

TONY M. ROYSTER
GENERAL MANAGER
AND
CITY PURCHASING AGENT



ERIC GARCETTI
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

April 19, 2022

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

**NOTIFICATION OF SPACE ASSIGNMENT FOR THE YOUTH DEVELOPMENT
DEPARTMENT AT 1200 WEST 7TH STREET, SUITE 430**

This is to notify the Municipal Facilities Committee that a space assignment is expected to commence in April 2022 for the Youth Development Department (YDD) at the City-leased property listed below. (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.)

- Garland Building - 1200 W 7th Street, Suite 430, Los Angeles, California 90017

BACKGROUND

The Youth Development Department has requested a new space assignment at the City-leased property located in Suite 430 of the Garland Building for office space. Suite 430, with approximately 2,800 SF of office space, is in move-in condition and does not require tenant improvements. There is no moving cost associated with this space assignment.

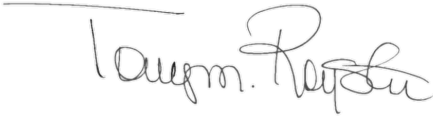
Suite 430 was previously utilized by LAPD's Officer Representation Section (ORS). The ORS Division is scheduled to relocate to the Police Administration Building in mid-April.

The Youth Development Department is a newly formed department that serves as the central information center for the public to access youth services, resources and programs in Los Angeles. Such programs will be administered by the YDD's staff which consists of eight staff and three interns. Suite 430 has one office and 13 workstations which will accommodate current staff and future department growth.



FISCAL IMPACT

CSR costs are estimated to be \$3000. There is no anticipated General Fund impact beyond the funding set aside for the Garland tenant improvements from the Citywide Leasing Program.

A handwritten signature in black ink, appearing to read "Tony M. Royster". The signature is written in a cursive style with a horizontal line above the first few letters.

Tony M. Royster
General Manager