

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: October 12, 2021

CAO File No. 0220-05898-0000
Council File No. 21-0329 & 20-1376
Council District: All

To: City Council

From: Matthew W. Szabo, City Administrative Officer 

Reference: Council Files 21-0329 & 20-1376

Subject: **DISPOSITION OF THE HOMELESS ENCAMPMENT ASSESSMENT FORM FOR THE STREET ENGAGEMENT STRATEGY**

RECOMMENDATION

That City Council:

1. Direct the Los Angeles Homeless Services Authority (LAHSA) or the designated outreach lead to submit a complete and unredacted Homeless Encampment Assessment Form (EAF) to the Office of the City Administrative Officer (CAO),
2. Designate the CAO as the custodian of record for the EAFs; and,
3. Authorize the CAO to make technical, administrative changes to Attachment C of CF 21-0329 to further the implementation of the Street Engagement Strategy in accordance with the intent of Council.

SUMMARY

In adopting the Street Engagement Strategy (CFs 21-0329 & 20-1376), City Council directed that the EAF be completed and submitted to the Council File Management System (CFM) as detailed in CF 21-0329, Attachment C. Over the past several weeks, we have been working with those Council Offices that have introduced the resolution required under Los Angeles Municipal Code 41.18 and have identified the need for flexibility to adjust the process outlined in Attachment C to address issues that are technical and administrative in nature.

A key item that has arisen as we have worked to implement the Street Engagement Strategy is related to the EAF. Upon further review, and in discussion with both LAHSA and the City Attorney, due to the sensitive nature of the information contained in the EAF, the CAO recommends that the City Council amend the Strategy to no longer require LAHSA or the designated outreach lead to upload a redacted EAF to the CFM. Rather, we recommend that the CAO be responsible for the receipt and retention of the EAF and that LAHSA or the designated outreach lead submit a complete and unredacted EAF to the CAO who will serve as the custodian of such records.

Given that Council adopted this requirement as part of Attachment C, there is no ability to make this technical, administrative change without Council approval. Therefore, we are submitting this report to request this change. We note that other minor issues such as this are likely to continue arising as the implementation of the Strategy continues to roll out and the time needed to receive approval through the Council process, which can be lengthy, inhibits the ability to make simple changes to facilitate timely implementation of the program.

Therefore, we recommend that the CAO be provided delegated authority to make technical, administrative changes to the process, similar to the above, which do not substantively change the approved Street Engagement Strategy but rather address technical or administrative operational issues that develop as we roll out the program. We would submit any changes that would constitute a substantive change to the adopted Street Engagement Strategy for Council approval.

FISCAL IMPACT STATEMENT

There is no General Fund impact associated with the approval of the recommendations contained in this report.

FINANCIAL POLICIES STATEMENT

Approval of the recommendations contained in this report complies with the City's Financial Policies as there is no General Fund associated with the action.

MWS:PJH: