

CITY OF LOS ANGELES

CALIFORNIA



KAREN BASS
MAYOR

Agenda Item No. 8

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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 DEPARTMENT OF GENERAL SERVICES STAFF AT THE LOS ANGELES MALL SPACE 10-C

This Notification of Space Assignment serves to notify the Municipal Facilities Committee (MFC) that the former Dr. Lee Dentist Office Space located in the LA Mall Space 10-C will be assigned to the General Services Department (GSD), Building Maintenance Division (BMD) as office space for staff supporting the Energy Water Management (EWM), Solar, and Decarbonization work Citywide.

Pursuant to Council File 96-0426, 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 403 SF.

BACKGROUND

BMD is in need of additional office space for staff who support EWM, Solar and Decarbonization programs Citywide. The former Dr. Lee Dentist Office Space 10-C has been identified as almost turn-key to meet the office space needs for this group. BMD is able to use the space with the current configuration and amenities with minor modifications which will help keep costs to a minimum. Any costs for the project will be covered by GSD and includes general clean up, minor modifications, and communication costs estimated at \$10,000.

Currently the EWM, Solar and Decarbonization group is located in City Hall South Room 508. They currently have room for seven staff but need space for 11.

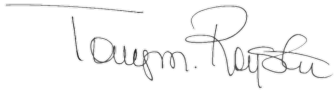
FISCAL IMPACT

There is no additional General Fund impact anticipated at this time. GSD will cover tenant improvement expenses within their existing budget.



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