

**Housing and Homelessness Committee Agenda
June 5, 2024**

**Amendments to C.F: 12-1549-S3, Agenda Item #10
City Asset Evaluation Framework**

- At the top of Page 3 of the report, under Revised AEF Assessment Process/Flow Chart:
 - Update the second bullet point to: “Adds the assessment of properties for Mixed-Use, Joint Use, and Municipal Use projects;”
 - Delete the 6th bullet point, which reads: “Removes Municipal Use as a type of property use, as this is led by GSD;”

- On Page 4, add the following to the report after Type Use D:
 - Type of Use F. Municipal Use. The Municipal Use flow chart outlines the process for reviewing City-owned or other properties that may be suitable for City operations. Unlike uses listed A through E, the Mayor, Council, or the Municipal Facilities Committee (MFC) may initiate a review for municipal use space. The CAO will work closely with GSD and pertinent departments to identify and evaluate sites for appropriate use.

- And, replace the report attachment, with the updated Asset Evaluation Framework (AEF) Flow Chart, which includes Attachment F: Municipal Use, as Page 7.

ASSET EVALUATION FRAMEWORK (AEF) FLOW CHART

City Administrative Officer (CAO)

AEF- FIVE (5) PROCESSING STEPS



AEF SIX (6) Type of Uses:

<p>Type of Use A. Permanent Affordable and Supportive Housing <i>(See Page 2 for AEF Processing Steps detail)</i></p> <p>Description: Sites are assessed for permanent, affordable, and/or supportive housing.</p>	<p style="text-align: center;">Your paragraph text</p> <p>Type of Use B. Interim Housing and Homeless Facilities <i>(See Page 3 for AEF Processing Steps detail)</i></p> <p>Description: Sites are assessed for interim housing or homeless facilities.</p>	<p>Type of Use C. Economic Development <i>(See Page 4 for AEF Processing Steps detail)</i></p> <p>Description: Sites are assessed for economic development activity.</p>
<p>Type of Use D. Mixed Use <i>(See Page 5 for AEF Processing Steps detail)</i></p> <p>Description: Sites are assessed for housing and commercial uses.</p>	<p>Type of Use E. Joint Use <i>(See Page 6 for AEF Processing Steps detail)</i></p> <p>Description: Sites are considered for both municipal use and a use with another government entity, a private organization, a community use, or any combination thereof.</p>	<p>Type of Use F. Municipal Use <i>(See Page 7 for AEF Processing Steps detail)</i></p> <p>Description: Sites are for municipal-use only and are contemplated for continued or new City-use.</p>

REFERENCE: LIST OF ACRONYMS

- **BOE** – Public Works Bureau of Engineering
- **CLA** – Chief Legislative Analyst
- **DCP** – Department of City Planning
- **LADOT** – Los Angeles Department of Transportation
- **EWDD** – Economic and Workforce Development Department
- **CAO G5** – City Administrative Officer (CAO) Municipal Facilities
- **CAO G15** – City Administrative Officer (CAO) Asset Management and Development Group
- **CAO G16** – City Administrative Officer (CAO) Homelessness Group
- **GSD** – General Services Department
- **LAHSA** – Los Angeles Homeless Services Authority
- **LAHD** – Los Angeles Housing Department
- **RFP** – Request for Proposals
- **RFQ** – Request for Qualifications
- **SLA** – Surplus Land Act
- **TOC** – Transit Oriented Communities Incentive Program

