

Item No.	Department/ Program	(Preferred) Site Location	MFC Approval/ Reported Date(s)	Lead Department	July Comments
New					
1	City Administrative Officer (CAO) Citywide Procurement Team	TBD	-	CAO/GSD	<p>New space request for the Citywide Procurement Team (CPT) to accommodate 20 positions authorized within the Office of the City Administrative Officer (CAO).</p> <p>There are currently seven filled CPT positions who are telecommuting and utilizing temporary space on the 22nd floor of City Hall. The City Hall space will need to be vacated by December 2022.</p> <p>Due to lead time required to perform test fits for the various space options and to complete necessary space modifications, it will likely be necessary to provide interim space beginning January 2023, until the new permanent space is "move-in" ready.</p> <p>Options for an interim space assignment include: 1) Unassigned space within the Los Angeles Mall (LA Mall); and, 2) Former Emergency Operations Center (EOC) space on City Hall East (CHE) P-4.</p> <p>GSD is currently waiting for cost estimates for cleaning and furniture reconfiguration of the P4 space. Estimates for the LA Mall spaces will also be prepared.</p> <p>Permanent space options under review include the former CVS space and other unassigned spaces within the LA Mall.</p>
2	Information Technology Agency (ITA)	TBD	-	ITA/Clerk/GSD	<p>Potential displacement impact for ITA staff located in Room 1001 on the 10th floor of City Hall may occur due to accommodating interpreter services, requested by Council as per Raman and De Leon Motion adopted on May 27, 2022 (C.F. 22-0436).</p> <p>Program Management Team (PMT) will be working with impacted Departments to determine options to accommodate live interpreting service needs, including remote service options.</p> <p>Depending on whether or not physical space is needed and the potential impact on the current ITA operation on the 10th floor, PMT will assess the viability of utilizing unassigned rooms on the 10th floor, including the best option to accommodate this request.</p>
3	ITA	TBD	-	ITA/GSD	<p>ITA has requested temporary swing space for four months while tenant improvements (TI) are made to the Channel 35 studio under lease in Little Tokyo.</p> <p>ITA will utilize their own PEG monies to fund these improvements, but the Department is also open to utilizing the funding for a permanent build-out in City owned space.</p> <p>Prior efforts to develop a new studio at the El Pueblo (Masonic Hall and Merced Theatre) was placed on hold due to significantly high bid results and insufficient funding to proceed (as of January 30, 2020, shortfall estimate was \$28 million).</p> <p>Initiation of the lease space TI is anticipated in September, with one year estimated completion.</p> <p>ITA's preference is to utilize the empty rooms (Council/Committee closed session rooms) on the 10th floor of CH as swing space while the Channel 35 Little Tokyo lease space TI is completed. The project management team is also assessing the viability of utilizing unassigned space in the LA Mall as swing space (former Cleaners Space No. 18 and former Department of Transportation (DOT) Space No. 18B).</p>

Item No.	Department/ Program	(Preferred) Site Location	MFC Approval/ Reported Date(s)	Lead Department	July Comments
4	Development of former CVS Space (LA Mall)	LA Mall, Former CVS Space (No. 4)	-	GSD/BOE/CAO	<p>Due to the limited availability of office space within the Civic Center and to avoid recurring, annual leasing expenses, the Space Optimization program received \$4.5 million to be used towards the conversion of the former CVS space as a first priority for the 2022-23 Space Optimization program.</p> <p>Based on the recent costs to build out space in the LA Mall for the Civil, Human Rights and Equity Department (CHRED), development of the CVS space is estimated at \$6 million based on a square footage rate of \$497. The development of the former CVS space would take a minimum of 12 months to complete due to the extent of infrastructure work required.</p> <p>Potential occupants under consideration for this space include the CAO, CHRED and ITA for additional staffing authorized in 2021-22 and 2022-23.</p> <p>Recommendations will be provided to MFC for the permanent assignment of this space based on the outcome of test fits that BOE/GSD will develop for the various space assignment options under consideration.</p>
Under Development					
5	Civil, Human Rights and Equity Department (CHRED)	LA Mall, Former Post Office Space (No. 23)	-	CHRED/GSD	<p>GSD has worked with CHRED to develop a space plan to utilize the former post office space in the LA Mall (Space No. 23) as temporary space to accommodate eight additional staff positions authorized in 2021-22 (Refer to Agenda No. 3). CHRED has already transferred initial funding from the Departments operating budget (C.F. 21-0702-S2). The project is anticipated to take two months to complete.</p> <p>CHRED has also received nine additional staff positions authorized through the 2022-23 Adopted Budget.</p> <p>Due to the adjacency of space to the existing CHRED headquarters, a portion of the CVS space will be used to provide permanent workspace for the new positions.</p>
6	City Administrative Officer (CAO) Homeless Outreach Team	City Hall East, P-4 (Room E112)	3/10/2022	CAO/GSD	<p>The temporary space assigned to the unit on the P4 level of City Hall East is substantially complete.</p> <p>A permanent space assignment will be considered as part of the options under review for use of the former CVS space and other unassigned spaces within the LA Mall, with recommendations to be provided as part of a forthcoming report for MFC consideration.</p> <p>At its meeting held on March 10, 2022, the Municipal Facilities Committee (MFC) approved temporary space for the CAO HOT in City Hall East, P-4 level, Room E 112 (former Real Time Analysis and Critical Response Division (RACR) space). GSD's Construction Forces Division (CFD) is completing clean up and preparation of the space for move-in.</p>

