

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: April 9, 2024

CAO File No. 0220-06084-0002
Council District: Various

To: Municipal Facilities Committee

From: CAO Staff, Office of the City Administrative Officer (CAO) *Elis Lee*

Subject: **QUARTERLY STATUS UPDATE ON CITY SPACE ASSIGNMENTS AND
TENANT IMPROVEMENT PROJECTS (SPACE OPTIMIZATION)**

RECOMMENDATION

1. That the Municipal Facilities Committee (MFC) approve a temporary space assignment for the Bureau of Contract Administration (BCA) to co-locate with the Bureau of Engineering (BOE) in Rooms B-10 and B-20 of the basement of the Public Works Building and continue to work with the General Services Department (GSD) to identify a permanent space solution.

SUMMARY

The Space Optimization Program enables the City to avoid ongoing leasing costs by providing one-time funding to modify City-owned facilities and accommodate the operational needs of the City's workforce in the provision of critical services to residents and businesses.

This report includes updates on space needs for the Los Angeles Police Department (LAPD), Information Technology Agency (ITA), Department of Neighborhood Empowerment (DONE), and the Los Angeles Department of Transportation (LADOT) and previously authorized projects provided in Attachment A. This report also provides an update to the status of the Marvin Braude Building (Braude Building) Stacking Plan and the City Office Space Standards Task Order Solicitation (TOS) that was released on March 18, 2024.

DISCUSSION

Below are noteworthy items that include new requests for office space, space requests under development, completion stage, and significant developments for the MFC to consider in its discussions.

New Requests for Office Space:

The CAO's Office has received the following space requests since the last report submitted to MFC on November 16, 2023. Many of these requests are being assessed by the Project Management Team, which generally includes the requesting Department, CAO, BOE, and GSD. Updates to these space requests will be provided in subsequent reports.

- Department of Neighborhood Empowerment (DONE) (Attachment A, Item No. 1)
In October 2023, DONE submitted a formal space request for 12 staff to support their Neighborhood Council Board Members. The Project Management Team is working to identify cubicle space in the South Los Angeles, West Los Angeles, and Harbor regions.
- Bureau of Contract Administration (BCA) (Attachment A, Item No. 3)
BCA submitted a formal space request for 23 staff to support the Labor Compliance Program. These staff are currently co-located with BOE in the basement of the Public Works Building. BCA is requesting approval from the MFC to be temporarily co-located with BOE in Rooms B-10 and B-20 in the basement of the Public Works Building until GSD is able to identify a permanent space solution.
- Los Angeles Department of Transportation (LADOT) Customer Service Center (Attachment A, Item No. 6)
In November 2023, LADOT submitted a formal space request for 14 staff within the Customer Service Center that is currently located in the Los Angeles Mall Space #14 to a new site due to various security, health, safety, and structural issues that are negatively impacting employees and customers. The LADOT noted that there is a possible lease option at 200 South Spring Street.
- LADOT Communication Center (Attachment A, Item No. 7)
The Project Management Team is working with LADOT on a space needs request for staff that was found to be in the 411 North Vermont Avenue building. GSD will report back on this item as part of a subsequent report for MFC consideration.

Updates on Existing Space Requests

Below is a list of existing space requests that are being assessed by the Project Management Team and are either under development or in the completion stage.

Requests in Progress:

- **LAPD Parking (Attachment A, Item No. 9)**
At its January 25, 2024 meeting, the MFC approved a temporary space assignment for LAPD to occupy the Mangrove (Office Depot) lot located at 432 East Temple Street. This parking area would store 60-90 evidence vehicles as the existing City-owned location is being closed down to accommodate the construction of a new affordable housing project at Lot 3. This request will satisfy LAPD's temporary need for parking. LAPD and GSD are also working on pursuing a temporary parking lot lease located at 1440 North Spring Street as an interim solution while GSD and LAPD identify a permanent lease option.
- **ITA Restacking (Attachment A, Item No. 13) and CAO Citywide Procurement Team (Attachment A, Item No. 14)**
Tenant improvements at the Network Control Center (NCC) area are expected to be completed in late April 2024 or early May 2024. This will allow the ITA staff currently occupying Rooms E-116, E-120, and E-121, City Hall East, P-4, to move to the NCC area.