REFERENCE: OVERSIGHT COMMITTEE/COMMISSIONS

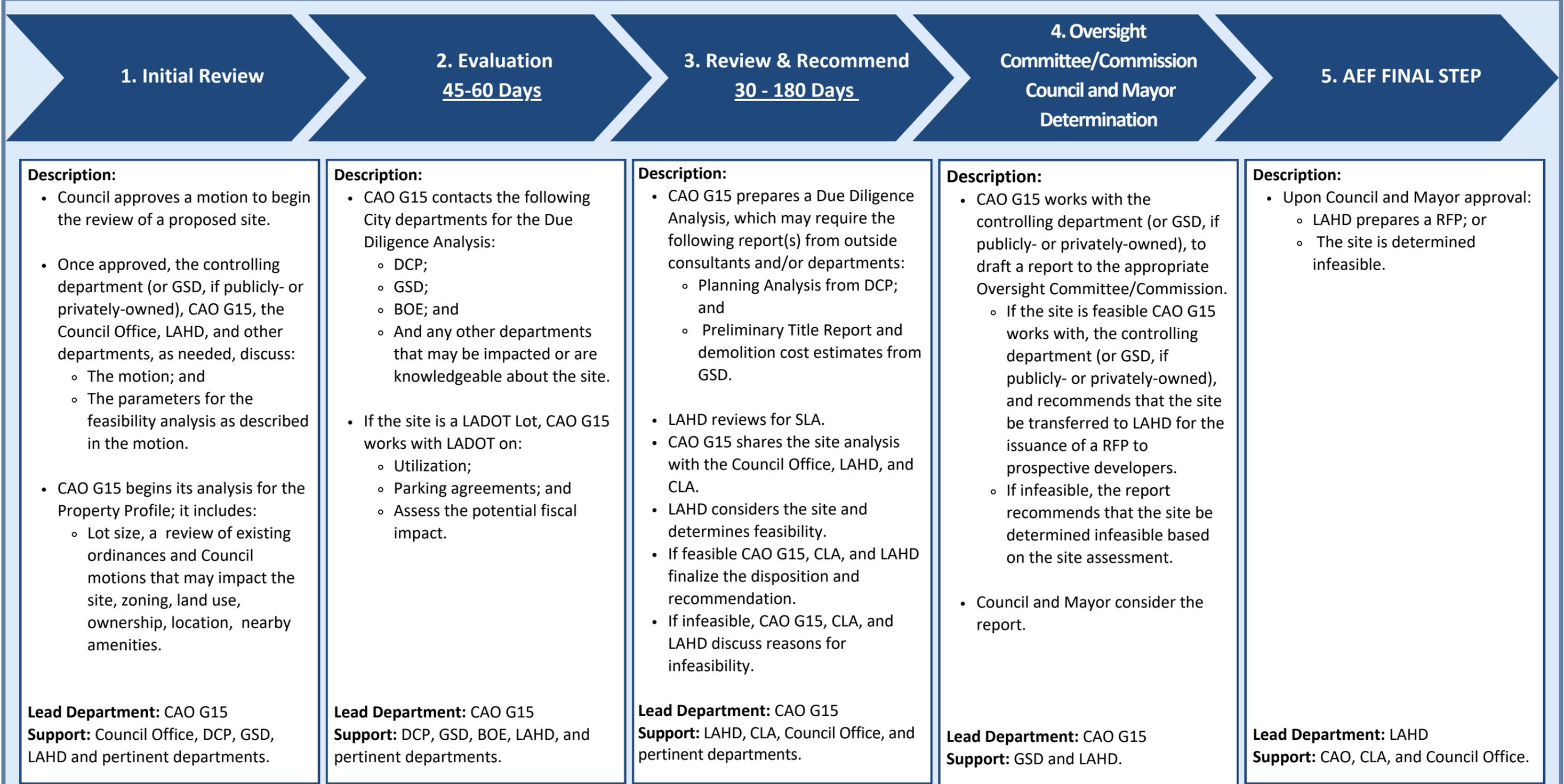
- **Municipal Facilities Committee (MFC)** – Los Angeles Administrative Code (LAAC) Div. 7, Ch. 1, Art. 4, Sec. 7.22 ([LINK](#))
- **Board of Transportation Commissioners (BOTC)** – Los Angeles Administrative Code (LAAC) Div. 22, Ch. 20, Art. 5, Sec. 22.484 ([LINK](#))
- **Board of Recreation and Parks Commissioners** – Los Angeles City Charter (LACC) Vol. 1, Art. 5, Sec. 591 ([LINK](#))
- **Board of Library Commissioners** – Los Angeles City Charter (LACC) Vol. 1, Art. 5, Sec. 534 ([LINK](#))

ASSET EVALUATION FRAMEWORK (AEF) FLOW CHART

City Administrative Officer (CAO)

Type of Use A. Permanent Affordable and Supportive Housing

AEF FIVE (5) PROCESSING STEPS



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ASSET EVALUATION FRAMEWORK (AEF) FLOW CHART

City Administrative Officer (CAO)

