

# CITY OF LOS ANGELES

CALIFORNIA



KAREN BASS  
MAYOR

Agenda Item No. 4

TONY M. ROYSTER  
GENERAL MANAGER  
AND  
CITY PURCHASING AGENT

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

September 26, 2024

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

## **NOTIFICATION OF SPACE ASSIGNMENT FOR TEMPORARY OFFICE SPACE FOR THE OFFICE OF FINANCE (OOF) AT CITY HALL EAST, ROOM P4-E107**

This Notification of Space Assignment serves to notify the Municipal Facilities Committee (MFC) that City Hall East (CHE) Room P4-E107, located at 200 North Main Street, Los Angeles, California 90012, will be temporarily assigned to the Office of Finance (OOF) Billing and Collection Division (BCD) to use as office space as part of the Garland Relocation Project.

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 MFC. The total square footage of the requested space is approximately 2,370 SF.

### **BACKGROUND**

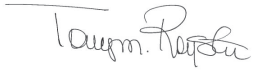
The OOF and other City departments vacated the Garland Building at the end of February 2024. In December 2023, the OOF Billing and Collection Division employees, who process the City's Business Tax registrations and renewals, were prioritized and relocated into temporary office space in City Hall Room 1020 in an effort to minimize disruption to regular business operations and preparations for the Business Tax season, which began on January 1, 2024. However, this space is not sufficient to accommodate staff in BCD. Additional leased space was being explored for this group for additional space needed for approximately 19 staff.

CHE Room P4-E107, currently occupied by the Information Technology Agency (ITA), will be available for assignment in October 2024 after ITA relocates to a permanent space on the same level. The assignment of Room P4-E107 will provide BCD with 19 additional cubicles, which will help improve compact employee work spaces and alleviate overall congestion in City Hall Room 1020. Room P4-E107 will be ready with minimal network connection work. The Citywide Leasing account will cover the cost of the Communication Services Request (CSR) for data port activations as this is an extension of the Garland Relocation Project. There is no additional impact on the General Fund at this time.



**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