Item No.	Department/ Program	(Preferred) Site Location	MFC Approval/ Reported Date(s)	Lead Department	July Comments
7	Community Investment for Families Department (CIFD)	Garland Building, Suites 410 & 420 (Leased Site)	6/24/2021	GSD	<p>As part of the current agenda, GSD is recommending to assign space to CIFD that was vacated LAPD on the 4th floor (suite Nos. 410 and 420) of the Garland Building (Refer to Agenda Item No. 2). The space is move-in ready, with exception of the build-out needed for the General Manager's office, associated communication service, and reconfiguration of two workstations.</p> <p>CIFD has proposed the use of a continuing telecommuting policy, since there are not enough workstations available to accommodate all the personnel authorities currently authorized, and the cubicle layout and dimensions are appropriate for hoteling use by staff who are working in the physical office.</p> <p>CIFD has requested for 18 additional positions and currently propose to take LAPD Audit Suite on the 4th floor and remainder of staff would be assigned space on the 6th floor, subject to final Garland restacking. Economic and Workforce Development Department (EWDD) will be consolidating to a smaller footprint on the 6th floor.</p>
8	Los Angeles Housing Department (LAHD) - Accessible Housing Program (AHP)	Currently at 221 Figueroa Tower, 5th Floor Conference Room	2/27/2020	GSD	<p>GSD will provide a subsequent report in the upcoming months to address remaining space needs for LAHD and EWDD.</p> <p>LAHD intends to backfill the workspaces vacated by CIFD for AHP staff that do not currently have an assigned workstations and are telecommuting full-time. GSD is working with LAHD to determine their priority groups to be housed within the Garland Building.</p>
9	Los Angeles Police Department (LAPD) Evidence Warehouse	1925 N. Marianna Avenue / 4671 Worth Street	3/29/2019 & 7/30/2020	GSD/LAPD/ BOE	<p>LAPD's Commercial Auto Theft Section (CATS) was originally assigned to this facility.</p> <p>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 Emergency Services Division (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> <p>The program management team will report on options to backfill the vacated space as part of future Quarterly Status Update reports.</p>
10	Youth Development Department (YDD)	Garland Building, Suite 430 (Leased Site)	6/24/2021	GSD	<p>Preparation of the new YDD workspace is substantially complete, with remaining work on communication system in process. The estimated communication cost to provide necessary data networking connection at suites 430 as well as 410 and 420 is \$38,080 (Refer to Agenda No. 2).</p> <p>YDD is proposed to move into the LAPD space on the 4th floor (Suite 430). The space is move-in ready and suitable for the Departments defined operational needs once the space has been vacated by LAPD's Officer Representation Section (ORS).</p>

