

MOTION BY SUPERVISOR JANICE HAHN

Opportunities to Save on Operational Expenses at the Hall of Administration

Given the fiscal challenges the County of Los Angeles (County) is currently experiencing, it is prudent for the County to have a firm understanding of the operational expenses required to operate County-owned buildings and how these funds are being utilized. In order to ensure fiscal responsibility and responsible stewardship of County resources, it is necessary to evaluate any potential cost-savings measures where we can.

Although the future use of the Hall of Administration (HOA) remains undetermined, the County should still evaluate whether all five building entrances should remain open and whether there are other opportunities to save on operational expenses at these entrances. To determine whether there are opportunities to save, the Board of Supervisors must be thoughtful and review the traffic coming in, the cost to maintain, and any ongoing contracts required to operate each of the building’s entrances.

I, THEREFORE, MOVE that the Board of Supervisors direct the Executive Officer of the Board of Supervisors, the Hall of Administration’s (HOA) building proprietor, to implement a 60-day count of the people entering HOA and report back in 90-days with:

1. Daily tracking for the 60-day period of the number of people that enter the building through each of the five building entrances, separating the number of entrances by members of the public and those by County staff; and

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MITCHELL	_____
HORVATH	_____
HAHN	_____
BARGER	_____
SOLIS	_____

2. A full description of the method used to conduct these counts.

I, FURTHER, MOVE that the Board of Supervisors direct the Executive Officer of the Board of Supervisors, in consultation with the Sheriff's Department, to report back in writing in 60-days with the following information:

1. A breakdown of the annual cost to operate each of building's entrances, including:
 - a. The number of magnetometers located at each entrance and the annual cost for each magnetometer;
 - b. The number of contracted security guards located at each entrance and the annual cost for each guard; and
 - c. Any other costs associated with operating each entrance.
2. Contract information for both the magnetometers and security guards that includes:
 - a. Contract start and end dates;
 - b. Contract termination clause and any essential elements associated with potential termination; and
 - c. Any fees associated with early termination.
3. Evaluate the feasibility of modifying the designated employee entrance to a key card access system. The evaluation should include:
 - a. Recommended options for a controlled-access system using current County-issued key cards;
 - b. Estimated one-time installation and equipment costs; and
 - c. Estimated ongoing operational and maintenance costs.
4. Identification of any other cost-saving opportunities or operational efficiencies.
5. Recommendations for potential consolidation or modification of entrances.

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