

GOVERNMENT OPERATIONS COMMITTEE REPORT relative to proposed new City Office space standards.

Recommendations for Council action:

1. ADOPT the revised City Office Space Standards as outlined below:
 - a. Standardize each workspace area to a six-feet by six-feet (6x6) for non-management classifications.
 - b. Amend the office space for managers to 10 feet by 12 feet (10x12) from the current size of 12 feet by 15 feet.
 - c. Amend the space for executive offices to 12 feet by 15 feet (12x15) from the current size of 15 feet by 17 feet (15x17).
 - d. Use the new recommended designs to accommodate desk sharing, hoteling, and telecommute/hybrid space needs included in Attachment B of the February 26, 2026 Municipal Facilities Committee (MFC) report, attached to the Council File, such as:
 - i. Focus Rooms/Phone Booths, and workstations
 - ii. Collaboration Spaces such as huddle rooms, conference rooms, and open collaboration areas.
 - iii. Support space such as copy/print rooms, pantries, and wellness rooms.
 - e. Office space should be assigned as outlined above in Recommendation No. 1 and Attachment B to staff who work in the office at least three days per week.
 - f. Hoteling/shared space as outlined in Recommendation No. 1 and Attachment B of the February 26, 2026 MFC report, attached to the Council File, should be assigned to employees that telecommute (work from home) three or more days per week.
2. DIRECT the Department of General Services to:
 - a. Comply with the new Space Standards and apply these standards to new requests for space or repurposing of existing office space.
 - b. Ensure a that Department's telecommute policy has been approved by the Mayor's Office before initiating work on new requests for space or space

repurposing.

3. INSTRUCT City Departments that wish to deviate from the proposed Space Standards to submit a written request to the MFC.

Fiscal Impact Statement: The MFC reports that the recommendations contained in the February 26, 2026 MFC report, attached to the Council File, comply with the City's Financial Policies in that approval does not require a funding appropriation.

Community Impact Statement: None submitted.

Summary:

On March 27, 2026, your Committee considered a February 26, 2026 MFC report relative to proposed new City Office space standards. According to the MFC, the 1995 Workspace Standards (Council File No. 92-1154-S4, Attachment A) served as a guideline for new office space build-outs with employee workstation configurations based on City job classification. These workspace standards no longer align with modern office needs or the City's telecommute and hybrid work schedules. In addition, the current space designs and workstations do not consider trends such as desk-sharing, hoteling, or advancements in technology such as video conferencing.

In June 2024, the City Administrative Officer (CAO) secured the services of a consultant to update the City's Workspace Standards with the goal of optimizing the use of City-owned properties and reducing reliance on leased office space. Over the past three fiscal years, the City's cost of leased office space has increased by 37.5 percent, from \$20.8 million in 2022-23 to \$27.8 million in 2024-25. The current office space configurations were analyzed by the consultant, and new space standards were developed to reflect workplace dynamics and opportunities presented by telecommuting schedules to include:

- Shared workspaces, such as hoteling (reservation-based office setup) and hot-desking (first-come, first-served seating)
- Enhanced collaboration areas, including breakout and informal meeting spaces.
- Secure storage space for personal items and/or sensitive information; • Design for energy-efficient lighting and ventilation.
- Standardized, smaller-sized workspaces.

As outlined in Attachment C, the CAO Employee Relations Division (ERD) facilitated discussions with impacted labor unions regarding the proposed space standards. Input from the discussions were reviewed and evaluated as part of the overall policy development process. Although the proposed space standards would apply to Council-controlled City Departments, these would be shared with proprietary departments as a tool they can use in their space planning. After consideration and having provided an

opportunity for public comment, the Committee moved to recommend approval of the recommendations contained in the MFC report. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Government Operations Committee

COUNCILMEMBER VOTE

PADILLA: YES

LEE: YES

JURADO: YES

ARL

3/27/26

-NOT OFFICIAL UNTIL COUNCIL ACTS-