

**MOTION**

The Los Angeles Housing Department (LAHD) relies heavily on the Department of General Services (GSD) for critical citywide mail services, including the distribution of legally mandated notices to tenants and property owners. These mailings are foundational to LAHD’s Mission to Produce, Preserve, and Protect housing, ensuring that residents are informed of their rights and that the City’s housing stock remains safe and habitable.

Currently, GSD’s Mail Services Account is depleted due to unforeseen budgetary pressures, threatening an immediate cessation of LAHD’s outgoing mail operations. Such a stoppage would halt the delivery of essential documents, including:

- **Rent Stabilization Ordinance (RSO) Notices:** Legally required notifications regarding rent adjustments, eviction protections, and registration renewals.
- **Systematic Code Enforcement Program (SCEP) Communications:** Official orders to comply, inspection notices, and habitability reports necessary to protect the safety of multifamily residential units.
- **Just Cause Ordinance Enforcement:** Critical outreach and legal notices required to protect renters from unlawful displacement.


To prevent an operational failure and ensure the uninterrupted protection of Los Angeles residents, a one-time transfer of \$565,000 is required to reimburse GSD for incurred and projected mail costs through the end of the current fiscal year. These funds are available within LAHD’s existing special fund allocations and salary savings.

**I THEREFORE MOVE** that the City Council, subject to the approval of the Mayor:

1. AUTHORIZE the City Controller to transfer / appropriate \$565,000 from the below listed Accounts and in the amounts specified from the Los Angeles Housing Department (LAHD) from the following accounts to the below listed Accounts and in the amounts specified in the General Services Fund No. 100-40, Account No. 009130 (Mail Services) for costs related to LAHD’s postage and mailing services:

|              | Fund   | Fund Name                             | Account No. | Account Name                        | Amount       |
|--------------|--------|---------------------------------------|-------------|-------------------------------------|--------------|
| <b>From:</b> | 41M-43 | Systematic Code Enforcement Fee Fund  | 43C299      | Reimbursement of General Fund Costs | \$64,397.32  |
|              | 440-43 | Rent Stabilization Trust Fund         | 43C299      | Reimbursement of General Fund Costs | \$30,960.25  |
|              | 67W-43 | Just Cause Enforcement Fee Trust Fund | 43C299      | Reimbursement of General Fund Costs | \$28,483.43  |
|              | 41M-43 | Systematic Code Enforcement Fee Fund  | 43C143      | Housing                             | \$205,402.68 |

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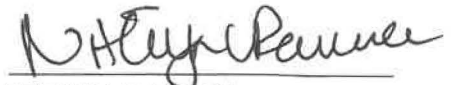
  
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|  |        |                                       |        |              |                     |
|--|--------|---------------------------------------|--------|--------------|---------------------|
|  | 440-43 | Rent Stabilization Trust Fund         | 43C143 | Housing      | \$122,789.75        |
|  | 67W-43 | Just Cause Enforcement Fee Trust Fund | 43C143 | Housing      | \$112,966.57        |
|  |        |                                       |        | <b>Total</b> | <b>\$565,000.00</b> |

|     | Fund   | Fund Name                             | Account No. | Account Name | Amount              |
|-----|--------|---------------------------------------|-------------|--------------|---------------------|
| To: | 41M-43 | Systematic Code Enforcement Fee Fund  | 43C140      | GSD          | \$269,800.00        |
|     | 440-43 | Rent Stabilization Trust Fund         | 43C140      | GSD          | 153,750.00          |
|     | 67W-43 | Just Cause Enforcement Fee Trust Fund | 43C140      | GSD          | 141,450.00          |
|     |        |                                       |             | <b>Total</b> | <b>\$565,000.00</b> |

2. AUTHORIZE the City Controller to reduce Housing Fund No. 100-43, Account No. 001010 (Salaries - General) by \$165,454, and Housing Fund 100-43, Account No. 002120 (Printing and Binding) by \$275,705.
3. AUTHORIZE the City Controller to increase General Services Fund No. 100-40, Account No. 009130 (Mail Services) by \$565,000.
4. AUTHORIZE the General Manager of LAHD, or designee, to prepare the Controller Instructions and any necessary technical adjustments that may be required to effectuate the intent of this Motion, consistent with Mayor and City Council actions, subject to the approval of the City Administrative Officer (CAO), and instruct the Controller to implement the instructions.

PRESENTED BY:



NITHYA RAMAN

Councilmember, 4th District

SECONDED BY:



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