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February 27, 2020

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NOTIFICATION OF TEMPORARY SPACE ASSIGNMENT OF THE HOUSING AND COMMUNITY INVESTMENT DEPARTMENT ACCESSIBLE HOUSING PROGRAM WITHIN THE 221 TOWER OF FIGUEROA PLAZA

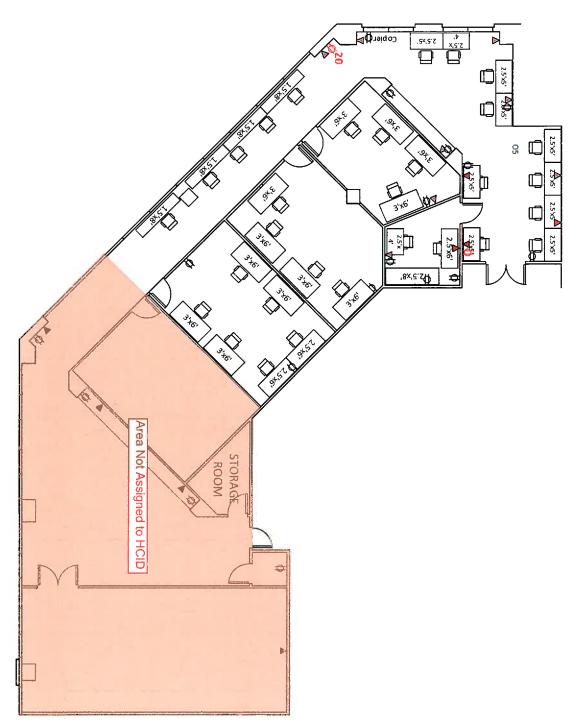
This is to notify the Municipal Facilities Committee that this temporary assignment will commence in March 2020 and is expected to end by August 2020. (Council File 96-0426 gives the General Manager of the Department of General Services the authority to reallocate space within City-controlled facilities under 5,000 square feet.)

The Housing and Community Investment Department's (HCID) Accessible Housing Program is currently located on the 14th Floor of the 221 Tower of Figueroa Plaza (Fig Plaza). HCID is conducting interviews to onboard an additional 29 staff in support of this program and anticipate start dates in early March. As there is no other available space at Fig Plaza, HCID has requested use of the Conference Center located on the 5th Floor to temporarily house the new staff while a permanent location is identified.

The Conference Center has sufficient power and data ports to support HCID's new staff. Approximately 50 percent, or 2,800 square feet, of the Conference Center will be used by HCID. The remaining portion will stay open for reservations to all building occupants (see attached conceptual floor plan).

Tony M. Royster General Manager





221 N FIGUEROA ST 5TH FLOOR CONFERENCE ROOM CONCEPTUAL FLOOR PLAN