Type of Use B. Interim Housing and Homeless Facilities

AEF FIVE (5) PROCESSING STEPS



<p>Description:</p> <ul style="list-style-type: none"> As part of the site identification, the site is identified by the Council Office, CAO, Mayor, or motion to the controlling department (or GSD, if publicly- or privately-owned). CAO G15 begins its analysis for the Property Profile; it includes: <ul style="list-style-type: none"> Lot size, a review of existing ordinances and Council motions that may impact the site, zoning, land use, ownership, location, and nearby amenities. CAO G16 reviews the Property Profile for size requirements and determines availability of the site. <p>Lead Department: CAO G15 and CAO G16. Support: GSD, BOE, Council Office, and other pertinent departments.</p>	<p>Description:</p> <ul style="list-style-type: none"> Assessment for Interim Housing or Homeless Facility begins. Interim Housing and homeless facility feasibility includes the review of the following: <ul style="list-style-type: none"> BOE’s assessment of the site; Due Diligence; Preliminary site layout; and Rough order of magnitude (ROM) cost estimate. <p>Lead Department: CAO G16 Support: BOE and other pertinent departments.</p>	<p>Description:</p> <ul style="list-style-type: none"> CAO G16 analyzes cost estimates and discusses assessment with the Council Office and/or Mayor’s Office. <p>Lead Department: CAO G16 Support: BOE, GSD, and other pertinent departments.</p>	<p>Description:</p> <ul style="list-style-type: none"> CAO G16 reports to the appropriate Oversight Committee/Commission with recommendations. <ul style="list-style-type: none"> If the site is feasible, CAO G16 submits the recommendations to the City Council and Mayor. If the site is infeasible, a report is filed with the appropriate oversight committee/commission. Council and Mayor consider the report. <p>Lead Department: CAO G16 and GSD. Support: BOE and GSD.</p>	<p>Description:</p> <ul style="list-style-type: none"> If project is approved, construction begins: <ul style="list-style-type: none"> CAO G16 and GSD present a report with lease or license terms to the appropriate Oversight Committee/Commission; and The lease and/or license agreement is executed. LAHSA and service provider contract executed. CAO G16 coordinates and tracks project implementation with the Council Office and responsible departments. <p>Lead Department: CAO G16 Support: BOE, GSD, and Council Office.</p>
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ASSET EVALUATION FRAMEWORK (AEF) FLOW CHART
 City Administrative Officer (CAO)

Type of Use C. Economic Development

AEF FIVE (5) PROCESSING STEPS



<p>Description:</p> <ul style="list-style-type: none"> • Council approves a motion to begin the review of a proposed site for economic development. • Once approved, EWDD, the Council office, and other departments, as needed, meet to discuss: <ul style="list-style-type: none"> ◦ The motion; ◦ The components of a potential project; and ◦ The parameters for the feasibility analysis. <p>Lead Department: EWDD Support: Controlling department, Council Office, CAO G15, CLA, LAHD DCP, GSD, LASAN, BOE, and pertinent departments.</p>	<p>Description:</p> <ul style="list-style-type: none"> • EWDD begins Due Diligence Analysis, including site history, ownership, current uses, development potential, fiscal obligation, community issues, allowed uses, and asset management issues. • EWDD contacts the following City departments for Due Diligence Analysis and existing reports: <ul style="list-style-type: none"> ◦ DCP; ◦ GSD; ◦ LASAN; ◦ BOE; ◦ LADOT; and ◦ Any other departments that may have knowledge about the site. <p>Lead Department: EWDD Support: Controlling department, Council Office, CAO G15, LAGSD, CLA, LASAN, BOE, and pertinent departments.</p>	<p>Description:</p> <ul style="list-style-type: none"> • EWDD prepares a Feasibility Analysis for the property, which may require one or more of the following reports from outside consultants: <ul style="list-style-type: none"> ◦ Preliminary Title Report; ◦ Phase I Environmental Site Assessment (ESA); ◦ Historic Assessment; ◦ Market Study; ◦ Appraisal; ◦ Financial Analysis; ◦ Community Outreach; ◦ Cost estimates for demolition and/or site clean-up; and ◦ Review for SLA. • EWDD and any pertinent departments meet with the Council Office to review the Due Diligence Analysis and discuss the Project's feasibility. <p>Lead Department: EWDD Support: Controlling department, Council Office, and pertinent departments.</p>	<p>Description:</p> <ul style="list-style-type: none"> • If the site is feasible, EWDD reports to the appropriate Oversight Committee/Commission with recommendations for disposition strategy. • If the site is infeasible, the report recommends that the site be determined as infeasible based on the site assessment. • Council and Mayor consider the report. <p>Lead Department: EWDD Support: Controlling department, Council Office, and pertinent departments.</p>	<p>Description:</p> <ul style="list-style-type: none"> • Upon Council and Mayor approval: <ul style="list-style-type: none"> ◦ EWDD prepares a RFP; or ◦ The site is determined infeasible • EWDD oversees the disposition process and reports back to the Mayor and Council as necessary. <p>Lead Department: EWDD Support: Controlling department, Council Office, and pertinent departments.</p>
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ASSET EVALUATION FRAMEWORK (AEF) FLOW CHART

