County of Los Angeles
CHIEF EXECUTIVE OFFICE
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
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WILLIAM T FUJIOKA
Chief Executive Officer

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Third District

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Fifth District

December 6, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

TEN-YEAR LEASE RENEWAL AND OPERATING AGREEMENT NO. 73768
PUBLIC LIBRARY
31200 WEST OAK CREST DRIVE, WESTLAKE VILLAGE
(THIRD DISTRICT) (3 VOTES)

SUBJECT

This recommendation is for a ten-year lease renewal and operating agreement for the Public Library to provide continued use of the Westlake Village Daniel K. Ludwig Library.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the proposed lease renewal and operating agreement is categorically exempt from the provisions of the California Environmental Quality Act pursuant to Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by your Board, per Section 15301 of the State of California Environmental Quality Act Guidelines (Existing Facilities).

2. Approve and instruct the Chairman to exercise the ten-year option to renew the lease and operating agreement with the City of Westlake Village for the Public Library for 11,000 square feet of library space located at 31200 West Oak Crest Drive, Westlake Village, at no rental cost to the County. The option term will be effective upon approval by your Board following expiration of the existing lease.

3. Delegate authority to the County Librarian, or her designee, to make minor modifications or refinements as needed to the lease and operating agreement (as designee of the Chief Executive Officer as provided in the lease), by negotiating and executing a Memorandum of Understanding, which shall be executed by the City Manager of the City of Westlake Village and the County Librarian, or her designee.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

In February 2002, the Public Library (Library) moved into a newly constructed facility and has since occupied 11,000 rentable square feet of Library space along with two exclusive parking spaces for the County and shared spaces for patrons and staff within the Westlake Village Civic Center area. The Library is located within the Westlake City Hall and provides direct services to the public in the Westlake Village community. The Library features a young adult resource center, several group study rooms, an area dedicated to electronic work stations, children's library programs, and a bookstore operated by the Friends of Westlake Village Library organization. Exercising the option will allow the Library to continue providing services to the local community and adjacent unincorporated areas.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan Goal of Community and Municipal Services (Goal 3) directs that we enrich the lives of the County's residents and visitors by providing access to cultural and lifelong learning facilities, programs, and deliver customer oriented municipal services to the County's diverse unincorporated communities. The proposed lease will enable the County to continue providing library services to the Westlake Village community and surrounding unincorporated areas.

FISCAL IMPACT/FINANCING

The proposed lease renewal and operating agreement will provide the Library uninterrupted use of 11,000 square feet of library space with two exclusive-use parking spaces on a gratis rent basis.

31200 West Oak Crest Drive, Westlake Village	Existing Lease and Operating Agreement	Proposed Option	Change
Area (square feet)	11,000	11,000	None
Term of Lease	Ten years (12/12/01–12/11/11)	Ten years (12/12/11–12/11/21)	None
Annual Rent	Gratis	Gratis	None
Parking	Free Civic Center parking + 2 exclusive use for County	Free Civic Center parking + 2 exclusive use for County	None
Option to Extend	One ten-year option	None	No option
Cancellation	Mutual cancellation in the event of default.	Mutual cancellation in the event of default.	None

Under the original joint-use project between the City of Westlake Village (City) and the County, the City is responsible for maintaining the Library structure, site, and fixtures, and the County for maintaining the Library equipment. The City pays for all utilities and janitorial services for the Library facility.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The lease and operating agreement renewal requires your Board to exercise the option and contains the following terms and conditions.

- Extension of the lease term as of December 12, 2011, and expires ten years thereafter.
- Gratis rent, whereby the City is responsible for cost of utilities and the County is responsible for telephone service to the Library.
- City maintains the Library facility, site, and fixtures, and the County maintains the Library equipment.
- The agreement includes free unreserved Civic Center parking for library patrons and staff and two reserved parking spaces for the County.

