

CITY OF LOS ANGELES

CALIFORNIA

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Agenda Item No. 7

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

REQUEST FOR SPACE ASSIGNMENT FOR THE OFFICE OF FINANCE STAFF (OOF) FOR TEMPORARY USE OF CITY HALL ROOMS 1020 AND 1035 ON THE 10TH FLOOR

The Department of General Services (GSD) requests that the Municipal Facilities Committee (MFC) authorize the assignment of two meeting rooms, 1020 and 1035 in Los Angeles City Hall, to the Office of Finance (OOF) as temporary office space for staff from the Billing and Collection Division, Revenue Processing Unit, and the Systems Division.

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). However, since this involves two meeting rooms in Los Angeles City Hall, GSD is requesting MFC authorization to assign. The total square footage of the requested space is approximately 1,564 SF. The space will be required through December 2024.

BACKGROUND

The OOF is in need of temporary office space for 25 staff who process Billing and Collections related to the City's Business Tax registration program. There is also a need for space to process incoming mail, and space for 50 desktop computers to be set up for remote connectivity as a "PC Farm." This group is currently occupying the 1st floor at 1200 W. 7th St. (also called the Garland Building). The lease at this location is expiring at the end of February 2024 and this group needs to be in a physical office space during the Business Tax Renewal season beginning on January 1st.

The OOF has worked with GSD's Real Estate Services team, the CLA, the CAO, and others to identify these rooms on the 10th floor for temporary use. GSD surveyed the room usage over the past year and found that these two rooms were underutilized. The Council President's office has also been notified and does not have any objections to this temporary use.

GSD will continue to work with their contracted Broker, CBRE, to identify temporary swing space for the rest of OOF staff and the other departments while a new long-term lease for office space is being negotiated at a new location. It is anticipated that the permanent office location will be ready to move into by December 2024.

Minimal ITA equipment and potential electrical work is needed to prepare Rooms 1020 and 1035 for this use. While these rooms are temporarily assigned to the OOF, they will be reserved for



their exclusive use and be rekeyed. Cost estimates from ITA and GSD's Construction Forces Division are being prepared.

FISCAL IMPACT

The Citywide Leasing Account has a budget of \$1.89 million for the new lease location this FY. Costs associated with preparing these rooms for use and moving expenses will be covered by these funds. There are no additional custodial costs required. There is no additional impact to the General Fund at this time.

RECOMMENDATION

That the Municipal Facilities Committee authorize the temporary assignment of Rooms 1020 and 1035 in Los Angeles City Hall for the Office of Finance as indicated in this report.



Tony M. Royster
General Manager