

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: November 13, 2023

CAO File No. 0220-06084-0000
Council District: Various

To: Municipal Facilities Committee

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

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

RECOMMENDATION

That the Municipal Facilities Committee (MFC) approve the reassignment of approximately 5,291 square feet of office space at City Hall East P-4 level (Rooms E-107, E-116, E-120, and E-121) from the Information Technology Agency (ITA) to the City Administrative Officer (CAO) in order to accommodate the CAO Procurement Group.

SUMMARY

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

This report provides updates on preliminary space needs for the Bureau of Street Lighting (BSL), Los Angeles Police Department (LAPD), Emergency Management Department, Office of Finance, ITA, and CAO Procurement Group, while updates on previously authorized projects are provided in the report attachment (notable status updates are reflected in bold font).

DISCUSSION

Below are a few noteworthy items of new requests, under development, final closeout, and notable updates with significant developments for the MFC to consider in its discussions, as necessary.

Tentative and New Requests:

Below is a list of new requests the CAO's Office has received since the last report. Many of these requests are being assessed by the Project Management team and an update will be provided on tentative requests in subsequent reports.

- CAO Citywide Procurement Team (Attachment No. 1)
The assignment of the former Automated Traffic Surveillance and Control (ATSAC) Center space to ITA creates a vacancy of space in the previously assigned ITA Rooms E-107, E-116, E-120, and E-121. As part of this report, the CAO team is requesting that the space for 20 staff be reassigned to the CAO Procurement team, pending ITA's relocation to the ATSAC space, as this group is currently working fully remote without any space assignment. Funding recommendation to utilize space optimization funding will be provided as part of a subsequent Construction Projects Report once the cost estimates are provided.
- Office of Finance (Attachment No. 2, Item No. 8)
The Office of Finance 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 the Office of Finance (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. OOF is anticipating moving to a permanent office location by December 2024.
- LAPD Parking (Attachment No. 3)
LAPD is reporting a need for more parking spaces as a result of the limited available space for vehicles recently approved in the budget for the Motor Transport Division and vehicles awaiting repair and salvage. Since the Police Evidence Warehouse parking spaces are at or near capacity, LAPD is working with the General Services Department (GSD) to clean up the parking area at Piper Technical Center to allow for planned installation of electric vehicle chargers. 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.
- LAPD South Traffic Bureau (Attachment No. 4)
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. The Bureau of Engineering (BOE) is currently conducting a feasibility analysis on the various configuration options.
- LAPD Strategic Planning Group (Attachment No. 5)
LAPD is requesting a space assignment to house up to 30 new positions by 2025 as part of the LAPD Strategic Planning Group which will oversee large-scale event planning such as

the 2028 Olympic planning operations. As of the 2023-24 fiscal year, LAPD has five positions authorized under this group.

- Personnel Department - Deferred Compensation Group (Attachment No. 6)
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, and a meeting area.
- Bureau of Contract Administration (BCA) (Attachment No. 7)
BCA indicated a need for space availability to house 10 additional staff. 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.
- Office of the City Attorney (Attachment No. 8)
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. The City Attorney's Office is currently using storage spaces as office space to house current overflow staff.
- Los Angeles Department of Transportation (LADOT) (Attachment No. 9)
LADOT submitted a formal request to house the 13 staff within the Civic Center Adjudication Hearing Office currently located at 201 North Los Angeles Street, Space 21 in the LA Mall to a new site to better suit operational and security needs. A second option would be to explore leasing options if there is no viable City space available.
- Emergency Management Department (EMD) (Attachment No. 10)
EMD submitted a formal request for space reconfiguration to accommodate three staff within the Emergency Operation Center (EOC). The staff are currently housed in City Hall Room 1533. The Mayor's Office is looking to utilize the space, which is prompting this move.

Notable Updates on Existing Space Requests

Below is a list of existing space requests. Many of these requests are being assessed by the Project Management team and in its under development or final close-out stage.

Under Development:

- Department of Building and Safety (DBS) (Attachment No. 11)
At its meeting held in July 2023, MFC approved the 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 the Zoning Review operations, and tenant improvements are being supported by the Building and Safety Building Permit Enterprise Fund.

- BSL Property Acquisition (Attachment No. 12)
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 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.

- ITA LA CityView Media Group (Channel 35) Space (Attachment No. 13)
At the June 6, 2023 MFC meeting, MFC approved a temporary space assignment of Los Angeles Mall Space No. 18 to be used as an interim storage space for Channel 35 related equipment while tenant improvements are completed at the Little Tokyo studio.

- City Hall East (CHE) P4 Reconfiguration
 - ITA Restacking (Attachment No. 14)
At the June 29, 2023 MFC meeting, ITA was assigned 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. Cost estimates are pending revised floor plan and tenant improvement costs from GSD and updates will be provided as soon as they are received.

 - CAO Overflow Hoteling Space (Attachment No. 15)
At its meeting held in June 2023, the MFC (Item No. 7) GSD assigned 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. Tenant improvements are estimated to be completed within the next four weeks. 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).

