

## CITY OF LOS ANGELES

CALIFORNIA

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June 15, 2023

REF: EXE-251-23

To: Municipal Facilities Committee

Subject: **REVISED - INFORMATION TECHNOLOGY AGENCY – CITY HALL EAST  
P4 RESTACKING PLAN**

The Information Technology Agency (ITA) is submitting a request for your consideration to restack our staff located in our assigned space in City Hall East (CHE) P-4 level.

In January 2023, ITA was made aware through a Bureau of Engineering (BOE) report to this Committee that the Department of Transportation (DOT) has plans to vacate Rooms C-426 and C-430, currently known as the Automated Traffic Surveillance and Control (ATSAC) space, in the P-4 level of CHE, and that the area is being assessed for reassignment to departments in need of additional space. Understanding the need for office space Citywide, ITA is proposing to trade its current assigned space outside the authorized-only access area, Room E-107 (*ITA Space A* as noted in the Attachment) and Rooms E-116, E-120, and E-121 (*ITA Space B* as noted in the Attachment), for the ATSAC space. Approval of this request would prompt us to restack our assigned space to create space efficiencies in the P-4 level, improve our operations, and would allow ITA to preserve the area where the City's Data Center is located.

**BACKGROUND**

The ATSAC space is within an authorized-only access area controlled by ITA. This controlled area also houses the City's Data Center, which is operated and maintained by ITA. The Data Center is at the heart of the City's Digital Services. Because it houses critical and sensitive Citywide applications and data, it is essential that we continue to restrict physical access to the area in order to protect the Data Center's components from physical threats. In order to secure the space and limit access to the area, ITA requests to be assigned the ATSAC office space that is to be vacated by DOT. The existing ATSAC Center Server area will be retained by DOT.

At the January 26, 2023 Committee meeting, BOE reported on the ATSAC area which included the following information:

- Room C-426
  - Total gross area: 2,805 SF
  - Open office: 1,925 SF
  - Enclosed office: 160 SF
  - 22 modular cubicles
- Room C-430 (office space only)
  - Total gross area: 1,675 SF
  - Open office: 1,955 SF
  - 18 workstations

It is our understanding that DOT plans to retain two of the cubicles in Room C-430 along the wall in order to create a separate hallway entrance to the ATSAC Center Server area. The two cubicles are noted in the Attachment.

The area we are proposing to trade for the above mentioned space include the following rooms (all square footage is approximate and need to be verified):

- Room E-107
  - Total gross area: 2,338 SF
  - Office area: 1,857 SF with 19 cubicles
  - Break room: 406 SF
  - Restroom: 72 SF
- Room E-116
  - Total gross area: 1,029 SF
  - Nine cubicles
- Room E-120
  - Total gross area: 1,684 SF
  - Nine cubicles
  - One office
- Room E-121
  - Total gross area: 240 SF
  - Currently used as storage

ITA Division Managers walked the proposed ATSAC area to determine whether the space would work for their operations. With some reconfigurations, we will gain space efficiencies and better operational coordination as the ATSAC space will allow us to combine staff who were previously separated from their sections. If approved, we would vacate our currently assigned space outside the controlled access area (Rooms E-107, E-116, E-120, and E-121) and restack our staff within the P-4 level.

On April 6, 2023, the General Services Department (GSD) conducted a site walk with ITA Division Managers to gather information in order to provide an estimate for tenant improvements of the ATSAC space. On June 13, 2013, GSD provided a total estimated cost is \$399,777, which includes \$66,630 (or 20%) contingency. ITA is in the process of reviewing the estimate to find where we can reduce expenditures to a manageable amount. The ITA plans to identify savings within our budgetary accounts next fiscal year to fund the tenant improvements. If we are unable to identify funding to cover the full amount to reconfigure the ATSAC space, there will be an impact to the restacking of the P4 level.

### **FISCAL IMPACT**

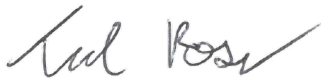
The General Fund impact of the ATSAC tenant improvement work is \$399,777.

### **RECOMMENDATION**

That the Municipal Facilities Committee approve the reassignment of City Hall East P-4 level space by assigning Rooms C-426 and C-430 to the Information Technology Agency, and reassigning Rooms E-107, E-116, E-120, and E-121 from ITA to another City department in need of additional office space.

If you have any questions, please contact Tita Zara ([tita.zara@lacity.org](mailto:tita.zara@lacity.org)) at (213) 978-3346 or Maria Ramos ([maria.ramos@lacity.org](mailto:maria.ramos@lacity.org)) at (213) 935-5639.

