

EXECUTIVE DIRECTIVES

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JAMES K. HAHN
MAYOR

EXECUTIVE DIRECTIVE NO. GU-1

Subject: CITY OWNED SURPLUS PROPERTY POLICY

Effective immediately, it is the policy of the City of Los Angeles to maximize the use of its surplus real estate assets in a manner that increases City affordable housing stock and creates more open space, job opportunities and additional revenue to address City budgetary priorities by adopting the "Maximizing Our Real Estate" (M.O.R.E.) policy as outlined in the Attachment to this Executive Directive. This policy is directed to all City departments, including proprietary departments and their respective boards and commissions which may, by their authority, own or manage City-owned real estate to the extent permitted by Federal and State laws and regulations.

As set forth in Los Angeles Administrative Code Section 7.21 et seq. and in connection with the responsibilities of the Department of General Services, Asset Management Division, the Mayor's Office shall have the primary responsibility for coordinating and managing City efforts to catalog and dispose of City surplus property. The Mayor's Office shall be the lead on all policy matters in this regard. Specific departmental responsibilities are outlined in the Attachment to this Executive Directive.

The directions set forth herein, as attached, shall take effect immediately, and all City departments shall modify their implementation programs to the extent such programs are inconsistent with this Executive Directive.

Executed this *1st* day of *February* 2005

JAMES K. HAHN
Mayor

JKH:wtf:12050001

Attachment



M O R E

MAXIMIZING OUR
REAL ESTATE

MORE PROGRAM PROCEDURES

Modifications to the Existing City Surplus Property Procedure (attached)

Step 1. Departmental Notice of Surplus Property

When departments determine that properties become suitable for disposition and are no longer viable for its use(s), said department shall submit a notice of availability to the Department of General Services, Asset Management Division ("Asset Management").

Step 2. Data Management and Tracking System

Asset Management shall catalog and manage these notifications into an existing electronic database, the Data Management and Tracking System (Phase I). This System shall provide REALTIME data access to City staff.

Step 3. Notification to City Departments

Asset Management shall notify the Mayor's Office, the appropriate City Council Offices, the Los Angeles Housing Department ("LAHD"), and the Los Angeles Department of Recreation and Parks ("RAP") of the availability of City-owned surplus property with site-specific information (such as location/street addresses/cross streets, County Assessor's parcel number, Thomas Brothers Guide number, City Council District, topography, zoning, access physical, access legal, property legal description, photographs, square footage and acreage, tenants and percentage of occupancy, purpose, improvements, date of land acquisition, appraised value, major maintenance, deferred maintenance, environmental concerns, repayment obligations in current dollar value and remarks), as available.

Step 4. Departmental Response

Within 30 business days of the notification by Asset Management, LAHD and RAP shall conduct an initial feasibility analysis and submit a written response to the Mayor's Office, appropriate City Council Offices and Asset Management in the form of a "Review Letter". The Review Letter shall contain justification for rejection or maintaining the subject property for further review.

At any time, if a property is deemed unfit for the department's use it shall remain within the existing City Surplus Property Procedure for Asset Management to sell.

If a property is deemed suitable for the department's use it shall follow the Available Property Procedure.

The Available Property Procedure

Upon submission of the Review Letter, LAHD and RAP shall determine the use for the property they have maintained for further review. LAHD shall be given first priority for determination; RAP shall be given second priority. If LAHD later determines a site is no longer feasible for its use, RAP shall be given the opportunity to review the property for its use. Upon determination that RAP has no use for the subject property, it shall be reinstated into the City Surplus Property Procedure.

Quarterly Reporting

LAHD and RAP shall be required to submit a quarterly (three calendar month) status report to Mayor's Office and Asset Management on the development progress of the property/properties they have maintained. Departments are subject to evaluation based on participation in the MORE Program.

Asset Management Annual Report

Asset Management shall compile and submit an Annual Report to Mayor's Office at the close of every fiscal year. The Annual Report shall include:

1. A list of all properties sold during the year. Each property shall list the name of the purchaser, include award date and price; and,
2. All significant efforts undertaken to implement the various elements outlined in the MORE Program.



SURPLUS PROPERTY PROCEDURE

