

CITY OF LOS ANGELES  
CALIFORNIA

TONY M. ROYSTER  
GENERAL MANAGER  
AND  
CITY PURCHASING AGENT



KAREN BASS  
MAYOR

Agenda Item No. 7

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 25, 2023

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

**NOTIFICATION OF SPACE ASSIGNMENT FOR THE  
OFFICE OF THE CITY ADMINISTRATIVE OFFICER STAFF (CAO)  
AT CITY HALL EAST IN THE FORMER EOC SPACE ON P-4**

This Notification of Space Assignment serves to notify the Municipal Facilities Committee (MFC) that the former EOC Space located at City Hall East (CHE) Rooms E139, E146, E148, and E149, on the P-4 level, will be assigned to the Office of the City Administrative Officer (CAO) as Office Space for staff supporting various programs.

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 Municipal Facilities Committee (MFC). The total square footage of the requested space is approximately 4,195 SF.

**BACKGROUND**

The CAO is in need of additional office space for staff who support various programs. The former EOC Space has been studied and considered for use by other departments, however, the CAO has an immediate need for space and is able to use the space with the current furniture and configuration which will keep the construction costs to a minimum. Based on Construction Forces Division's rough order of magnitude, the anticipated project cost is \$109,508, which includes clean up, carpet replacement, hazard mitigation, and associated minor repairs.

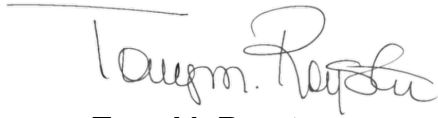
**FISCAL IMPACT**

There is no additional General Fund impact anticipated at this time beyond funding authorized for the Space Optimization program in the current year. The appropriate funding transfers for CHE P-4 level improvements will be addressed through Construction Projects Reports, subject to Council and Mayor approval.



**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