City Administrative Officer (CAO)

Type of Use D. Mixed Use

AEF FIVE (5) PROCESSING STEPS



<p>Description:</p> <ul style="list-style-type: none"> • Council approves a motion designating a Lead Department to begin the review of a proposed site for mixed use. • Once approved, the lead department, the controlling department (or GSD, if publicly- or privately-owned), CAO G15, the Council Office, EWDD, LAHD, and other departments, as needed, discuss: <ul style="list-style-type: none"> ◦ The motion; ◦ Potential components of the project; and ◦ The parameters for the feasibility analysis as described in the motion. <p>Lead Department: Department identified in Motion. Support: GSD, CAO G15, Council Office, EWDD, LASAN, BOE, DCP, LAHD, and pertinent departments.</p>	<p>Description:</p> <ul style="list-style-type: none"> • Lead Department contacts the following City departments for the Due Diligence Analysis and existing reports: <ul style="list-style-type: none"> ◦ DCP; ◦ GSD; ◦ LASAN; ◦ BOE; ◦ LADOT; and ◦ Any other departments that may have knowledge about the site. • If the site is a LADOT Lot, Lead Department works with LADOT on: <ul style="list-style-type: none"> ◦ Utilization; ◦ Parking agreements; and ◦ Assess potential fiscal impact. • If housing may be included as one of the components, meet with LAHD. <p>Lead Department: Department identified in Motion. Support: CAO G15, EWDD, BOE, DCP, LAHD, and pertinent departments.</p>	<p>Description:</p> <ul style="list-style-type: none"> • Lead Department prepares a Due Diligence Analysis, which may require the following report(s) from outside consultants and/or departments: <ul style="list-style-type: none"> ◦ Phase I ESA; ◦ Historic Assessment; ◦ Appraisal; ◦ Market Study; ◦ Financial Analysis; ◦ Community Outreach; ◦ Planning Analysis from DCP; ◦ Preliminary Title Report and demolition cost estimates from GSD; and ◦ Review for SLA. • Lead Department organizes departments involved in the Project to meet with the Council Office to review the Due Diligence Analysis and discuss the Project's feasibility. <p>Lead Department: Department identified in Motion. Support: Council Office, CAO G15, EWDD, LAHD, and pertinent departments.</p>	<p>Description:</p> <ul style="list-style-type: none"> • Lead Department works with the controlling department (or GSD, if publicly- or privately-owned), to draft a report to the appropriate Oversight Committee/Commission. <ul style="list-style-type: none"> ◦ If the site is feasible, the report recommends that the site be transferred for the issuance of an RFP to prospective developers. ◦ If necessary, a lead department for the RFP is designated. ◦ If infeasible, the report recommends that the site be determined infeasible based on the site assessment. • Council and Mayor consider the report. <p>Lead Department: Department identified in Motion. Support: EWDD, CAO G15, GSD, LAHD, and pertinent departments.</p>	<p>Description:</p> <ul style="list-style-type: none"> • Upon Council and Mayor approval: <ul style="list-style-type: none"> ◦ The lead department prepares a RFP; or ◦ The site is determined infeasible. <p>Lead Department: Designated Lead Department by Council and Mayor action. Support: Council Office, EWDD, LAHD, and pertinent departments.</p>
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ASSET EVALUATION FRAMEWORK (AEF) FLOW CHART

City Administrative Officer (CAO)

