

CITY OF LOS ANGELES

CALIFORNIA



KAREN BASS
MAYOR

Agenda Item No. 7

TONY M. ROYSTER
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CITY PURCHASING AGENT

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June 29, 2023

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

NOTIFICATION OF SPACE ASSIGNMENT FOR THE MAYOR'S OFFICE STAFF AT THE LOS ANGELES MALL SPACE 18-B

This Notification of Space Assignment serves to notify the Municipal Facilities Committee (MFC) that the former DOT Space located in the LA Mall Space 18-B will be assigned to the Mayor's Office as office space for staff.

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 Municipal Facilities Committee (MFC). The total square footage of the requested space is approximately 804 SF.

BACKGROUND

The Mayor's Office is in need of additional office space for staff who process mail. The former DOT Space has been vacant since their office was relocated in the LA Mall to Space 16. The Mayor's Office has an immediate need for additional space and is able to use the space with minor modifications. A request for construction services has been submitted for general clean up, repainting, and replacement of missing ceiling tiles. The Mayor's office will also coordinate with the Information Technology Agency (ITA) for data and phones.

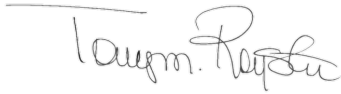
FISCAL IMPACT

There is no additional General Fund impact anticipated at this time. The Mayor's office will coordinate and directly pay for tenant improvements and ITA costs. A cost for custodial services is being developed and will be requested in an upcoming FSR.



RECOMMENDATION

That the Municipal Facilities Committee note and file this Notification of Space Assignment report.

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