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Agenda Item No. 2

September 24, 2026

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

NOTIFICATION OF A TEMPORARY SPACE ASSIGNMENT FOR THE OFFICE OF INSPECTOR GENERAL AT 221 NORTH FIGUEROA STREET, 5TH FLOOR CONFERENCE CENTER

The Department of General Services (GSD) is hereby notifying the Municipal Facilities Committee (MFC) of the temporary assignment of 3,800 square feet (sf) of office space to the Office of Inspector General (OIG) in the Figueroa Conference Room Center located at 221 North Figueroa Street, 5th Floor, Los Angeles, CA 90012. The OIG will occupy the space until their permanent space is finalized.

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. The total square footage of the requested space is approximately 3,800 SF.

BACKGROUND

The OIG needed to vacate their office space at the World Trade Center (WTC) located at 350 S. Figueroa Street, Los Angeles, CA 90071, by the end of August 2026, as the landlord is beginning a housing development project. GSD Real Estate Services Division (RES) identified swing space to meet the needs for the OIG office at the 5th Floor Conference Center at 221 N. Figueroa Street, while a new permanent office is prepared. The OIG will utilize 3,800 square feet (sf) of the total 5,678 sf of space to keep a portion of it available for use by Figueroa Plaza tenants. The OIG completely vacated the WTC space on August 27, 2026.

Although RES holds authority under Council File 26-0807 to execute a lease at 660 S. Figueroa St., a permanent move to space being vacated on the 5th floor of 221 N. Figueroa Plaza is currently under consideration. Build-out costs and timelines are under evaluation, and a report with recommendations will be submitted to the MFC.

FISCAL IMPACT

Approximately $52,472 in funding from the Citywide Municipal Leasing Account was utilized to cover the relocation expenses into Figueroa Plaza. As noted in the Council report that went to MFC in May for OIG's new leased location, funding to move this office was included in the budget projection for this fiscal year.

The relocation costs are as follows:

Move Cost	$30,750
Conference Room Preparation	$7,722
ITA	$14,000
Grand Total	$52,472

There is no additional impact to the General Fund. However, the Citywide Leasing Account will realize a savings of $41,823 per month for lease and parking costs at the WTC during this temporary space assignment.

RECOMMENDATION

That the Municipal Facilities Committee note and file this report.

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