

CITY OF LOS ANGELES

CALIFORNIA

Agenda Item No. 4

TONY M. ROYSTER
GENERAL MANAGER
AND
CITY PURCHASING AGENT



KAREN BASS
MAYOR

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

REVISED 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 (LA 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 SF. That office houses approximately 35 staff during the day with a reduced number for night and weekend shifts. This location supports security services that are 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 and 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.

TENANT IMPROVEMENTS

The proposed space #23 at the LA Mall will require tenant improvement work to prepare the space for long term occupancy. This includes replacement of the air conditioning unit, replacement of light fixtures and ceiling tiles, performing an electrical load analysis, update of the fire sprinklers and the Fire-Life-Safety system, and modification of the



restroom fixtures. Also, the glass sliding door that leads to another suite will need to be replaced with a wall to restore its fire rating and secure the suite. GSD's Construction Forces Division provided an estimate for these repairs totaling \$97,708.

IT data cabling work is also needed to provide access to 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 (\$447 per month) 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 required. The projected monthly expense for the initial 10 months of occupancy for maintenance is \$1,447.

This location will be serviced by GSD's contracted custodial vendor. Custodial costs are estimated to be \$979 monthly or \$11,745 annually for service five days per week at the standard level provided at City buildings by GSD Custodial Services Division.

FUNDING

Sufficient funding is available in the CTIEP Space Optimization Program to cover the \$97,708 of CFD work and \$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 \$25,228 for these services for the first fiscal year. The suite will lack maintenance and custodial services if funding is not allocated for these purposes in the first and subsequent fiscal years.

FISCAL IMPACT

The General Fund impact includes next fiscal year expenses for 10 months of maintenance and custodial services with a sum of \$24,260 and tenant improvement costs at \$118,012 (covered by CTIEP). However, the maintenance and custodial costs are unfunded and represent an ongoing funding need of \$24,260 required for FY 2026-2027. If funding is not provided for maintenance and custodial services, the suite will not be serviced. Funding for future fiscal years will be requested through the budget process.

<i>FY 2026-27 Proposed Expenses LA Mall Space #23</i>		
	Monthly Proposed Costs	2026-27 Estimated Expenses (10 mos)
Maintenance (Mold Testing incl.)	\$1,447	\$14,470
Custodial	\$979	\$9,790
Tenant Improvements		\$97,708
IT Network cabling		\$20,304
TOTAL	\$2,426	\$142,272

Unfunded amount

Funded through CTIEP

RECOMMENDATION

That the Municipal Facilities Committee note and file this report.



Tony M. Royster
General Manager

Attachment: Floor Plan

