

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: April 5, 2024

CAO File No. 0150-12540-0000

Council File No. 23-0806

Council District: All

To: The City Council

From: *Yplenda Chavez*
for Matthew W. Szabo, City Administrative Officer

Reference: C.F. 23-0806

Subject: **ONLINE APPLICATION PILOT PROGRAM FOR PRIVATE PROPERTY OWNERS INTERESTED IN LEASING, MASTER LEASING OR SELLING REAL PROPERTY TO THE CITY FOR USE AS INTERIM, PERMANENT AFFORDABLE AND SUPPORTIVE HOUSING, OR HOMELESS FACILITIES/INTERVENTIONS.**

RECOMMENDATIONS

That the City Council, subject to approval by the Mayor:

1. AUTHORIZE the City Administrative Officer (CAO) to implement an online pilot program for private-property owners to express their interest in voluntarily leasing, master leasing or selling real property to the City of Los Angeles for use as interim, permanent affordable and supportive housing, or homeless facilities; and
2. DIRECT the CAO to report back in 180 days on the performance of the pilot program.

SUMMARY

As directed by Council Motion, (Yaroslavsky - Raman - [C.F. 23-0806](#)), this report outlines the pilot online survey created by the Office of the City Administrative Officer (CAO) for private property owners to express their interest in selling, leasing, or master leasing property to the City for interim, permanent affordable and supportive housing, or homeless facilities. As properties are submitted via the on-line survey, the CAO will assess the property and determine feasibility. If the CAO determines the site is feasible for any of the defined uses, the CAO will coordinate with the CAO's Homelessness Initiatives Group, the Mayor's Office, the Los Angeles Housing Department (LAHD), and the City Council to determine if funds are available for the recommended use.

BACKGROUND

The CAO is responsible for assessing the feasibility and development potential of City-owned and privately owned sites for interim, permanent affordable and supportive housing, and homeless facilities. Sites are assessed by the CAO on a case-by-case basis using the City's Asset Evaluation

Framework (AEF) approved by Mayor and Council ([C.F 12-1549-S3](#)). Since 2016-17, the CAO has assessed more than 1,000 City-owned and other publicly- and privately- owned properties for suitability for permanent housing development and short-term uses such as interim housing and storage facilities.

At present, private property owners do not have a centralized, online location where they can express their interest in selling, leasing or master leasing their properties to the City. The lack of a centralized, online portal results in owners and managers contacting various City departments, the Mayor's Office, and Council Offices. The current lack of a centralized, online survey may cause confusion for owners and City staff and may also result in analysis standards inconsistent with the City's AEF.

DISCUSSION

Online Application

The CAO has developed an online application called the Real Estate Access for Community Housing (R.E.A.C.H.) survey. R.E.A.C.H. collects geospatial information and integrates well with other mapping and reporting programs that will be able to collect the necessary information to initiate site assessments. The R.E.A.C.H. application was built in ArcGIS, which the City already has an existing subscription with, so there is no additional cost. The survey will be embedded in the CAO's website and easily accessible via a button on the website homepage. During the pilot phase of the online portal, improvements can quickly be made to the front-end user experience of the survey and the back-end City analysis and reporting functions.

Front End: Data Fields and Process for Private Property Owners

Property owners will answer the survey questions to collect basic contact information, property conditions and conveyance options. The survey will not replace the detailed, staff-level analysis that is done to determine feasibility, but will be an important tool to collect information that will later inform the screening, analysis and prioritization of the properties submitted.

Figure 1 below shows the survey questions/workflow that owners will be guided through once they start the survey. Additionally, [Attachment 1](#) includes detailed information on the specific data fields that will be collected in the online survey that will later be screened and analyzed by the CAO.

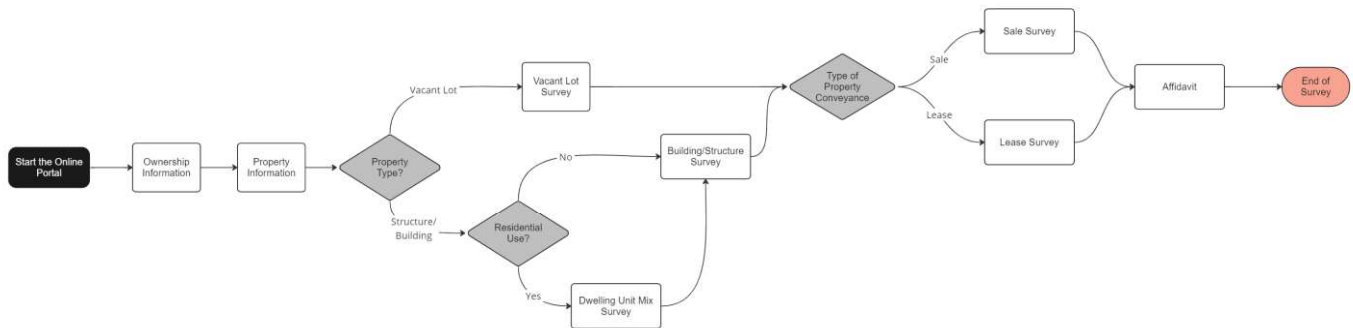


Figure 1: Private Property Survey Flowchart

Back End: Screening and Analysis Criteria for City Staff

Screening:

Once survey responses are submitted, specific data fields can be automatically screened to determine if a particular site would be unsuitable for interim housing, permanent housing, or homeless facilities, which include storage and other homeless services sites. The initial screening would be in line with objective feasibility standards outlined in the City's AEF.