Construction in the Automated Traffic Surveillance and Control (ATSAC) Center area began in March 2024 and is expected to be completed by May 2024. Funding for construction costs were transferred to GSD through the 2023-24 Third Construction Projects Report. This will result in Room E-107 being vacated.

Once all rooms are vacated by May 2024, the CAO Procurement Team will be able to move into Rooms E-116, E-120, and E-121.
- **Development of Former CVS Space (Attachment A, Item No. 16)**
At its December 15, 2022 meeting, the MFC heard reports from BOE that a full tenant improvement cost estimate to renovate the Los Angeles Mall former CVS space would cost approximately \$9.75 million. At that time, the MFC instructed BOE to return with a downsized scope of work as tenant improvements were deemed to be too cost prohibitive. BOE was subsequently able to lower the tenant improvement costs from \$9.75 million to \$7.5 million by downsizing the scope of work, reducing construction costs, and absorbing the soft costs due to

using Municipal Improvement Corporation of Los Angeles (MICLA) funds. This item is pending further direction from the MFC.

- Department of Building and Safety (DBS) and City Planning joint space request (Attachment A, Item No. 19)

At its February 29, 2024 MFC meeting, DBS received a temporary space assignment of approximately 2,892 square feet at Suites B and C on the first floor of the Braude Building. The temporary space will allow DBS to accommodate 15 cubicles and a small public counter. GSD is working to determine DBS's portion of the rent and/or maintenance costs to occupy this space.

Completed:

- Office of Finance (Attachment A, Item No. 21)

At its November 16, 2023 meeting, the MFC approved the reassignment of the Office of Finance (Garland Staff) to City Hall Rooms 1020 and 1035, a total of 1,563 square feet as a temporary office space for staff from the Billing and Collections Division, Revenue Processing Unit, and Systems Division. As of March 13, 2024, GSD reported that the Office of Finance was able to move all staff and set up operations for the function of these divisions.

MARVIN BRAUDE BUILDING SPACE STACKING PLAN

On November 16, 2022, the CAO released a memo to the tenants of the Braude Building located on 6262 Van Nuys Boulevard notifying that GSD and its consultant, Ex Novo, will conduct a site walk, floor and stacking plan analysis, and programming analysis. The Consultant is currently completing a data verification and drafting the final report, which is anticipated to be finalized by the end of the fiscal year.

CITY OFFICE SPACE STANDARDS

On March 18, 2024, the CAO issued a City Office Space Standards Task Order Solicitation (TOS) to qualified consultants from the CAO updated list of Pre-Qualified Real Estate and Economic Development Consultants in Service Area 5: Master Planning, Site Planning, and Project Management. The TOS would allow the City to update its approach to current Space Standards according to changes in technology, workplace environments, and to reflect the needs of the tasks being performed.

Upon the finalization of the City Office Space Standards, the Consultant will perform a “test-to-fit” analysis at the Braude Building that incorporates the newly proposed City Office Space Standards to realize space efficiencies that may expand the workforce and/or reduce the City’s obligation to outside leasing expenses.

Proposals are due by April 17, 2024. The Project Management Team anticipates to execute a contract before the end of the fiscal year and complete the task by June 2025.

FISCAL IMPACT

There is no anticipated impact on the General Fund. The Project Management Team will coordinate with impacted departments based on relative priorities to be within the available budget.

