


0640-01442-0000

TRANSMITTAL

TO The City Council	DATE 09-26-2025	COUNCIL FILE NO. -
FROM Municipal Facilities Committee	COUNCIL DISTRICT 14	

At its meeting held on September 25, 2025, the Municipal Facilities Committee approved the attached Department of General Services (GSD) report, which is hereby transmitted for Council consideration. Adoption of the report recommendations would authorize GSD to assign City Hall East, Level P-4, Room E-116 to the Office of Finance to operate a personal computer farm and to transfer a total of \$312,642 for tenant improvement work.

Fiscal Impact: There is no additional General Fund impact. Funding for this purpose is authorized as part of the Fiscal Year 2025-26 City budget under the Capital and Technology Improvement Expenditure Program.


for Matthew W. Szabo
City Administrative Officer
Chair, Municipal Facilities Committee

MWS:AW:05260042

CAO 649-d

CITY OF LOS ANGELES

CALIFORNIA

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

September 25, 2025

Honorable City Council
City of Los Angeles
c/o City Clerk
Room 395, City Hall
Los Angeles, California 90012

Attention: Adam Lid, Legislative Assistant

REQUEST FOR SPACE ASSIGNMENT FOR THE OFFICE OF FINANCE (OOF) AT CITY HALL EAST, ROOM P4-E116

The General Services Department (GSD) requests approval to temporarily assign space in City Hall East (CHE) Room P4-E116, located at 200 North Main Street, to the Office of Finance (OOF) Systems Division. This space will be used to relocate their Computer Farm from their current location in City Hall. This report also recommends funding to facilitate this relocation.

The OOF Computer Farm consists of 50 desktop computers connected to the City network which provides secure remote access to off-site contract employees. This relocation is necessary as their current location in City Hall (CH) Room 1035 is slated for use by the Mayor's Office of Special Events.

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 space is approximately 1,029 SF. However, since there are recommended Controller instructions included in this report to fund the project, GSD requests the appropriate approval to proceed.

BACKGROUND

The Mayor's Office of Major Events has requested to use CH Room 1035 which will be part of their new office space to accommodate increased hiring and upcoming expansion. The Mayor's Office of Major Events plays an instrumental role in the City's planning for the upcoming events such as the World Cup in 2026 and the 2028 Olympics/Paralympic Games. A separate report will be submitted for that request.

The OOF has agreed to vacate CH Room 1035 and relocate the Computer Farm to City Hall East (CHE) Room P4-E116, which was previously assigned to the Office of the CAO but is now available for re-assignment.



TENANT IMPROVEMENTS

The P4-E116 room will require some tenant improvements to convert the space into a Computer Farm. This work includes removing four cubicle workstations, adding electrical outlets/circuits, and adding more network cabling connections. The work will be performed by GSD's Construction Forces Division (CFD) and ITA. The CFD portion of the work is projected to cost \$293,222 and ITA/CSR costs are approximately \$2,420. Additionally, the estimated cost of moving services, which includes computer disconnections and reconnections, is approximately \$14,700. Moving costs for salvaging old equipment and other items from their current location is approximately \$2,300. The rough order of magnitude for this project is approximately \$312,642.

FUNDING

The total estimated cost of this project is approximately \$312,642 as outlined in the table below. There is sufficient funding in the Capital Technology Improvement Expenditure Program - Space Optimization Program to fund this project.

Description	Amount	From:	To:
TI, Power/Electrical, Cooling (ROM)	\$293,222	Fund 298/40/40Y20L, Space Optimization Tenant Work	Fund 100/40/001101, Hiring Hall Construction - \$53,949 Fund 100/40/001121, Benefits Hiring Hall Construction - \$23,121 Fund 100/40/003180, Construction Materials - \$216,152
CSR Work, Network Cabling	\$2,420	Fund 298/40/40Y20L, Space Optimization Tenant Work	Fund 100/32/001090, Salaries, Overtime - \$2,120 Fund 100/32/009350, Communications Services - \$300
Moving Services, Computer Disconnections/ Reconnections, Salvaging	\$17,000	Fund 100/54/00C793, CTIEP	Fund 100/40/003040, Contractual Services
Grand Total	\$312,642		

FISCAL IMPACT

There is no additional impact to the General Fund at this time.

RECOMMENDATION

That the Los Angeles City Council, subject to the approval of the Mayor,

1. Authorize the Space Assignment of City Hall East Room P4-E116 to the Office of Finance as substantially outlined in this report;
2. AUTHORIZE AND TRANSFER up to \$293,222 from Space Optimization Tenant Work Fund No. 298/40, Account No. 40Y20L, to the Department of General Services, Department 40, to fund Work Order J998010E for tenant improvements and electrical work as follows:
 - a. Transfer of \$53,949 to Hiring Hall Construction Fund 100/40/001101; and,
 - b. Transfer of \$23,121 to Benefits Hiring Hall Construction Fund 100/40/001121; and,
 - c. Transfer of \$216,152 to Construction Materials Fund 100/40/003180;
3. AUTHORIZE AND TRANSFER a total of \$2,420 from Space Optimization Tenant Work Fund No. 298/40, Account No. 40Y20L, to the Information Technology Agency, Department 32, to fund CSR Demand DMND0010023 for data network construction as follows:
 - a. Transfer of \$2,120 to Information Technology Agency Salaries, Overtime Fund 100/32/001090; and,
 - b. Transfer of \$300 to Information Technology Agency Communications Services Fund 100/32/009350;
4. AUTHORIZE AND TRANSFER up to \$17,000 from CTIEP Fund No. 100/54, Account No. 00C793, to the General Services Contractual Services Fund No. 100/40, Account No. 003040;
5. AUTHORIZE the CAO to prepare Controller instructions or make any necessary technical adjustments, consistent with the Mayor and Council action in this matter, upon submission of proper documentation, and authorize the Controller to implement these instructions.



Tony M. Royster
General Manager