

MOTION BY SUPERVISOR MARK RIDLEY-THOMAS

July 24, 2012

Relates to Item 9 on the July 17, 2012 Agenda
Updated Facility Relocation Policy

Agenda Item 9 on today’s agenda is a board letter that describes the framework for an updated Facility Selection Policy, per the Board of Supervisor’s (Board) direction on September 7, 2010. The core opportunity of updating the Facility Selection Policy is to provide staff with a clearer framework and criteria for evaluating potential locations for the placement of Los Angeles County’s (County) various leased buildings and capital projects.

The proposal thoughtfully incorporates some of the criteria utilized by the Federal, State and Los Angeles City governments, which will provide a more comprehensive framework for weighing the variety of elements that should be considered when placing a municipal building.

However, one issue that is critically missing from this framework is a clear cut mandate to place central government functions, including the headquarters of Departments, in locations that are centrally located downtown or have excellent public transit access, and are thereby accessible to the variety of constituents and County staff that may need to travel to and from anywhere throughout the 4,000 square miles of the County to access services. This also reinforces the Board’s substantial investment in the County’s public transit network and commitment to sustainability.

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RIDLEY-THOMAS _____

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The attached amended Facility Selection Policy incorporates much of the framework of the Chief Executive Officer's original proposal, while specifying the importance of cost and budget considerations, as well as a clear policy for placing central and regional government functions. Specifically, instead of differentiating facilities by "service function categories", this updated framework categorizes facilities by service area (i.e. facilities which serve the entire County, facilities which serve a specific sub-region of the County, and facilities which serve a site-specific location need). The changes from the original policy are underlined.

I THEREFORE MOVE THAT THE BOARD OF SUPERVISORS:

Adopt the attached alternative Facility Selection Policy for the Chief Executive Officer to use a guideline for the process and criteria in evaluating potential placements for facilities that are leased and owned by the County of Los Angeles.

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Facilities Location Policy **County of Los Angeles**

This Facilities Location Policy provides guidelines to County staff in their identification and evaluation of alternative sites for County facilities, including public facilities such as libraries and fire stations, office space, warehouses, service yards and other buildings and land necessary to support County services. This policy applies to both leased facilities and capital projects.

The process described below is intended to provide clarity and transparency in the evaluation of alternative sites. County evaluation processes for facility locations should consider 1) the effective delivery of County services, 2) control of costs, and 3) support of other important public policy goals.

The evaluation and recommendation process will be conducted by the Chief Executive Office. Final decisions will be made by the Board of Supervisors.

Steps for identifying location alternatives, evaluating alternatives, and preparing a recommendation to the Board of Supervisor shall be as follows:

A. Establish a Service Area for each facility requirement.

County facilities generally fall into three categories:

1. Facilities which serve the entire County

These facilities include central government functions such as the Board of Supervisors, CEO, Auditor-Controller, County Counsel, Human Resources, and Chief Information Office, as well as Headquarters for Departments, and other operations for which there is only one facility.

Where feasible, facilities in this category should be located near to the center of Los Angeles County, preferably within a 10-minute walk of the Hall of Administration, or at a convenient subway, light rail portal or dedicated busway service.

This will enable equitable access to the facility by constituents and employees from all portions of the County. It will also promote use of the region's expanding public transportation infrastructure.

2. Facilities which serve a specific sub-region of the County

These facilities include branch offices of departments such as libraries, public social services, the Sheriff and others with multiple facilities scattered in local communities.

For facilities in this category, the County should identify a specific regional Service Area for each facility.

These facilities should be located near to the center of their Service Areas, at locations that will promote the use of public transit.

3. **Facilities with a site-specific locational need**

These facilities house operations at the beaches, Marina del Rey, performance venues, museums and other sites where facility locations are established by specific service or geographic needs.

Facilities in this category will be located where required by their program.

B. Identify Location Alternatives within the identified Service Area for each requirement, and give consideration to the following Location Selection Criteria in evaluating the alternatives.

1. **Suitability for County program and operations**

2. **Estimated acquisition or construction cost, and future operational costs**

3. **Apply Location Selection Criteria**, with specific consideration of the following:

- a) Proximity to public transportation
- b) Economic development potential
- c) Availability of suitable existing buildings (as opposed to new construction), especially existing County-owned buildings
- d) Availability of suitable historic buildings
- e) Availability and proximity of affordable housing for County employees
- f) Compatibility with local land use plans and policies
- g) Suitability for future expansion
- h) Sustainability

C. Summarize the benefits and drawbacks of each Location Alternative, based on County operational needs, cost, and other Location Selection Criteria.

D. Submit a location recommendation for each facility to the Board of Supervisors for final location selection.