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**BRIEFING NOTES FOR TUESDAY, DECEMBER 9, 2003**  
**INFORMATION TECHNOLOGY & GENERAL SERVICES COMMITTEE and the**  
**AUDITS & GOVERNMENTAL EFFICIENCY COMMITTEE**

**Items #1 through #3** deal with the sale of surplus City real property.

The City has approximately 2,000 parcels of land that GSD characterizes as potentially surplus property. Many of these parcels are not useable for development due to their size or irregular shape. Others are still being reviewed to determine if they should, in fact, be declared as surplus.

In July 2003, the Mayor vetoed a GSD recommendation to sell certain parcels at auction, citing a need to develop a comprehensive approach to the sale or use of City real property assets. The City Controller also released a comprehensive audit of GSD's Asset Management Division in August 2003. That audit contained 14 recommendations for improving the performance and management of City real property assets, including:

- development of a coherent policy and strategic asset management plan for the City's real estate portfolio
- creation of a separate "planning section" in GSD to handle strategic planning and reporting.
- review and consideration of the Historic Core policy.
- development of a citywide database on surplus properties, including properties owned by the proprietary departments.
- explore charging departments for asset management services.
- expand the policy on leasing to non-profits.
- establish metrics and other performance measurements.
- improve supervision of Leasing Information System payments.
- analyze lease vs. buy options for city space.

GSD reports that it is implementing all 14 of the City Controller's Audit recommendations.

**CLA RECOMMENDATION:**

To proceed in a coordinated manner, the following issues need to be addressed:

1. Identify the universe: GSD's database of surplus property candidates must be cleaned up. GSD should remove from that database properties that are obviously not surplus, and identify those properties that should be sold immediately because they are not useable for development.
  - What will be GSD's process and timeline for completing this "cleanup" of the data? What departments will be involved
2. Streamline the process: GSD and the Controller have documented the current state and local processes for disposing of surplus real estate. Now, how can those be streamlined?

- Report to the Committee with recommendations on implementing the Mayor's "Own a Piece of LA" effort to sell irregularly shaped parcels and other strips of unusable land.
  - Report with recommendations on the state process, including any proposals for sponsoring state legislation to change that process.
  - Review the LA Administrative and Municipal Codes and report with recommendations for removing or consolidating redundant processes.
  - Report on the feasibility of using Internet auctions for selling surplus City property.
3. **Establish Priorities:** State law (Gov't Code sections 54220 et. seq.) sets out the state's priorities for using surplus property in the following priority order: (1) low- and moderate-income housing (2) park and recreational purposes or open-space purposes (3) the State Resources Agency (4) school facilities construction or use by a school district for open-space purposes (5) enterprise zone purposes. **What are the City's priorities for using or otherwise allocating surplus City property for productive uses?**
- Report with a prioritized list of categories to guide the use of surplus City property in the future.
4. **Improve Communication:** A proper public information campaign will be needed to advertise the availability of surplus City parcels in a manner that generates the most interest and solicits the greatest number of proposals for consideration. This effort should also target non-profits and community based groups, and use the resources available through Neighborhood Councils.
- Report with recommendations for widely advertising available surplus property to both private sector and public sector groups, as well as non-profits and community-based organizations.
5. Note & File both Controller's Audits (August 20, 2003 and November 7, 2003) Hold in Committee Motion (Ludlow-Reyes) in Committee pending report back from GSD.

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**Item #4** is a Motion (Weiss-Miscikowski) requesting that LA World Airports (LAWA) report to the ITGS Committee on existing WiFi technology at LAX and their plans for broadening that coverage throughout the airport.

No written reports have been filed on this item.

It is our understanding that Boingo Wireless has installed limited WiFi access in Terminal 7, but no other providers are currently in place. Industry representatives from SBC have indicated their willingness to install these systems in LAX at no cost to LAWA and under a revenue sharing agreement, but have received no response from Airport management.