Type of Use E. Joint Use

AEF FIVE (5) PROCESSING STEPS



<p>Description:</p> <ul style="list-style-type: none"> • Council approves a motion to begin the review of a proposed site. • Once approved, the controlling department, CAO G15, the Council Office, GSD, and other departments, as needed, discuss: <ul style="list-style-type: none"> ◦ The motion; ◦ Potential components of the project; ◦ The parameters for the feasibility analysis as described in the motion. • CAO G15 begins its analysis for the Property Profile; it includes: <ul style="list-style-type: none"> ◦ Lot size, a review of existing ordinances and Council motions that may impact the site, zoning, land use, ownership, location, and nearby amenities. <p>Lead Department: CAO G15 Support: Controlling department, Council Office, BOE, DCP, GSD, and pertinent departments.</p>	<p>Description:</p> <ul style="list-style-type: none"> • CAO G15 contacts the following City departments for the Due Diligence Analysis: <ul style="list-style-type: none"> ◦ DCP; ◦ GSD; ◦ BOE; and ◦ And any other departments that may be impacted or are knowledgeable about the site. • If the site is a LADOT Lot, CAO G15 works with LADOT on: <ul style="list-style-type: none"> ◦ Utilization; ◦ Parking agreements; and ◦ Assess potential fiscal impact. <p>Lead Department: CAO G15 Support: BOE, GSD, DCP, and pertinent departments.</p>	<p>Description:</p> <ul style="list-style-type: none"> • CAO G15 prepares a Due Diligence Analysis, which may require the following report(s) from outside consultants and/or departments: <ul style="list-style-type: none"> ◦ Planning Analysis from DCP; ◦ Preliminary Title Report and demolition cost estimates from GSD; and ◦ Review for SLA. • CAO G15 shares the Due Diligence Analysis with the Departments involved and the Council Office to discuss whether the property is recommended for the appropriate use. • CAO G15 may invite external partners that are owners (e.g., LA County, State of CA, etc.) to collaborate. <p>Lead Department: CAO G15 Support: GSD, Council Office, pertinent departments, and any external partners.</p>	<p>Description:</p> <ul style="list-style-type: none"> • CAO G15 works with the controlling department to draft a report to the appropriate Oversight Committee/Commission. <ul style="list-style-type: none"> ◦ If the site is feasible, CAO G15 works with the controlling department and recommends the proposed use. ◦ A department is designated as the Lead Department. ◦ If infeasible, the report recommends that the site be determined infeasible based on the site assessment. • Council and Mayor consider the report. <p>Lead Department: CAO G15 Support: Controlling department, GSD, EWDD, and pertinent departments</p>	<p>Description:</p> <ul style="list-style-type: none"> • Upon Council and Mayor approval: <ul style="list-style-type: none"> ◦ The lead department prepares a RFP; or ◦ The site is determined infeasible. <p>Lead Department: Designated Lead Department by Council and Mayor action. Support: Council Office, EWDD, GSD, and pertinent departments</p>
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ASSET EVALUATION FRAMEWORK (AEF) FLOW CHART

City Administrative Officer (CAO)

Type of Use F. Municipal Use

AEF FIVE (5) PROCESSING STEPS



<p>Description:</p> <ul style="list-style-type: none"> Review is initiated by Mayor, Council motion, departmental request, or by the Municipal Facilities Committee (MFC). The review may include: assessment of municipal needs, options for disposition of surplus property, use of City space by City departments, lease of space to nonprofits, space planning, long term strategic planning and other matters related to City operations. CAO G5, coordinates with GSD on the request and work plan. <p>Lead Department: CAO G5 Support: GSD, BOE, Council Office, and pertinent departments.</p>	<p>Description:</p> <ul style="list-style-type: none"> CAO G5 works in partnership with GSD and pertinent departments to start evaluation of request. This may include: <ul style="list-style-type: none"> Performing a department space needs study; Financial feasibility and operational feasibility study; Schedule of work, scope of work, and funding sources; and Facility Condition Assessment. <p>Lead Department: CAO G5 Support: GSD, BOE, and pertinent departments.</p>	<p>Description:</p> <ul style="list-style-type: none"> CAO G5, in partnership with GSD, pertinent departments, Mayor’s Office, and/or Council Office, completes its review and proposes recommendation(s). <p>Lead Department: CAO G5 Support: GSD, BOE, CLA, Council Office, and pertinent departments.</p>	<p>Description:</p> <ul style="list-style-type: none"> CAO G5 works with GSD, to finalize report for consideration by the Municipal Facilities Committee. MFC forwards its report recommendation(s) to Council and Mayor for consideration. <p>Lead Department: CAO G5 Support: GSD, BOE, CLA, and pertinent departments.</p>	<p>Description:</p> <ul style="list-style-type: none"> Upon Council and Mayor approval: <ul style="list-style-type: none"> CAO G5, in partnership with GSD, and pertinent department(s) implements recommendation(s). <p>Lead Department: CAO G5 Support: GSD, BOE, and pertinent departments.</p>
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