the Garland Relocation Project. Fencing the suite cost \$4,519 and assuming 12 pallets worth of IT equipment will be stored on P-5, there will be a savings of \$360 per month and \$4,320 annually. Further reducing the number of pallets in off-site storage will result in additional savings to the General Fund account proportionate to the number pallets removed from offsite storage.

RECOMMENDATION

That the Municipal Facilities Committee note and file this Notification of Space Assignment report.



Tony M. Royster
General Manager