

Fix The City

Department of City Planning

California Public Records Act Request

Sent via email to Beatrice.Pacheco@lacity.org

October 22, 2023

Pursuant to the California Public Records Act (CPRA) (Government Code Section 6250 et seq.), We are writing to request access to and copies of public records as described below:

As used in this CPRA, the term "Subject Matter" refers to:

- The 2377 Midvale project, Lot 707, and/or the use of Lot 707 for interim, shelter or other housing.
- Communications with Council District 5 concerning the use of city property for interim, shelter or other housing.
- Council File 23-1066
- Council File 23-0360
- Mayor Bass Declarations of Emergency as listed below
- Mayor Bass Executive Directives as listed below

The time period for this request spans from November 1, 2022, to the present unless otherwise specified.

We request all records relative to the Subject Matter:

- whether stored on City devices or personal devices.
- whether stored in City offices or at non-City locations.
- whether transmitted using City email or SMS accounts or personal email or SMS accounts.

Information Types Sought:

1. Written Documents:

- Correspondence (letters, memos, emails) related to the Subject Matter.
- Meeting minutes and agendas concerning the Subject Matter.
- Contracts and agreements associated with the Subject Matter.
- Reports and studies pertaining to the Subject Matter.
- Policies, procedures, and guidelines relevant to the Subject Matter.
- Training manuals for personnel involved in the Subject Matter.
- Notes and drafts associated with the Subject Matter's planning or execution.
- Application forms and licenses for vendors or services related to the Subject Matter.
- Bids and proposals for the Subject Matter.

2. Electronic Documents and Databases:

- Emails and associated attachments concerning the Subject Matter.
- Text messages about the Subject Matter.
- Calendar entries for meetings or deadlines related to the Subject Matter.
- Spreadsheets and data analysis concerning the Subject Matter.
- Database records and reports about the Subject Matter.
- Electronic logs (e.g., access logs, change logs) for the Subject Matter.

3. Photographs and Images:

- Digital photos related to the Subject Matter.

- Scanned images of documents concerning the Subject Matter.
- Aerial photographs of the Subject Matter's location or sites.
- Satellite images relevant to the Subject Matter.

4. Videos and Audio Recordings:

- Surveillance footage concerning the Subject Matter.
- Body camera footage related to the Subject Matter.
- Dashcam recordings concerning the Subject Matter.
- Audio recordings of meetings, interviews, or other events related to the Subject Matter.
- Voicemails about the Subject Matter.
- Podcasts or other official recordings relevant to the Subject Matter.

5. Maps, Plans, and Blueprints:

- Geographic Information System (GIS) data related to the Subject Matter.
- Architectural plans and blueprints of the Subject Matter.
- Infrastructure maps concerning the Subject Matter.
- Land use maps relevant to the Subject Matter.

Specific Requests:

- All Information related to any a resolution ratifying the existence of a local housing and/or homelessness emergency.
- All Information related to any documentation showing that the above resolution was provided to the mayor and council.
- For Executive Directive 1 (12/16/22 Version):
 - All rules, regulations, orders and directives issued.
 - All Projects impacted by the rules, regulations, orders and directives.
 - All instances where competitive bidding has been suspended and supporting documentation as to why the suspension was deemed necessary and competitive proposals or bidding was not reasonably practicable or compatible with the City's interests.
 - All instances of the commandeering of property deemed necessary to meet interim and temporary housing needs and bind the City for the fair value thereof.
 - All instances of requiring emergency service of any City officer or employee and requisition necessary personnel or material of any City department or agency.
 - All instances of any action relative to the procurement of construction contracts, service provider contracts, supplies, and equipment for homelessness facilities to safeguard life, health or property.
 - All guidelines, processes or other rules created by other city departments in response to the order.
 - Any resolution sent to council to approve or disapprove the resolution.
 - Any council action related to an initial approval of the directive/order and subsequent approvals.
- For Executive Directive 3 (2/10/23 Version):
 - All rules, regulations, orders and directives issued.
 - All Projects impacted by the rules, regulations, orders and directives.
 - All instances where competitive bidding has been suspended and supporting documentation as to why the suspension was deemed necessary and competitive proposals or bidding was not reasonably practicable or compatible with the City's interests.
 - All instances of the commandeering of property deemed necessary to meet interim and temporary housing needs and bind the City for the fair value thereof.
 - All instances of requiring emergency service of any City officer or employee and requisition necessary personnel or material of any City department or agency.
 - All instances of any action relative to the procurement of construction contracts, service provider contracts, supplies, and equipment for homelessness facilities to safeguard life, health or property.

