MUNICIPAL FACILITIES COMMITTEE
Minutes from the Regular Meeting of September 24, 2026

MEMBERS: Edwin Gipson, Office of the City Administrative Officer, Chair (CAO)
Sharon M. Tso, Office of the Chief Legislative Analyst (CLA)
Matthew Hale, Office of the Mayor (Mayor)

The meeting was called to order at 10:00 a.m.

General Public Comment: No public comment.

Item 1 Minutes of the August 27, 2026 Regular Meeting.

Disposition: Approved on consent.

Item 2 Report from the General Services Department notifying a temporary space assignment for the Los Angeles Police Commission - Office of Inspector General at 221 North Figueroa Street, in Council District 14.

Disposition: Noted and filed with discussion.

Sharon Tso, CLA, inquired if the previously approved lease agreement at 660 South Figueroa Street was already executed for the Office of Inspector General (OIG). Amy Benson, General Services Department (GSD), replied that the lease agreement has not been executed. Ms. Tso asked whether the Los Angeles Police Department (LAPD) had a preference on the two lease options presented at the May 28, 2026, Municipal Facilities Committee (MFC) meeting. Gabriel Gnanapragasam, LAPD, responded that OIG previously preferred to move to the 660 South Figueroa Street office space; however, OIG shifted its preference to permanently relocate at 221 North Figueroa Street due to the cost savings of using a City-owned site.

Item 3 Report from the General Services Department (GSD) requesting authority to negotiate and execute a master license agreement with the Los Angeles County Department of Public Health to administer the Medical Countermeasures Program during emergency events on property managed by GSD, subject to Council approval.

Disposition: Approved with the following instructions for GSD:

1. Report back to the MFC when the master license agreement is finalized;
2. Include a 120-day termination in the master license agreement and a 30-day termination for each individual lease agreement;
3. Include a clause that clarifies that the City would have to declare a state of emergency before execution of the leases; and,
4. Report to the MFC for approval to exercise the extension option of the master license agreement.

Marivic Sabillo, GSD, presented the master license agreement report for the Medical Countermeasures Program for the temporary use of City-owned, GSD-controlled properties at no cost during declared public health emergencies. Ms. Sabillo noted that the master license agreement will have an initial term of 10 years, with two five-year options to extend. Ms. Sabillo stated that each lease agreement will not exceed four months while a longer term requires Council approval.

Sharon Tso, CLA, asked whether the master license agreement will include a provision to protect the City from liability. Amy Benson, GSD, responded that this master license agreement will include a protection clause for the City and avoid the rushed coordination with the City Attorney, Council Office, tenants, and DPH at times of emergency. Ms. Benson added that the master license agreement will be similar to that of the Safe Parking Program to add and delete each site as needed.

Ms. Tso asked about GSD's processes for allowing DPH access to City facilities. Ms. Sabillo replied that access protocol will be determined on a case-by-case basis and the notification will be sent to the tenants. Ms. Sabillo continued that GSD envisions that an assigned City representative will ensure opening and closing of the facility each day for DPH use. Ms. Tso inquired if a protocol for clean-up will be established. Ms. Sabillo stated that a clean-up protocol will be established and that GSD will check in with DPH at three months to determine if an extension is required beyond the four-month term to finish the clean-up process.

Ms. Tso inquired about the determining factor on whether the City or DPH is responsible for the security costs at the leased facility. Ms. Benson replied that the security will be determined mutually with DPH on a case-by-case basis as some facilities have security on site while other sites may require extended security hours.

Item 4 First Quarterly Status Report from the City Administrative Officer on the Citywide Leasing Account.

Disposition: Noted and filed.

LaTanya Roux, CAO, presented a revised budget of $35.7 million and a projected unexpended balance of $1.2 million for Fiscal Year (FY) 2026-27 General Fund Citywide Leasing Account due to deferred lease payments, State reimbursements, and common area maintenance savings. Ms. Roux stated that the FY 2026-27 A Bridge Home Leasing Account will be on budget by year-end. Ms. Roux noted corrections on the report to revise the table on the bottom of page three which should note $0 on Column B, $2,291,735 for Column C, $8,995,065 for Column D, and $0 for Column F.

Item 5 Report from the General Services Department requesting authority to increase the Renovation Budget of the Seventh Street Body Shop, subject to Council and Mayor approval.

Disposition: Approved with discussion.

David Ly, GSD, requested approval to increase the budget for the Seventh Street Body Shop Renovation by approximately $489,000 from $17.81 million to $18.30 million. Mr. Ly explained that this funding request is associated with evolving agency-driven requirements, revised utility coordination conditions, and unforeseen field implementation conditions related to the Department of Water and Power clearance requirements surrounding the existing transformer installation. Mr. Ly stated that the new project completion date is February 2027.

Matthew Hale, Mayor, asked for clarification on the project cost increase beyond the $12.7 million listed on the bottom of page three of the report. Mr. Ly clarified that the first increase was $2.7 million to comply with the updated City stormwater code requirements; the second increase was $500,000 for scope adjustments due to unforeseen safety conditions; the third increase was for updated bids and inflation due to a 33-month delay. Mr. Hale inquired whether the stormwater code changed from 2020 to 2026. Mr. Ly responded that there was a 2024 code upgrade.

Sharon Tso, CLA, asked if the code update has to be complied with when it occurs during construction. Mark Butler, GSD, stated that the City must comply with changing codes based on the permit submission date. Mr. Butler explained and the project was a design-build by a contractor and the vendor took longer on the permit process, which extended the timeframe and resulted in change orders. Mr. Hale inquired whether the pending code change was known at the time the design-build contract was initiated in

2022. Mr. Butler replied that these types of projects are usually completed by the Bureau of Engineering (BOE); however, BOE was not able to do the work, leading the project to proceed with a contractor.

Mr. Hale asked if the City is bearing the full cost of the change orders due to the code change. Mr. Butler responded that the City is paying all costs after the change orders were vetted. Mr. Hale suggested that this cost increase be revisited to potentially share the cost or ask for a discount on some of the work from the designer as the extra cost is due to the vendor's delay.

Item 6 Adjournment – Next Meeting: Regular Meeting on Thursday, October 29, 2026.

The meeting adjourned at 10:30 a.m.