Attachment A: Space Optimization Report Attachment

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No.	Department/ Program	(Preferred) Site Location	MFC Approval/ Reported Date(s)	Lead Department	February 2024 GSD/CAO Comments
New Requests					
1	Department of Neighborhood Empowerment (DONE)	South LA, Harbor, West LA	TBD	DONE/GSD	<p>In October 2023, DONE submitted a formal space request to house 12 overflow staff to support their Neighborhood Council Board Members and to serve as a storage space.</p> <p>The Project Management Team is working to identify cubicle space in the South and West Los Angeles and Harbor regions and a small closet space for storage.</p> <p>The General Services Department (GSD) will be reporting to the MFC with a subsequent report.</p>
2	LAPD Strategic Planning Group	Civic Center	TBD	LAPD/GSD	<p>New request to accommodate additional space needs for LAPD's Olympic Planning Committee in 2023-24 for a total of five positions consisting of one Commander, one Lieutenant, one Sergeant, one Police Officer II, and one secretary. The expansion of this group may increase to a cumulative total of up to 30 new positions by 2025.</p> <p>As part of the various space assignments under consideration within the Civic Center, the Project Management Team is working to determine whether there is sufficient capacity to accommodate the LAPD Olympic Planning Committee within unassigned space located on the P4 level of City Hall.</p> <p>The feasibility of this use would be dependent on the timeframe for completing permanent space build-outs in the LA Mall to accommodate increased staffing for the CAO, CHRED and ITA departments.</p>
3	Bureau of Contract Administration (BCA)	Civic Center	TBD	BCA/GSD	<p>In March 2023, BCA submitted a formal request for additional space assignment to house 23 overflow staff within the Labor Compliance Program to identify and design City-owned or leased space near the Public Works Building located in Downtown Los Angeles. BCA staff are temporarily assigned in Rooms B-10 and B-20 of the basement floor of the Public Works Building with BOE due to lack of sufficient space.</p> <p>In September 2023, BCA indicated a need for space availability to house 10 additional staff. BCA has already moved some staff who are eligible to be fully remote out of the office; however, this has not alleviated the overflow. BCA currently has room for 10 additional staff but not enough to house all vacancies. An alternative proposal is to deviate from the current space standards from 8'x12' cubicles to 8'x8' cubicles to accommodate additional staff without requiring additional space square footage.</p> <p>The Project Management Team and BCA is currently assessing this request and an update will be provided in subsequent quarterly reports after a formal request has been received.</p>
4	Los Angeles Department of Transportation (LADOT)	Civic Center	TBD	LADOT	<p>LADOT is interested in leasing space adjacent to the Police Administration Building located at 200 South Spring Street. GSD is working on a Letter of Intent. Concurrently, BOE is calculating the tenant improvement cost estimate for the existing Civic Center Adjudication Hearing Office space located in the Los Angeles Mall. If the estimate is too cost-prohibitive, GSD will pursue potential leasing options to be provided as part of a forthcoming report for MFC consideration.</p> <p>In July 2023, LADOT submitted a formal request for additional space assignment to house the 13 staff within the Civic Center Adjudication Hearing Office to a new site to better suit operational and security needs.</p> <p>The Project Management Team met for a site-walk in August 2023 and is assessing various options including potential tenant improvements to the existing LA Mall space as well as potential leasing options to be provided as part of a forthcoming report for MFC consideration.</p>

