

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

May 29, 2025

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

NOTIFICATION OF TWO SPACE ASSIGNMENTS FOR THE DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT AT THE SAN PEDRO MUNICIPAL BUILDING AND CD 9 FIELD OFFICE

The Department of General Services (GSD) is hereby providing the Municipal Facilities Committee (MFC) notification of two space assignments at two City-owned buildings for the Department of Neighborhood Empowerment (DONE). One is for 128 square feet (sf) of space at the San Pedro Municipal Building located at 638 S. Beacon St, San Pedro, CA 90731 in Council District 15 (CD15). The other is for 128 sf of space at the Council District 9 Field Office located at 4301 S. Central Ave, Los Angeles, CA 90011, in Council District 9. The spaces will be temporarily assigned to DONE.

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 MFC. The total square footage of the requested space is approximately 256 sf.

BACKGROUND

DONE requested additional space for approximately 12 Neighborhood Empowerment Advocates who provide support to their respective Neighborhood Council Boards. Their team consists of seven Project Coordinators, one Systems Analyst, and up to four as-needed staff. They utilize their office space to meet with community members and store supplies for their community activities. Their originally assigned space did not provide enough cubicles to meet staff needs.

This Notification of Assignment is retroactive to July 1, 2024. DONE reached out to the Council Offices to request available space. Council Offices 15 and 9 had vacant cubicles available within the two above-mentioned municipal/constituent service center buildings. DONE holds office hours at these two locations to meet with and respond to community members.



FISCAL IMPACT

There is no additional General Fund impact anticipated 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 it.

Tony M. Royster
General Manager