

CITY OF LOS ANGELES

CALIFORNIA



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Agenda Item No. 2

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

REQUEST FOR APPROVAL OF SPACE ASSIGNMENT FOR THE MAYOR'S OFFICE, OFFICE OF MAJOR EVENTS, FOR USE OF CITY HALL ROOMS 1025, 1035, AND 1040 ON THE 10TH FLOOR

The Department of General Services (GSD) is requesting approval from the Municipal Facilities Committee (MFC) to assign three meeting rooms, 1025, 1035, and 1040 in Los Angeles City Hall, 200 N. Spring Street, Los Angeles, 90012, to the Mayor's Office, Office of Major Events staff to use as office space. The Mayor's Office of Major Events expects to need these rooms at least through December 2028.

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 space involves three meeting rooms in Los Angeles City Hall which is under the control of the Council President, GSD is requesting authority to assign. The Mayor's Office obtained approval from the Council President's office to utilize the three rooms pending formal approval. The total square footage of the requested space is approximately 1,941 SF.

BACKGROUND

The Mayor's Office, Office of Major Events, requires office space for 20 staff members in preparation for the 2028 Olympics. The staff currently occupies CLA office space, which the Mayor's Office intends to return as soon as space is made available for their team. Room 1025 will serve as an Executive Office and conference room, while rooms 1035 and 1040 will be utilized for staff.

Previously, GSD's Real Estate Services (RES) team worked with the CLA, the CAO, and others to explore using the 10th floor meeting rooms as office space. GSD surveyed the room usage and found that the rooms were underutilized. Room 1035 was then assigned to the Office of Finance for their PC farm as part of the Garland Relocation Project. RES is working, under a separate authority, to relocate the PC farm to City Hall East Room P4-E116 to make the room available for the Mayor's Office.



FUNDING

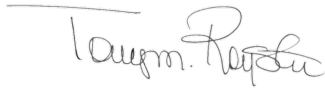
The Mayor's Office transferred funds to the GSD Construction Forces Division and ITA for tenant improvements and IT costs for this project. They will be using existing furniture to furnish the office space and conference rooms. City Hall is already funded for building maintenance and custodial costs which includes these spaces.

FISCAL IMPACT

There is no impact to the General Fund at this time.

RECOMMENDATION

That the MFC approve the Assignment of Rooms 1025, 1035, and 1040 in Los Angeles City Hall to the Mayor's Office, Office of Major Events as outlined in this report.



Tony M. Royster
General Manager