



ERIC GARCETTI
MAYOR

EXECUTIVE DIRECTIVE NO. 24

Issue Date: May 30, 2018

Subject: Building “A Bridge Home”

Suitable and safe shelter is a basic need, and the lack thereof can have a damaging effect upon the health and well-being of individuals and communities alike. Due to the limited number of shelter beds and the current unsheltered homeless population in the City, there is a significant number of Angelenos who are without the ability to obtain shelter, resulting in a threat to their health and safety. While the City Council and I continue to implement policies to increase the City’s affordable housing supply, additional emergency shelter beds are immediately required.

Accordingly, on April 17, 2018, the City declared a shelter crisis. The declaration of a shelter crisis allows the City take immediate action in establishing additional shelters to address the health and safety of the City’s homeless population, as well as the communities in which they reside.

In addition, in 2017, I set the goals of decreasing the number of unsheltered Angelenos by 50 percent in five years and reaching functional zero in 10 years, by 2028.

The City is responding to this crisis with vigor. The FY 2018-19 budget invests more than \$442 million in supportive housing, temporary shelters, services, and facilities to help homeless Angelenos find their way off the streets. This represents a 147 percent funding increase over the FY 2017-18 budget and includes my “A Bridge Home” initiative that will establish homeless shelters across the City. This is an unprecedented investment by size and by strategy—and will help move unsheltered Angelenos from encampments to shelters until supportive housing can be identified for them.

“A Bridge Home” will help the City meet my goal of ending street homelessness by:

- Enabling the rapid construction of homeless shelters throughout the City;
- Allotting more funds for street cleanups; and
- Establishing the Unified Homelessness Response Center to better coordinate street-level responses to homelessness.

As part of this strategy, I established a \$20 million Crisis and Bridge Housing Fund in the City’s FY 2018-19 budget, divided among the City’s 15 Council Districts to establish new temporary emergency homeless shelters citywide. I am now calling on City departments to prioritize these temporary emergency homeless shelters by moving them to the front of the line from start to finish.

Accordingly, I hereby order the following:

- This Executive Directive shall apply to homeless shelters established pursuant to Sections 12.80 (Homeless Shelters – Emergencies – City Owned and Leased Property) and 12.81 (Homeless Shelters – Emergencies – Charitable Organizations) of Article 2, Chapter 1 of the Los Angeles Municipal Code (LAMC) and Section 91.8605 (Emergency Homeless Shelters) of Division 86, Article 1, Chapter IX of LAMC.
- Each General Manager or Head of Department/Office from the following Departments/Offices shall streamline their application, entitlement, review, procurement, inspection, permitting, certification, and construction processes, as applicable, for the establishment of temporary emergency homeless shelters, and prioritize such shelter projects over other non-temporary emergency homeless shelter projects:
 - Building and Safety
 - City Administrative Officer
 - Contract Administration
 - Engineering
 - Fire
 - General Services
 - Housing and Community Investment
 - Planning
 - Police
 - Public Works
 - Sanitation
 - Street Lighting
 - Street Services
 - Transportation
 - Water and Power

- Each General Manager or Head of Department/Office from the Departments/Offices listed above shall immediately designate a Temporary Emergency Homeless Shelter Project Manager for the Department/Office; shall inform my Senior Project Manager for Homeless Strategies of that person's name and contact information (including when there is a subsequent personnel change or change in that person's contact information); and shall ensure that person has the requisite authority to streamline the Department's/Office's applicable processes for temporary emergency homeless shelters.
- The City Administrative Officer (CAO) shall immediately begin identifying City-owned or City-controlled properties that are potentially suitable for the establishment of a temporary emergency homeless shelter, collaborating with the General Manager and/or Head of Department/Office that owns or controls such property. For each potentially suitable property identified, the CAO shall collaborate with my Office to invite the City Council Office of record to introduce a motion instructing the CAO, with the assistance of the Bureau of Engineering (BOE), to conduct a site evaluation for such property. Such site evaluations shall be completed within 21 calendar days.
- As a part of the CAO's site evaluation, the City Engineer shall ensure that a feasibility study is completed, and shall provide the CAO, my Office, and the City Council Office of record with the completed feasibility study.
- For each property that is deemed suitable for the establishment of a temporary emergency homeless shelter based on the CAO's site evaluation, the CAO shall notify the Director of the Los Angeles County Office of Homeless Initiative of the City's intent to establish a shelter on such property; shall collaborate with my Office and invite the City Council Office of record to introduce a motion requesting the appropriation of funds necessary to establish a shelter on such property; and shall seek to coordinate with the County of Los Angeles for outreach, mental health, addiction support, and other homeless services to be provided at such shelter.
- The City Engineer shall conduct all necessary California Environmental Quality Act (CEQA) reviews for temporary emergency homeless shelters. The City Engineer shall ensure that each CEQA review is completed within six weeks of a project description being submitted to BOE, to the extent feasible and consistent with the legal mandates of CEQA. In all instances following CEQA approval by the City of a temporary emergency homeless shelter, the City Engineer shall cause to be filed with the Los Angeles County Recorder's Office a Notice of Exemption or Notice of Determination, as appropriate.
- The City Engineer and General Manager of the General Services Department (GSD) shall utilize existing contracts for site preparation, design, and construction, to the extent feasible and appropriate.