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5	LADOT - Customer Service Center	Civic Center	TBD	LADOT/GSD	<p>In November 2023, LADOT submitted a formal request for additional space assignment to house 14 overflow staff within the Customer Service Center team that is currently located in LA Mall Space #14 to a new site for various security, health, and safety issues that are negatively impacting employees and customers.</p> <p>LADOT reports that there have been assaults to staff due to unsafe conditions, multiple violent incidents requiring police intervention, and numerous cases of vandalism resulting in significant financial loss. This location also experiences persistent leaks during rainfall due to damaged planers leading to destruction of computers, permanent staining of ceilings and carpets, and the current use of a large rubber hose running from the ceiling into a barrel to collect the water.</p> <p>LADOT has identified a possible relocation site located at 200 South Spring Street. GSD will report back on this item as part of a subsequent report for MFC consideration.</p>
6	LADOT - Communication Team	TBD	TBD	GSD/LADOT	<p>The Project Management Team is working with LADOT on a space needs request for staff that was found to be in the 411 North Vermont Avenue building. GSD will report back on this item as part of a subsequent report for MFC consideration.</p>
Requests in Progress					
7	Los Angeles Police Department (LAPD) South Traffic Bureau	TBD	TBD	LAPD/GSD	<p>GSD is currently exploring and negotiating on potential options. A full report to the MFC with is expected for the May meeting.</p> <p>GSD is looking at potential options for City-owned and lease options and will be providing a subsequent report to the MFC. One of the options is to co-locate LAPD at the South Traffic Division at the Southeast Police Station. This option requires building a parking structure/office space model to accommodate Southeast and South Traffic vehicles and South Traffic personnel. Bureau of Engineering (BOE) is currently conducting a feasibility analysis on the various configuration options. A recommendation for the best approach if this option is pursued will be included in a future staff report.</p> <p>The current lease for the South Traffic Bureau was set to expire in March 2024 but LAPD has a six-month option to extend the lease with the landlord and is discussing the feasibility of this option. There will be a subsequent GSD report addressing leasing or three potential co-locations.</p>
8	Emergency Management Department (EMD)	Emergency Operation Center (EOC) Space	TBD	EMD/GSD/ BOE	<p>GSD is in the process of scheduling a site visit to the EOC to make structural assessments of the accordion walls within the rooms.</p> <p>GSD will report back on this item as part of a subsequent report for MFC consideration.</p> <p>In October 2023, EMD submitted a formal request for space reconfiguration to house three staff within the EOC space. The staff are currently housed at City Hall Room 1533. However, the Mayor's Office is looking to move into this office space for use.</p> <p>The Project Management Team met for a site-walk in October 2023 and is assessing options including potential tenant improvements.</p>

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9	LAPD Parking	TBD	1/24/2024	LAPD/GSD	<p>At the January 2024 MFC meeting, the Committee approved a temporary space assignment for the LAPD to occupy the Mangrove (Office Depot) lot at 432 East Temple Street. This parking area would store 60-90 evidence vehicles as their current City-owned location is being closed down to accommodate a new construction project for affordable housing at Lot 3. This request will satisfy the current temporary need for parking.</p> <p>LAPD is also working with GSD to consider the parking lot located at 1440 North Spring Street as an interim parking solution for six months to one year as LAPD and GSD continue to look for more permanent parking leases. GSD will bring a subsequent report to MFC once a permanent location is identified.</p> <p>LAPD is reporting the need for more parking spaces as a result of the limited available vehicle space for vehicles awaiting repair and salvage recently approved in the Budget for the Motor Transport Division. LAPD has made use of the available parking spaces at the Police Evidence Warehouse which is near capacity.</p> <p>The Los Angeles City Parking Lot No. 3 is part of an affordable housing project which is expected to commence construction in February 2024. LAPD currently uses Lot No. 3 for vehicle storage and court parking. GSD is working on an interim space option to house the impacted vehicles.</p> <p>LAPD is concurrently working with GSD to clean up the parking area at Piper Technical Center to allow for the planned installation of electric vehicle chargers.</p> <p>LAPD is in the process of drafting an updated parking space needs report that will include current needs and anticipated future vehicle purchases and will serve as a tool to develop a long-term strategic parking plan for LAPD.</p> <p>GSD will be reporting to the MFC with a subsequent report outlining LAPD's full parking needs.</p>
10	Department of City Planning (DCP)	8475 South Vermont Avenue	3/9/2023	BOE/ Planning/ DBS/CD8/ GSD	<p>BOE is working with DCP on furniture and IT equipment installation and has toured the facility in January 2024. The project is anticipated to be completed by April 2024.</p> <p>At its meeting held in March 2023, this item was considered as part of the MFC meeting and the reconfiguration of this space was approved to fund tenant improvements through Departmental cost savings in the amount of \$234,842. GSD is currently purchasing furniture before BOE can begin the tenant improvement construction, and the anticipated completion date is early 2024.</p> <p>A 2022-23 Fifth Construction Projects Report (CPR) authority has been included to transfer \$214,842 from DCP's Salaries General Account to fund the space renovation.</p> <p>Phase I of the project was to remodel the exterior of the building and Phase II of the project was to remodel the interior of the site. Council District Eight is now requesting a Phase III Of the project to co-locating services at the Vermont Field Office to provide a one-stop shop of services to increase access to services to benefit the community.</p> <p>Council District Eight utilizes the Vermont Field Office to provide its residents direct access to City services. The Council Office has indicated an interest in reconfiguring space on the ground floor of the facility to accommodate new co-located services that would be provided by the Department of City Planning.</p>