The Department of Public Works was exempt from conducting a seismic inspection of the facility as it was built in 2002, at which time it was constructed in compliance with applicable building codes. The City constructed the facility and is responsible for all maintenance, repairs, code regulations, and compliance with the Americans with Disabilities Act. The building is not suitable to accommodate a childcare center.

NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT REPORT

The Chief Executive Office (CEO) has concluded that this project is exempt from California Environmental Quality Act (CEQA) as specified in Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by your Board, and Section 15301 of the State CEQA Guidelines (Existing Facilities).

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed lease renewal will provide the necessary space for this County requirement. The Library concurs with the proposed lease renewal.

CONCLUSION

It is requested that the Executive Officer, Board of Supervisors return two certified copies of the Minute Order and the adopted, stamped Board letter to the CEO, Real Estate Division, at 222 South Hill Street, Los Angeles, CA 90012.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:RLR:CMM
CEM:NCH:FC:ls

Attachments

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Public Library

BL – 3120 WestOakCrestDr.WestlakeVillage-PL

Attachment A

PUBLIC LIBRARY
31200 WEST OAK CREST DRIVE, WESTLAKE VILLAGE
Asset Management Principles Compliance Form[1]

			Yes	No	N/A
1.	**Occupancy**				
	A	Does lease consolidate administrative functions?[2]			X
	B	Does lease co-locate with other functions to better serve clients?[2] **This is a Public Library in Westlake Village City Hall, within the City's Civic Center.**	X		
	C	Does this lease centralize business support functions?[2]			X
	D	Does this lease meet the guideline of 200 sq. ft of space per person?[2]			X
2.	**Capital**				
	A	Is it a substantial net County cost (NCC) program?		X	
	B	Is this a long term County program?	X		
	C	If yes to 2 A or B; is it a capital lease or an operating lease with an option to buy? **See 2G**		X	
	D	If no, are there any suitable County-owned facilities available?		X	
	E	If yes, why is lease being recommended over occupancy in County-owned space?			X
	F	Is Building Description Report attached as Attachment B?	X		
	G	Was build-to-suit or capital project considered? **This was a joint-use project between the City of Westlake Village and the County.**	X		
3.	**Portfolio Management**				
	A	Did department utilize CEO Space Request Evaluation (SRE)?		X	
	B	Was the space need justified?	X		
	C	If a renewal lease, was co-location with other County departments considered?			X
	D	Why was this program not co-located?			X
		1. ___ The program clientele requires a "stand alone" facility.			
		2. ___ No suitable County occupied properties in project area.			
		3. _X_ No County-owned facilities available for the project.			
		4. ___ Could not get City clearance or approval.			
		5. ___ The Program is being co-located.			
	E	Is lease a full service lease?[2]	X		
	F	Has growth projection been considered in space request? **No space request prepared.**			X
	G	Has the Dept. of Public Works completed seismic review/approval? **Exempt, facility built in 2002**			X

[1]As approved by the Board of Supervisors 11/17/98

[2]If not, why not?

Attachment B

SPACE SEARCH – WITHIN 3-MILE RADIUS OF CIVIC CENTER
31200 WEST OAK CREST DRIVE, WESTLAKE VILLAGE
PUBLIC LIBRARY

LACO	FACILITY NAME	ADDRESS	SQUARE FEET GROSS	SQUARE FEET NET	OWNERSHIP	SQUARE FEET AVAILABLE
A499	PUBLIC LIBRARY-AGOURA HILLS LIBRARY	29901 LADYFACE CT, AGOURA HILLS 91301	17000	15300	GRATIS USE	NONE
6595	ANIMAL CONTROL #7-ADMINISTRATION BUILDING	29525 W AGOURA RD, AGOURA HILLS 91301	1986	920	OWNED	NONE
0076	PW ROAD-DIV #339/539 YARD OFFICE	29773 W MULHOLLAND HWY, AGOURA 91301	2400	2160	OWNED	NONE