
Office of the City Clerk, City of Los Angeles

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Council File Number

[03-1860](#)

Title

DEPARTMENT OF GENERAL SERVICES / ASSET MANAGEMENT / AUDIT

Subject

Transmittal from the Controller relative to the audit of the Department of General Services' Asset Management Division.

Last Change Date

09/02/2008

Expiration Date

09/02/2010

Initiated by

Controller

Action History for Council File [03-1860](#)

Date	Activity
01/06/2004	File closed.
12/17/2003	Council Adopt the recommendations as contained in the 12/17/03 Joint Audits and Governmental Efficiency and Information Technology and General Services Committee report.
12/09/2003	Audits and Governmental Efficiency Committee; Information, Technology, and General Services Committee noted and filed item(s). Note and File 8/20/03 City Controller report; recommendations per 12/11/03 Joint Audits and Governmental Efficiency and Information Technology and General Services Committee report.
12/04/2003	City Clerk transmitted Council File to Information, Technology, and General Services Committee.
12/04/2003	Council document(s) referred to Information, Technology, and General Services Committee.
12/03/2003	General Services Department document(s) referred to Audits and Governmental Efficiency Committee.
08/21/2003	Controller document(s) referred to Audits and Governmental Efficiency Committee.
08/21/2003	City Clerk transmitted Council File to Audits and Governmental Efficiency Committee.

Archive History

8-21-03 - For ref
8-22-03 - Ref to Audits and Governmental Efficiency Committee
8-22-03 - File to Audits and Governmental Efficiency Committee Clerk
12-4-03 - File to Information Technology and General Services Committee Clerk
12-4-03 - For ref - Transmittal from Department of General Services relative to response to the KH Consulting Group's Performance Audit of the Asset Management Division.
12-9-03 - Ref to Audits and Governmental Efficiency Committee - to Committee Clerk
12-17-03 - Information Technology and General Services and Audits and Governmental Efficiency Committees' report ADOPTED to:
1. NOTE and FILE the Controller report, dated August 20, 2003, the Department of General Services (DGS) report, dated December 2, 2003, relative to the audit of the Department of General Services, Asset Management Division and Controller report on the financial and compliance audit of Department of General Services sale of surplus properties, dated December 4, 2003, inasmuch as the report was submitted for information only.
2. INSTRUCT the Department of General Services and REQUEST the Controller, with the assistance of the Chief Legislative Analyst (CLA) and City Administrative Officer (CAO), to report on the

establishment of a strategic policy for the Los Angeles Mall marketing operations and the development of a strategic plan for the disposal of surplus property within 60 days to the Information Technology and General Services (ITGS) Committee and Audits and Governmental Efficiency (AGE) Committee.

3. INSTRUCT the Department of General Services and REQUEST the Controller, with the assistance of the Chief Legislative Analyst and City Administrative Officer, to review and report on the consolidation of the asset management functions for all City departments; the expertise available in the various City departments; and the advantages and disadvantages of consolidating the asset management functions of all City departments into one department within 60 days to the Information Technology and General Services Committee and Audits and Governmental Efficiency Committee.

4. INSTRUCT the Department of General Services and REQUEST the Controller, with the assistance of the Chief Legislative Analyst and City Administrative Officer, to report on streamlining the surplus property disposal process and the strategic management of surplus properties, as well as the practices and policies of other cities within 60 days to the Information Technology and General Services Committee and Audits and Governmental Efficiency Committee.

5. INSTRUCT the Department of General Services and REQUEST the Controller, with the assistance of the Chief Legislative Analyst and City Administrative Officer, to report on the nonprofit and historic core policy; the location of nonprofit leases, the expiration dates of the leases; recommendations for improving the historic core; the current City policy leasing or purchasing of property in the broader sense with the Community Redevelopment Agency (Agency) within 60 days to the Information Technology and General Services Committee and Audits and Governmental Efficiency Committee.

6. INSTRUCT the Department of General Services to identify all City surplus property and ensure the database accuracy of the list of surplus property candidates and report on the status of the database within 60 days to the Information Technology and General Services Committee and Audits and Governmental Efficiency Committee.

7. INSTRUCT the Department of General Services, in light of the State of California Government Code Sections 54220 et. seq. listing the state's priorities for using surplus property in priority order, to establish and report on the City's priorities for using or otherwise allocating surplus City property for productive uses within 60 days to the Information Technology and General Services Committee and Audits and Governmental Efficiency Committee.

8. INSTRUCT the Department of General Services to develop and report on a public information campaign for advertising the availability of surplus City parcels in a manner that generates the most interest and solicits the greatest number of proposals for consideration, as well as, targets non-profit and community-based groups within 60 days to the Information Technology and General Services Committee and Audits and Governmental Efficiency Committee.

9. INSTRUCT the Department of General Services, with the assistance of the Chief Legislative Analyst, to report on the option of using long-term leases rather than the sale of City property for the disposal of surplus property and whether this process has been done by other municipalities within 60 days to the Information Technology and General Services Committee and Audits and Governmental Efficiency Committee.

10. INSTRUCT the Department of General Services, with the assistance of the Chief Legislative Analyst, to report on the potential for joint use and/or mixed use of public and private partnership for City properties, including the use of air rights within 60 days to the Information Technology and General Services Committee and Audits and Governmental Efficiency Committee.

11. INSTRUCT the Department of General Services, with the assistance of the Chief Legislative Analyst, to report on the option of using private sector, real estate expertise in the determination of actions impacting surplus City properties, include the advantages and disadvantages, within 60 days to the Information Technology and General Services Committee and Audits and Governmental Efficiency Committee.

1-2-04 - File to Information Technology and General Services and Audits and Governmental Efficiency Committee Clerks OK

1-6-04 - File in files

NEW COUNCIL FILE 08-0614