- The City Engineer shall prepare a site plan and design for each temporary emergency homeless shelter within 30 calendar days of the introduction of the City Council motion appropriating funds to BOE to prepare such site plan and design.
- Each General Manager or Head of Department/Office from the following Departments/Offices shall process all invoices, payments, payrolls, cost reimbursements, and interdepartmental transfers of funds for temporary emergency homeless shelters within 14 calendar days of receipt:
 - Building and Safety
 - Contract Administration
 - Engineering
 - Fire
 - General Services
 - Housing and Community Investment
 - Planning
 - Police
 - Public Works
 - Sanitation
 - Street Lighting
 - Street Services
 - Transportation
 - Water and Power
- The General Manager of the Department of Transportation (DOT) shall approve all temporary traffic control plans in connection with the establishment of temporary emergency homeless shelters within seven calendar days of the request being submitted to DOT; and shall identify street parking or a City-owned or City-controlled parking lot, as close as reasonably practicable, but no more than one mile from each temporary emergency homeless shelter, for use by staff and vehicles servicing such shelter.
- The City Engineer shall apply for a plan check with the Department of Building and Safety (DBS) within one business day of finalizing the design, and shall correct the plan check within two business days from the release date of any plan check correction, for each temporary emergency homeless shelter. If an outside vendor prepares any plan check for such shelter, the City Engineer shall review and return such plan check to the vendor within two business days prior to submittal to DBS.
- The General Manager of DBS shall collaborate with the following Departments/Offices, as appropriate, to ensure plan check reviews (including rechecks) are completed for temporary emergency homeless shelters within

seven calendar days of being submitted to DBS, and permitting and approvals are completed as expeditiously as possible:

- Cultural Affairs
 - Engineering
 - Fire
 - Sanitation
 - Transportation
 - Water and Power
- The General Manager of DBS shall inspect each temporary emergency homeless shelter within one business day of the request being submitted to DBS; and shall issue a temporary Certificate of Occupancy within seven calendar days of final inspection approval.
 - The General Manager or Head of Department/Office from the following Department/Offices shall collaborate with the President or the Executive Officer of the Board of Public Works to agendaize items related to temporary emergency homeless shelters on the Board of Public Works' meeting agendas within seven calendar days of the relevant Department/Office being notified:
 - Contract Administration
 - Engineering
 - Sanitation
 - Street Lighting
 - Street Services
 - The Director of Sanitation shall ensure that all Sewer Capacity Availability Requests (SCARs) and reviews are completed within seven calendar days of being submitted to the Bureau of Sanitation.
 - The City Engineer shall collaborate with the General Manager of GSD to install the sewer connection(s) for each temporary emergency homeless shelter, or shall utilize contractors from its Emergency Sewer Repair list, to the extent necessary.
 - The Director of Street Lighting shall collaborate with the City Engineer to install appropriate lighting, including pedestrian and safety lighting, at each temporary emergency homeless shelter, within seven calendar days of the request being submitted to the Bureau of Street Lighting.
 - The Director of Street Services shall ensure that all permitting requests to maintain materials or equipment in the public right-of-way are reviewed within seven calendar days of being submitted to the Bureau of Street Services and the approval of any necessary temporary traffic control plans by DOT.

- The General Manager of the Housing and Community Investment Department shall ensure that any funding allocated by the City to the Los Angeles Homeless Services Authority for temporary emergency homeless shelters be under contract within 14 calendar days of approval.
- The Chief of Police shall designate a liaison for each temporary emergency homeless shelter; and shall inform my Office of that person's name and contact information (including when there is a subsequent personnel change or change in that person's contact information).
- The General Manager of GSD shall ensure that all on-site work for temporary emergency homeless shelters, including installation, is completed within 90 calendar days of when such on-site work begins.
- The General Manager of the Department of Water and Power (DWP) shall ensure that the design, installation, and inspection of water and electricity meters, and the activation of water and electricity service, is completed within 14 calendar days of DWP receiving a submittal from BOE, including all necessary permits, and the completion of the installation of any necessary pipelines, poles, electricity wires, or other infrastructure.
- All temporary emergency homeless shelters shall be accessible to people with disabilities as required by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), the Rehabilitation Act of 1973, (29 U.S.C. § 701 et seq.), and other applicable laws. Reasonable accommodations shall be provided upon request for persons with disabilities.
- This Executive Directive shall be deemed automatically rescinded on January 1, 2021, unless I order otherwise.

Executed this 30th day of May 2018.



ERIC GARCETTI
Mayor