Analysis:

Depending on the survey responses and screening criteria, properties may be qualified for further, more comprehensive analysis from CAO staff to assess the feasibility of interim or permanent housing, or homeless facilities use at the site. Different analyses are conducted depending on the potential use of the property as these uses have different design standards, optimal built conditions and financing options. The feasibility analysis is supported by the Bureau of Engineering, Department of City Planning, General Services Department, LAHD, and other City departments as outlined in the AEF.

After analyzing the properties, the CAO will produce a property profile report that summarizes the analysis of the site and development potential or challenges that have been identified.

Available Funding Sources

The City's ability to acquire or lease property for the development of interim, permanent housing or homeless facilities, would be based on the specific funding sources available at the time a site is determined to be feasible. If a site is determined to be feasible, the CAO will work with the CAO Homelessness Initiatives Group, LAHD, Mayor and Council to determine funding availability.

Marketing the Online Application

Once the online property portal is live and accepting survey responses, the CAO will ensure that City staff are aware of the new, centralized application so that interested owners may be directed toward the application website. The survey will be embedded in the CAO's website at cao.lacity.gov/property.

[Attachment 2](#) includes a flyer that will be provided for use by the Mayor's Office, Council Offices, and City departments to promote the online pilot program.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund as a result of the recommendations in this report at this time.

FINANCIAL POLICIES STATEMENT

The recommendations in this report comply with the City's Financial Policies in that budgeted funds are being used to fund recommended actions.

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ATTACHMENTS:

1. [Attachment 1: Survey data field table](#)
2. [Attachment 2: Sample marketing flyer](#)

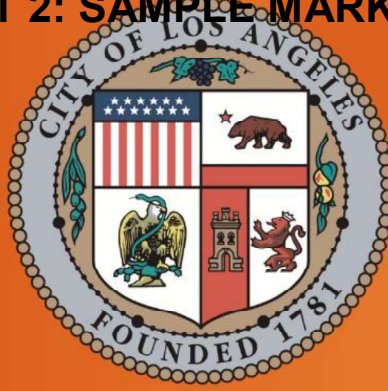
ATTACHMENT 1: SURVEY DATA FIELD TABLE

The table below gives additional details about the questions contained in each survey section and the structure of the data that will be collected and analyzed in line with the City's Asset Evaluation Framework (AEF). Questions marked with an asterisk are required. Questions that are indented have visibility conditions that must be satisfied to be seen.

<u>Survey Section</u>	<u>Question</u>	<u>Data Field Type</u>
1. OWNERSHIP	Ownership Name*	Short Text
	Relationship to Owner*	Short Text
	First Name*	Short Text
	Last Name*	Short Text
	Email Address*	Email
	Phone Number*	Number
	Company/Organization	Short Text
	Title	Short Text
	Company Website	URL
	Alternate Contact Information	Long Text
2. LOCATION	Name of Property	Short Text
	Address*	Address
	City*	Short Text
	Zip Code*	Short Text
	Outline Property Boundary*	GIS Area Geometry
	Assessor Parcel Number(s) (APN) *	Short Text
	City Council District #*	Single Select
3. BUILDING AND LAND	What best describes your property*	Long Text
4. PROPERTY CHARACTERISTICS	Parking Lot*	Single Select
	How many parking spaces/stalls*	Number
	Zoning*	Short Text
	Lot Size*	Number
	Lot and Land Description*	Long Text
	Previous Lot Use*	Long Text
	Environmental Concerns*	Single Select
	Environmental Concern Description*	Long Text
	Utilities*	Multiple Select
	Building Size*	Number
	No. of Stories*	Number
	Property Type*	Single Select
	Total No. of Units*	Number

Survey Section	Question	Data Field Type
	Studio/SRO*	Number
	One (1) Bedroom*	Number
	Two (2) Bedroom*	Number
	Three (3) Bedroom*	Number
	Occupancy*	Single Select
	Vacant Units*	Number
	Vacancy Rate Percentage	Calculation
	ADA Accessible	Number
	Amenities*	Multiple Select
	Common Areas*	Long Text
	Parking*	Number
	Construction*	Single Select
	Construction Description*	Long Text
	Construction Completion*	Date
	Photos*	Image Upload
	Site Plans*	Document Upload
5. PROPERTY CONVEYANCE	Covenants*	Single Select
	Covenants Description*	Long Text
	Lease or Sale*	Multiple Select
	Lease Term*	Number
	Lease Price*	Number
	Lease Price Per SF/Yr*	Calculation
	Lease Price Per SF/Mo*	Calculation
	Lease Price Per Unit/Mo*	Calculation
	Sale Price*	Number
	Sale Price Per Unit*	Calculation
	Sale Price Per SF*	Calculation
6. ADDITIONAL INFORMATION	More Information	Long Text
7. SUBMIT FORM	Affidavit*	Signature
	Date and Time*	Date and Time
	Tracking ID#*	Calculation

ATTACHMENT 2: SAMPLE MARKETING FLYER



REAL ESTATE ACCESS FOR COMMUNITY HOUSING (R.E.A.C.H.)

SELL OR LEASE PRIVATE PROPERTY TO THE CITY OF LOS
ANGELES FOR INTERIM AND PERMANENT AFFORDABLE
HOUSING AND HOMELESS FACILITIES

VISIT:
CAO.LACITY.ORG/PROPERTY