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11	Bureau of Street Lighting (BSL)	San Fernando Valley	3/9/2023	BSL/GSD	<p>GSD is continuing to look for yard space that meets BSL's requirements. GSD has scheduled preliminary site visits for viable lease options and are speaking with landlords to determine if tenant improvements are possible to meet BSL's requirements.</p> <p>GSD will report back with a subsequent MFC report for consideration once a potential site is identified.</p> <p>At its meeting held in March 2023, MFC approved for GSD to initiate the identification of viable properties for acquisition in the San Fernando Valley region for BSL as a second yard space. Space needs include parking space for 130 large utility vehicles, 150 employee vehicles, storage for construction materials and street lighting poles, and an office building to house at least 80 staff.</p> <p>There is an anticipated impact on the General Fund that is estimated at \$28.1 million based on a prior consultant estimate in 2018 that has not been adjusted for current market conditions or factors. BSL will pursue any potential grant opportunities. BSL's Street Lighting Maintenance and Assessment Fund is not a viable source of funding for procurement of additional land space.</p> <p>BSL will continue to pursue grant opportunities to offset the General Fund impact.</p>
12	Information Technology Agency (ITA)	LA Mall Space #18	6/6/2023	ITA/GSD	<p>As part of the June 2023 MFC meeting, the MFC authorized ITA to occupy the Los Angeles Mall Space #18, located at 201 North Los Angeles Street to temporarily house storage items for LA CityView Media Group (Channel 35) operations with a total square footage space of 1,062 square feet.</p> <p>ITA, GSD, and BOE revised the plans based on the calculations from different disciplines. The plans were submitted to the landlord in the beginning of January. The landlord is now drafting a Letter of Intent for GSD, which will be coming to the MFC for consideration. Work will then be scheduled, which is anticipated to take four to six months to complete.</p> <p>The ITA Channel 35 operations are currently housed at 201 North Los Angeles Street, Los Angeles Mall Space #18 as a temporary space assignment as interim storage space while tenant improvements are completed at the Little Tokyo studio. Storage items include various television production and studio equipment.</p> <p>ITA has agreed to cover all associated costs including space cleanup and fixture removal.</p> <p>GSD will report back with a subsequent MFC report with a status update of this project.</p> <p>The ITA space needs have been resolved with the use of hoteling in their existing space.</p>