Item No.	Department/ Program	(Preferred) Site Location	MFC Approval/ Reported Date(s)	Lead Department	July Comments
11	LAPD	Public Administration Building (PAB)	2/24/2022	LAPD/GSD	<p>LAPD moved out of Garland to PAB in May 2022. GSD is currently working with LAPD to make adjustments to the initial floor plan in order to address storage needs. Project initiation will occur once LAPD approves the final revised floor plan.</p> <p>Pursuant to MFC approval at its meeting held on February 24, 2022, the two LAPD entities - Audit Division and ORS currently housed at Garland building (in Suites 410, 420 and 430) will be relocated to the Police Administration Building (PAB).</p>
Open/Outstanding					
12	LAPD 2028 Olympic Planning Committee	Civic Center	-	LAPD/GSD	<p>As part of the various space assignments under consideration within the civic center, the program 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> <p>New request to accommodate additional space needs for LAPD's Olympic Planning Committee in 2022-23 for a total of four positions consisting of one Commander, one Lieutenant, one Management Analyst, and one Secretary.</p> <p>The expansion of this group may increase to a cumulative total of up to 30 new positions by 2025. LAPD has planned flex space within the potential new South Traffic site located at 1330 Pico (a separate report to MFC for consideration) which could accommodate this group. Other space options will be explored if 1330 Pico lease is not approved in concept.</p>
13	Department of Building and Safety (DBS)	201 Figueroa Tower, 8th and 10th Floors	1/30/2020	DBS/GSD	<p>As part of the current agenda, DBS is requesting an assignment of swing space on the 5th Floor Conference Center at 221 Figueroa Tower for use as a swing space (Agenda Item No. 9), along with approval of a deviation from current City space standards to the 8th floor space of the 201 Figueroa Tower (Agenda Item No. 8). Awaiting for additional input on the TI and timeline for the 10th floor space.</p> <p>LADBS has a separate contract with CBRE for development of additional staff workstations and public counter space, which will require several phases of construction.</p>

Item No.	Department/ Program	(Preferred) Site Location	MFC Approval/ Reported Date(s)	Lead Department	July Comments
14	Departments of Building and Safety (DBS) and City Planning (DCP) joint additional space request	Marvin Braude Building (6262 Van Nuys Boulevard)	6/24/2021	DBS/ DCP	<p>A site visit was conducted on March 10, 2022, to verify floor space plans for impacted space on the 2nd, 3rd, and 4th floors of this facility. The plans were found to be mostly accurate with a few exceptions. GSD will utilize the validated space plans to engage a planning consultant to perform a space analysis.</p> <p>The Project Management Team will report back to MFC with recommendations to address the current overcrowding at the Braude facility and to enable departments to proceed with filling new position authorities.</p> <p>The Marvin Braude facility serves as one of the City's Development Services Centers, with multiple co-located Departments assigned to the facility to maximize efficiencies and improve customer service in the building and planning development process. In September 2017, the Department of Building and Safety, City Planning and the Los Angeles Fire Department (LAFD) indicated a need for additional workspace within the Marvin Braude Building to accommodate the increase in the number of programs, staff, services and customer transactions at this location.</p> <p>Program staff worked with the impacted Department to assess potential space reallocation options, including potential reassignment of non-core functions to lease space. LAFD subsequently retracted its space request.</p>
15	City Attorney - LA DOOR Program	TBD	subject to MFC review/ approval	CTTY/GSD	<p>The City Attorney's Office is currently reassessing this request and an update will be provided in subsequent quarterly reports.</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>
Final Close-out					
16	Civil, Human Rights and Equity Department (CHRED)	LA Mall, Space Nos. 3A, 6 & 15A	6/25/2020 1/30/2020	BOE	<p>BOE is continuing to process final invoices. Closeout will be initiated once final payments have been processed.</p> <p>The project is complete and the grand opening was held on September 13, 2021. The program management team is working on a final administrative closeout to ensure all the expenses are paid. Any remaining monies would be reverted back to the Space Optimization Program to fund new projects.</p>
17	Department of City Planning (DCP)	City Hall, Suite 750 (Suite 667 on hold)	1/30/2020	GSD/BOE	<p>The project on the City Hall 7th floor was completed in March, with a final closeout anticipated in the second quarter of 2022.</p>
Withdrawn					
18	City Attorney - North Valley Branch	MEND Building, 2nd Floor (13460 Van Nuys Boulevard)	10/31/2019	GSD	<p>Due to the extent of vandalism incurred, remediation of the building is no longer feasible with a total estimated cost of repairs and modifications totaling \$17.5 million, of which \$2 million was previously authorized for a remaining shortfall of \$15.5 million.</p> <p>The Council Office is now working with the CAO's Asset Management Group to develop options for a mixed development use that could include space for Municipal functions. This project will be removed from the Space Optimization program portfolio for subsequent reporting.</p>