Final Closeout:

- LAPD Evidence Warehouse (Attachment No. 21):

A site visit was conducted on February 9, 2023, to verify space plans for the former Commercial Auto Theft division (CATS) office space on the Second Floor, former CATS Warehouse, and parking plans for the facility. The Emergency Services Division 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.

FISCAL IMPACT

There is no additional impact on the General Fund anticipated at this time beyond the funding authorized for the program in the current year. The program management team will coordinate with GSD, BOE, and other impacted Departments based on relative priorities to be within the available budget.

Attachment: Space Optimization Report Attachment

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No.	Department/ Program	(Preferred) Site Location	MFC Approval/ Reported Date(s)	Lead Department	November 2023 GSD/CAO Comments
Tentative					
1	City Administrative Officer (CAO) Citywide Procurement Team	City Hall East P-4 Rooms E- 107, E-116, E- 120, E-121	6/6/2023	CAO/GSD	<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>
2	Office of Finance (OOF)	City Hall Rooms 1020 and 1035	TBD	Finance	<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> <p>Costs associated with the moving and tenant improvements will be covered by the Citywide Leasing Account.</p> <p>OOF is anticipating moving to a permanent office location by December 2024. There is a companion GSD report as part of the MFC meeting (Item No. 8) for MFC consideration.</p>
3	Los Angeles Police Department (LAPD) Parking	TBD	TBD	LAPD/GSD	<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>

No.	Department/ Program	(Preferred) Site Location	MFC Approval/ Reported Date(s)	Lead Department	November 2023 GSD/CAO Comments
4	LAPD South Traffic Bureau	TBD	TBD	LAPD/GSD	<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 expires in March 2024 but LAPD has a three- and 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 the potential co-location or leasing.</p>
5	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 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>
6	Personnel Department - Deferred Compensation Group	TBD	N/A	Personnel/GSD	<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 program 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>
7	Bureau of Contract Administration (BCA)	-	N/A	BCA	<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 program management team and the Department is currently assessing this request and an update will be provided in subsequent quarterly reports after a formal request has been received.</p>

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8	Office of the City Attorney	CHE, City Hall, Fig Plaza, City Hall South and the Braude Building	TBD	GSD/City Atty	<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 program management team met and the Department is currently reassessing this request and an update will be provided in subsequent quarterly reports.</p>
9	Los Angeles Department of Transportation (LADOT)	Civic Center	TBD	LADOT	<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 program 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>
10	Emergency Management Department (EMD)	Emergency Operation Center (EOC) Space	TBD	EMD/GSD/BOE	<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> <p>GSD will report back on this item as part of a subsequent report for MFC consideration.</p>
Under Development					
11	Department of City Planning (DCP)	8475 South Vermont Avenue	3/9/2023	BOE/Planning/D BS/CD8/GSD	<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. CD 8 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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12	Bureau of Street Lighting (BSL)	San Fernando Valley	3/9/2023	BSL/GSD	<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. GSD will report back with a subsequent MFC report for consideration once a potential site is identified.</p>
13	Information Technology Agency (ITA)	LA Mall Space #18	6/6/2023	ITA/GSD	<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> <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 DOT Space No. 18B).</p>

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14	ITA Restacking	P4 - TBD	6/29/2023	ITA/DOT/GSD	<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 Automated Traffic Surveillance and Control (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 DOT). Revised floor plan and tenant improvement estimates are pending and updates will be provided as soon as they are received.</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 Department of Transportation (DOT) Automated Traffic Surveillance and Control (ATSAC) team will become available after January of 2023. CAO, BOE, and GSD are coordinating with DOT to effectuate the move.</p>
16	Development of former CVS Space (LA Mall)	LA Mall, Former CVS Space (No. 4)	3/30/2023	GSD/BOE/CAO	<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 sf of the 11,500 sf 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>

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17	Department of Building and Safety (DBS)	201 Figueroa Tower, 9th Floor	1/30/2020	DBS/GSD	<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, LAHD vacated the 5th Floor Conference Center. The Dept 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	Los Angeles Housing Department (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.</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>
Open/Outstanding					
19	Departments of Building and Safety (DBS) and City Planning (DCP) joint additional space request	Marvin Braude Building (6262 Van Nuys Boulevard)	7/27/2023	DBS/GSD (CBRE)	<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 task order solicitation (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>
20	City Attorney - LA DOOR Program	LA Mall	N/A	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>

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Final Close-out					
21	Los Angeles Police Department (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>
Withdrawn					
22	City Clerk Passport Service	LA Mall Former Doctor Office (Space No. 10C)	-	Clerk/GSD	<p>Due to over two year construction timeline and cost prohibitive estimate, City Clerk withdrew the request and is exploring tenant improvement options to utilize their existing space.</p> <p>Tentative space request for City Clerk Passport Service group to accommodate three to four staff in the former dentist office (Space No. 10C, 403 square feet) in the LA Mall.</p> <p>City Clerk is working with Council on a Motion to provide formal instructions for proceeding with this service expansion.</p> <p>At this time, the preliminary cost estimate for renovation of this space is between \$700,000 to \$1 million. Refined scope and estimate will need to be prepared once the Motion is approved.</p>