No.	Department/ Program	(Preferred) Site Location	MFC Approval/ Reported Date(s)	Lead Department	February 2024 GSD/CAO Comments
13	ITA Restacking	TBD	6/29/2023	ITA/DOT/ GSD	<p>The electrical improvements at the Network Control Center (NCC) area are expected to be completed soon with carpet installation to begin soon after. Pending items include cubicle panels from the vendor, which are expected to be delivered early-April. The project completion is anticipated by late April/early May. Rooms E-116, E-120, and E-121 can be vacated two weeks after the NCC area is ready for move in.</p> <p>Construction in the Automated Traffic Surveillance and Control (ATSAC) Center area is expected to commence shortly. Funding for construction costs were transferred to GSD through the Third Construction Projects Report. Construction is estimated to be completed by May. Room E-107 can be completely vacated two weeks after the ATSAC area is ready to move in.</p> <p>At its meeting held in June 2023, the MFC (Item No. 6) approved GSD to assign ITA the former ATSAC space (Rooms C-426 and C-430) on the P-4 level of the City Hall East building as part of a request to restack on the P-4 level. The assignment of the ATSAC space to ITA results in the vacancy of former ITA space on P-4 in Rooms E-107, E-116, E-120, and E-121, once the tenant improvements in the ATSAC Center are completed. The reassignment of ITA staff to the ATSAC space will allow the City to efficiently consolidate the workspace for better operational coordination. GSD has provided a preliminary estimate of \$435,506 (\$399,777 for the ITA tenant improvements as included in the June 29th report, and \$35,729 for additional scope requested by LADOT). Revised floor plan and tenant improvement estimates are pending and updates will be provided as soon as they are received.</p>
14	City Administrative Officer (CAO) Citywide Procurement Team	City Hall East P-4 Rooms E- 116, E-120, E- 121	6/6/2023	CAO/GSD	<p>All rooms are anticipated to be vacated by early May and will be ready for move in two weeks after being vacated. The total square footage for this space is 5,355 square feet (Rooms E-107, E-116, E120, and E-121).</p> <p>At its meeting held in June 2023, the MFC (Item No. 6) approved GSD to reassign City Hall East P-4 level Rooms E-107, E-116, E-120, and E-121 from ITA to another City Department in need of additional office space. The CAO team is requesting approval for the Procurement Team to be assigned Rooms E-107, E-116, E-120, and E-121 located in City Hall East P-4 (a total of 5,291 square feet of space).</p> <p>The Procurement Group is currently working fully remotely as they do not have assigned space within the existing CAO space. The space will be for a total of 20 staff (one Assistant City Administrative Officer, one Chief Administrative Analyst, and 18 support staff).</p> <p>Funding recommendation to utilize space optimization funding will be provided as part of a subsequent Construction Projects Report once the cost estimates are provided.</p>
15	CAO Overflow Hoteling Space	P-4 - TBD	6/6/2023	CAO/GSD	<p>At its meeting held in June 2023, the MFC (Item No. 7) approved GSD to assign the former EOC space on the P-4 level of the City Hall East (Rooms E-139, E-146, E-148, and E-149) to the CAO as office/hoteling space for overflow staff supporting various programs. The current cost estimate is at \$84,000 to patch, paint, repair existing electrical, repair ceiling, and remove salvage equipment. The total square footage of the requested space is approximately 4,195 square feet. Tenant improvements are estimated to be completed within the next four weeks.</p> <p>There are currently 15 existing positions that are pending space assignment (excluding the Procurement Team, Attachment No. 1) and six additional new positions pending Council approval (C.F. 23-1249 and C.F. 22-0979-S1).</p> <p>An estimate to clean out, patch and paint City Hall East P-4 Room E146 (former EOC) has been received from GSD Construction Forces. A revised estimate that includes carpet replacement was requested by the CAO.</p> <p>In addition, CHE P-4 space occupied by LADOT ATSAC team will become available after January of 2023. CAO, BOE, and GSD are coordinating with DOT to effectuate the move.</p>

