

**CAPRI MADDOX**  
GENERAL MANAGER

**CITY OF LOS ANGELES**  
**CALIFORNIA**

**CIVIL + HUMAN RIGHTS**  
**AND EQUITY DEPARTMENT**

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**CLAUDIA LUNA**  
ASSISTANT GENERAL MANAGER



**KAREN BASS**  
MAYOR

Municipal Facilities Committee  
200 N. Main St. Suite 1500  
Los Angeles, CA 90012

January 23, 2023

**SUBJECT: OFFICE EXPANSION REQUEST FOR THE LA CIVIL RIGHTS DEPT.**

The Civil, Human Rights, and Equity Department (LA Civil Rights) appreciates your support for our growing department - and how you all have accommodated our core office space needs. As the newly established City Workplace Standards working group considers space standard guidelines, we know that the LA Civil Rights Department is still committed to building out office space for our public-facing, growing team.

We have seating for twenty-seven regular positions - and we have budget authorization for forty positions, with a budget request for an additional sixteen positions totalling fifty-six positions next fiscal year. In addition, City Councilmembers continue to place new assignments in our department, like the ten positions recommended by the Chief Legislative Analyst (CLA) and approved by City Council for the Office of the Racial Equity in November 2022. Furthermore, the City of Los Angeles is experiencing a continued increase in hate crimes. This, along with the recent racial comments made by elected officials on tape, may result in another batch of positions for us. Finally, I want to let you know that the announcement of our Discrimination Enforcement Division requires more space for our case management, mediation services, and counseling needs. If this division is considered a legal group priority, then this may provide additional support for our request.

While we have the opportunity to keep our office space connected in the LA Mall by utilizing the former CVS store location, I want to lean in - especially for safety purposes. Our department has faced safety challenges in the LA Mall, but contracted security services and the "buddy system" have averted or mitigated some more serious incidents. I would like to keep our team safe and unified by connecting and expanding our existing space. We were early adopters of seeing the LA Mall as a viable office space in 2020, so we do not want to lose the benefit of expansion options now that the adjoining CVS store has relocated. However, if the CVS location is off-limits to all city staff, we would ask to have office space as close as possible to our current office location. In addition, we would like to request an office space that is accessible for the

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general public. You are aware that we have five City Commissions/Advisory Groups with forty-one volunteer advisors, along with our community equity programs, in-person discrimination enforcement services, faith based programming, and other public-facing events.

I appreciate everything you all are doing to support the entire City Family in these critical moments. I simply want to clarify that during the hybrid work model, we are starting to use a volunteer "hoteling model" as a temporary solution. However, as the new Mayor pushes her agenda forward and COVID restrictions lift, especially for our Commission meetings and public office access, we do not want to miss the opportunity to expand our existing office space as soon as possible.

Again, thank you for your support of our growing department, and we look forward to working with the your amazing staff on temporary and long-term space solutions for the LA Civil Rights Department.

Sincerely,

A handwritten signature in blue ink that reads "Capri Maddox".

Capri Maddox, Esq., MPA  
General Manager, LA Civil Rights Department