Respectfully submitted,

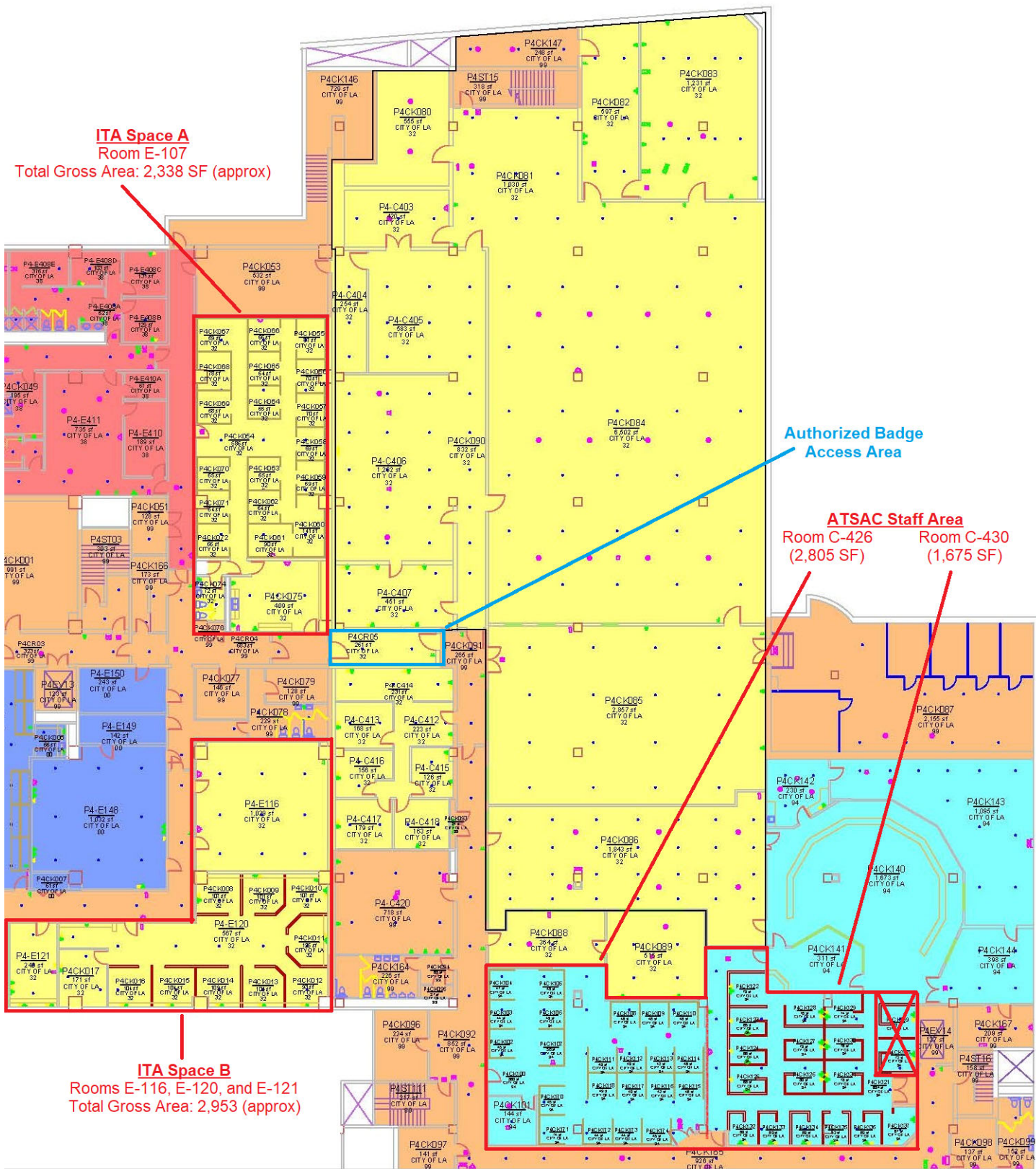


Ted Ross  
General Manager

### Attachment

ec: Kay Ha, CAO  
Albert Griego, CAO  
Melissa Velasco, CAO  
Austin Patrick, CAO  
Tita Zara, ITA  
Maryam Abbassi, ITA  
Bhavin Patel, ITA  
Maria Ramos, ITA

# CHE P-4 Level - ITA Space and ATSAC



**ITA Space A**  
Room E-107  
Total Gross Area: 2,338 SF (approx)

**Authorized Badge  
Access Area**

**ATSAC Staff Area**  
Room C-426 (2,805 SF)  
Room C-430 (1,675 SF)

**ITA Space B**  
Rooms E-116, E-120, and E-121  
Total Gross Area: 2,953 (approx)