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16	Development of Former CVS Space (LA Mall)	LA Mall, Former CVS Space (No. 4)	3/30/2023	GSD/BOE/ CAO	<p>As of March 2024, BOE was able to reduce the cost estimate to improve the former CVS space to approximately \$7.5 million. The construction estimate costs have been reduced to \$4.7 million, or \$6 million with furniture, fixtures, and equipment fees. BOE is absorbing the \$342,990 in BOE soft costs due to the use of MICLA funds.</p> <p>At its meeting held on December 2022, the MFC (Item No. 4) instructed GSD to look for alternative leasing options because the tenant improvements were deemed to be too cost prohibitive.</p> <p>At its meeting held on March 2023, GSD provided a notice for a space assignment to the MFC for approximately 3,000 square feet of the 11,500 square feet within LA Mall Space #4 (formerly CVS). The space will be used for temporary storage of disassembled cubicles being removed from City Hall Room 101 for potential use by another City department. GSD is utilizing its authority for assigning space of fewer than 5,000 square feet for this temporary need.</p> <p>At its meeting held on June 6, 2023, the MFC (Item No. 3) approved GSD to pursue the space located on 250 East 1st Street. The City Attorney Office is drafting a lease agreement to sign with the landowner. The furniture cost is currently estimated to be approximately \$180,000.</p> <p>BOE's preliminary cost estimate to develop the former CVS space is \$9.75 million. Based on December MFC direction, refined cost estimates and scope of work can be further defined as part of BOE report back.</p>
17	Department of Building and Safety (DBS)	201 Figueroa Tower, 9th Floor	1/30/2020	DBS/GSD	<p>DBS hired 26 Architects who are currently housed on the 9th floor. DBS anticipates to hire 18 new positions in 2024-25 and revisit the proposed tenant improvements at that time.</p> <p>At its meeting held in July 2023, MFC approved DBS's space deviation request to downsize 50 cubicles from 8'x12' to 8'x8' to accommodate 19 additional cubicle space for staff without adding to the additional square footage needed within the current Figueroa Plaza location. The space will accommodate DBS's growing Zoning Review operations to support the Affordable Housing Section. The tenant improvements are being supported by the Building and Safety Building Permit Enterprise Fund.</p> <p>The anticipated project completion date is projected to be the end of February 2024. Because the current contract with Coldwell Banker Richard Ellis (CBRE) for project management services expires at the end of 2023, DBS is pursuing a contract amendment to add additional time to the contract.</p> <p>As of September 20, 2022, Los Angeles Housing Department (LAHD) vacated the 5th Floor Conference Center. The Department of Aging is using the Conference Center until December 31, 2022, afterward it is reserved for DBS to use as swing space until at least October 31, 2023.</p>
18	LAHD - Accessible Housing Program (AcHP)	Currently at 221 Figueroa Tower, 5th Floor Conference Room	2/27/2020	GSD	<p>The LAHD AcHP team is currently working fully remotely and will be incorporated into the Garland Building relocation. LAHD intends to hold off on moving AcHP until a replacement location for the Garland Building is move-in ready.</p> <p>The LAHD AcHP team is currently working fully remotely and will be incorporated into the Garland Building relocation.</p> <p>A subsequent MFC report on the Garland relocation will be provided for MFC consideration.</p> <p>LAHD intends to hold off on moving AcHP to Garland until a replacement location for the Garland Building is move-in ready. LAHD will include AcHP as part of their department questionnaire response.</p>

