

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: April 9, 2025

To: The Mayor
The City Council

From: Matthew W. Szabo, City Administrative Officer *Malaiika Billups* for

Subject: **INNOVATION FUND RECOMMENDATION – DIGITIZATION OF FIRE
REPORTS AND ELECTRONIC PAYMENTS**

RECOMMENDATION

The Office of the City Administrative Officer recommends that this committee note and file this report.

SUMMARY

The Innovation and Performance Commission (IPC) approved funding in the amount of \$200,000 from the Innovation Fund (IF) for Los Angeles Fire Department (LAFD) – Digitization of Fire Reports and Electronic Payments pilot project. As with all IPC recommendations, this report presents the proposal that LAFD submitted and the IPC approved, along with the information necessary to implement the idea as presented. However, since all IPC items are discretionary expenditures, in deference to the extraordinary budget constraints outlined in the Third (Mid-Year) Financial Status Report, this Office does not recommend funding the proposal as presented at this time.

SUMMARY OF PROPOSAL

The following is a summary of LAFD's Innovation Fund proposal, including the department's estimate of the benefits and costs of implementing the proposal:

LAFD is requesting funding to modernize the payment process for the receipt and request for fire reports. In the event of a fire incident, constituents may request a fire report when confronted with a natural disaster, arson, and various insurance and/or legal claims and liabilities. The City's administrative code states the following:

ARTICLE 5

REPRODUCTION OF PUBLIC RECORDS IN CUSTODY OF FIRE DEPARTMENT

Section

22.79 Services for Which Fees Shall Be Charged.

22.79.1 Exemption from Payment of Fees.

Sec. 22.79. Services for Which Fees Shall Be Charged.

In addition to any other charges that may otherwise be provided by law, The Department of Fire shall charge and collect fees for preparing and furnishing copies of public records not exempt from disclosure pursuant to the California Public Records Act in accordance with a schedule established by the Board of Fire Commissioners. The amount of such fees shall be based upon the cost to the Department of the services rendered.

SECTION HISTORY

Added by Ord. No. 141,480, Eff. 3-12-71.

Sec. 22.79.1. Exemption from Payment of Fees.

The fees required by this article shall not apply to any Department, bureau, or office of this City, or to any department, bureau, office, agency or subdivision of the Federal, State, County or municipal governments; nor to any public officer, board or body acting in an official capacity.

SECTION HISTORY

Added by Ord. No. 141,480, Eff. 3-12-71.

This means that the public must pay a fee to request and receive a fire report. The current process requires the requesting individual to mail check payment along with the date and address of the fire incident, which creates delays for when associated with check transactions. By implementing this pilot, LAFD will be able to receive payment instantaneously through electronic payment methods, increasing transparency and tracking capabilities. This system can also be used to process payments for fire prevention inspections and subpoena processing. Constituents will be able to instantly receive fire reports, increasing efficiency, improving sustainability within the City, and enhancing t service-delivery for the City's residents.

The Innovation and Performance Commission recommended funding of \$300,000 for the Digitization of Fire Reports and Electronic Payments project. These funds would be used to develop a request form to be included on the LAFD website. LAFD currently utilized 96% of its budget for personnel, with the remaining monies being allocated towards firefighting equipment and apparatuses. LAFD would issue a Request For Proposals (RFP) to solicit bids for this project. LAFD estimates that the cost to build this system will cost up to \$300,000. If the RFP process results in selecting a vendor whose bid is under \$300,000, LAFD will return the remaining funds back to the Innovation Fund. LAFD will also look into piggybacking on existing City contracts that provide a similar service, contingent upon the cost being \$300,000 or less.

If the item is approved by this Committee, LAFD should return to the IPC, present any changes to the scope of work and provide updates to the IPC.

FISCAL IMPACT STATEMENT

The recommendation to note and file this report will have no financial impact.

If the Council approves an allocation of \$300,000 to LAFD for the Digitization of Fire Reports and Electronic Payments project, it would reduce the remaining Innovation Fund Balance, which is currently \$2,768,922.75. Savings from the Innovation Fund Balance may be used to address the current city-wide financial crisis and the overspending in the 2024-2025 fiscal year. Additionally, funding this program may incur unfunded and ongoing costs.

FINANCIAL POLICIES STATEMENT

The recommendation in this report complies with the City's Financial Policies.

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