- All guidelines, processes or other rules created by other city departments in response to the order.
- Any resolution sent to council to approve or disapprove the resolution.
- Any council action related to an initial approval of the directive/order and subsequent approvals.
- For Executive Directive 3 (7/7/23 Version):
 - All rules, regulations, orders and directives issued.
 - All Projects impacted by the rules, regulations, orders and directives.
 - All instances where competitive bidding has been suspended and supporting documentation as to why the suspension was deemed necessary and competitive proposals or bidding was not reasonably practicable or compatible with the City's interests.
 - All instances of the commandeering of property deemed necessary to meet interim and temporary housing needs and bind the City for the fair value thereof.
 - All instances of requiring emergency service of any City officer or employee and requisition necessary personnel or material of any City department or agency.
 - All instances of any action relative to the procurement of construction contracts, service provider contracts, supplies, and equipment for homelessness facilities to safeguard life, health or property.
 - All guidelines, processes or other rules created by other city departments in response to the order.
 - Any resolution sent to council to approve or disapprove the resolution.
 - Any council action related to an initial approval of the directive/order and subsequent approvals.
- For Executive Directive 1 (6/12/23 Version):
 - All rules, regulations, orders and directives issued.
 - All Projects impacted by the rules, regulations, orders and directives.
 - All instances where competitive bidding has been suspended and supporting documentation as to why the suspension was deemed necessary and competitive proposals or bidding was not reasonably practicable or compatible with the City's interests.
 - All instances of the commandeering of property deemed necessary to meet interim and temporary housing needs and bind the City for the fair value thereof.
 - All instances of requiring emergency service of any City officer or employee and requisition necessary personnel or material of any City department or agency.
 - All instances of any action relative to the procurement of construction contracts, service provider contracts, supplies, and equipment for homelessness facilities to safeguard life, health or property.
 - All guidelines, processes or other rules created by other city departments in response to the order.
 - Any resolution sent to council to approve or disapprove the resolution.
 - Any council action related to an initial approval of the directive/order and subsequent approvals.
- For the Declaration of Local Housing and Homelessness Emergency (7/7/23):
 - All rules, regulations, orders and directives issued.
 - All Projects impacted by the rules, regulations, orders and directives.
 - All instances where competitive bidding has been suspended and supporting documentation as to why the suspension was deemed necessary and competitive proposals or bidding was not reasonably practicable or compatible with the City's interests.
 - All instances of the commandeering of property deemed necessary to meet interim and temporary housing needs and bind the City for the fair value thereof.
 - All instances of requiring emergency service of any City officer or employee and requisition necessary personnel or material of any City department or agency.
 - All instances of any action relative to the procurement of construction contracts, service provider contracts, supplies, and equipment for homelessness facilities to safeguard life, health or property.
 - All guidelines, processes or other rules created by other city departments in response to the order.
 - Any resolution sent to council to approve or disapprove the resolution.
 - Any council action related to an initial approval of the directive/order and subsequent approvals.
- For the Housing and Homelessness Emergency Action Plan (8/4/23):

- All rules, regulations, orders and directives issued.
- All Projects impacted by the rules, regulations, orders and directives.
- All instances where competitive bidding has been suspended and supporting documentation as to why the suspension was deemed necessary and competitive proposals or bidding was not reasonably practicable or compatible with the City's interests.
- All instances of the commandeering of property deemed necessary to meet interim and temporary housing needs and bind the City for the fair value thereof.
- All instances of requiring emergency service of any City officer or employee and requisition necessary personnel or material of any City department or agency.
- All instances of any action relative to the procurement of construction contracts, service provider contracts, supplies, and equipment for homelessness facilities to safeguard life, health or property.
- All guidelines, processes or other rules created by other city departments in response to the order.

We understand there may be fees associated with the duplication of these records. Please provide an estimate of these fees before proceeding. If any record or portion thereof is deemed exempt from disclosure, please cite the specific exemption and provide a log of such records.

We look forward to your response within the 10-day period as stipulated by the CPRA. Should you have questions, require an extension or require clarification, please contact me at Legal@FixTheCity.Org.

Thank you for your prompt attention to this matter.

Sincerely,



Fix The City, Inc.