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					GSD/CAO Comments
19	DBS and City Planning (DCP) joint space request	Marvin Braude Building (6262 Van Nuys Boulevard) Suites B and C	7/27/2023	DBS/GSD (CBRE)	<p>As part of the February 2024 MFC meeting, DBS received a temporary space assignment at Suites B and C of the vacant retail shops on the first floor of the Braude Building. DBS has 43 authorized positions that currently do not have space assignments. The temporary space at the Braude Building of approximately 2,892 square feet will allow DBS to accommodate 15 cubicles and a small public counter for their Architect and Senior Architect classifications.</p> <p>GSD is in the process of obtaining a cost estimate for DBS's special fund contribution to rent and/or maintenance costs to occupy this space and will report their findings as part of a subsequent report to the MFC.</p> <p>At its meeting held on December 2022 and January 2023, a site visit and survey responses. Consultant is in the process of finalizing survey responses pending Department contact submission. GSD is pending five Departments to respond to the Braude Building survey and is working to receive the additional responses.</p> <p>BOE is also working on a revised space standards study TOS that needs to be revised to meet CAO Request for Procurement standards to be issued from the CAO's pre-qualified list. There will be a subsequent report for MFC consideration.</p> <p>GSD's space planning consultant will be on site to perform floor plan field verifications beginning the week of December 12, 2022.</p>
Close-out					
20	LAPD Evidence Warehouse	4671 Worth Street	7/30/2020	GSD/LAPD/ BOE	<p>A site visit was conducted in February 2023 to verify parking and space plans for the former Commercial Auto Theft Section (CATS) Warehouse space on the second floor. The Emergency Services Division (ESD) Mobile Command Response Unit may potentially use the warehouse for storage of support trailers, conex boxes, generators, and 85 pallets of various equipment, which would utilize most of the capacity available.</p> <p>ESD has fully occupied the office space on the second floor. The former CATS Warehouse is almost fully occupied as equipment storage space pending some minor space modifications needed to move the final remaining equipment currently housed at the Piper Technical Center facility.</p> <p>LAPD's CATS was originally assigned to this facility. Due to recent organizational changes within LAPD, CATS was de-centralized and will no longer have a need to occupy this space.</p> <p>LAPD has identified its ESD as the preferred operation to move into the Evidence Warehouse.</p> <p>The ESD is currently located on the 2nd level of Piper Technical Center facility.</p>
Completed					
21	Office of Finance (OOF)	City Hall Rooms 1020 and 1035	TBD	Finance	<p>At its meeting held on November 2023, the MFC approved GSD to reassign City Hall Rooms 1020 and 1035 to the Office of Finance as a temporary office space for staff from the Billing and Collections Division, Revenue Processing Unit, and Systems Division (a total of 1,563 square feet of space).</p> <p>Costs associated with the moving and tenant improvements will be covered by the Citywide Leasing Account. This project is now complete.</p> <p>In October 2023 as part of the Garland Building relocation, OOF is looking to temporarily relocate from the Garland Building to City Hall Rooms 1020 and 1035 for the 25 staff who process Billing and Collections. GSD and OOF have identified a need for space to process incoming mail and 50 desktop computers for remote connectivity as a "PC Farm". There is a need for minimal ITA equipment and potential electrical work as part of the tenant improvements.</p>

No.	Department/ Program	(Preferred) Site Location	MFC Approval/ Reported Date(s)	Lead Department	February 2024 GSD/CAO Comments
Withdrawn					
22	Office of the City Attorney	CHE, City Hall, Fig Plaza, City Hall South and the Braude Building	TBD	GSD/City Atty	<p>The City Attorney's Office has withdrawn their request for additional space.</p> <p>In July 2023, the City Attorney's Office submitted a formal request for additional space assignment to house 50-60 Assistant City Attorneys, Deputy City Attorneys, Secretaries, Paralegals, Administrative Coordinators, and Law Clerks to accommodate their growing staff size. The City Attorney's Office is currently using storage spaces as office space to house current overflow staff.</p> <p>City Attorney will handle the moves in-house to save costs. The Project Management Team met and the Department is currently reassessing this request and an update will be provided in subsequent quarterly reports.</p>
23	City Attorney - LA DOOR Program	LA Mall	N/A	CTTY/GSD	<p>The City Attorney's Office has withdrawn their request for additional space.</p> <p>In January 2021, the City Attorney's Office indicated a need for space availability within the LA Mall to house 10-15 staff for LA DOOR (Diversion Outreach & Opportunities for Recovery) program. Based on additional programming details provided by the City Attorney's Office, GSD had determined that the LA Mall space under consideration (former post office, Space No. 23 / 1,262 square feet) is not feasible.</p>
24	Personnel Department - Deferred Compensation Group	TBD	N/A	Personnel/ GSD	<p>The Personnel Department has withdrawn their request for additional space.</p> <p>In July 2023, the Deferred Compensation Group in the Personnel Department indicated a need for space availability to house staff including two offices, four cubicles, a small meeting space (one-on-one private counseling), and a larger meeting area (for up to 50 people for Board and outreach meetings) to accommodate the expanding division currently located on the 8th floor of City Hall.</p> <p>The Project Management Team met and the Department is currently reassessing this request and an update will be provided in subsequent quarterly reports as a formal request has not yet been received.</p>