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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 OFFICE SPACE FOR MAYOR'S OFFICE STAFF AT CITY HALL SUITE 1533 ON THE 15TH FLOOR

The Department of General Services (GSD) requests that the Municipal Facilities Committee (MFC) authorize the assignment of Suite 1533 in Los Angeles City Hall, to the Mayor's Office for office space.

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 a suite in the Los Angeles City Hall, GSD is requesting MFC authorization to assign. The total square footage of the requested space is approximately 2,025 square feet (sf).

BACKGROUND

The Mayor's Office is in need of additional office space for staff to accommodate two offices and up to five cubicle spaces for their budget team. The Mayor's Office has identified City Hall Suite 1533 to meet their space needs.

City Hall Suite 1533 is currently occupied by the Emergency Management Department (EMD). EMD will relocate their staff to their office space at 500 E. Temple. EMD is currently working with GSD's Construction Forces Division (CFD) and space planners from Office Depot to prepare the space for additional staff.


FISCAL IMPACT

There is no additional impact on the General Fund at this time. The Mayor's office will coordinate and directly pay for any tenant improvements necessary in their City Hall space. Any tenant improvements at 500 E. Temple will be paid for by EMD.







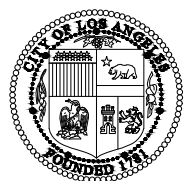
RECOMMENDATION

That the Municipal Facilities Committee approves the assignment of Suite 1533 in Los Angeles City Hall for the Mayor's Office as indicated in this report.


Tony M. Royster
General Manager

Attachments: Floor Plan

Department		AREA	QTY
	CITY--UNASSIGNED--DEPARTMENT	1,937	12
	EMERGENCY MANAGEMENT	2,025	12
	GENERAL SERVICES	317	3
	MAYOR	3,464	20
TOTAL:		7,743	47
FLOOR GROSS:		9,339	



CITY HALL
200 NORTH SPRING STREET
BASE FLOOR PLAN

FIFTEENTH FLOOR