

TONY M. ROYSTER
GENERAL MANAGER
AND
CITY PURCHASING AGENT



ERIC GARCETTI
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November 19, 2020

Richard H. Llewellyn Jr., Chair
Municipal Facilities Committee
200 N. Main Street, Suite 1500
Los Angeles, CA 90012

NOTIFICATION OF ASSIGNMENT – SAFE PARKING PROGRAM

The Department of General Services (GSD) is submitting a Notification of Assignment (NOA) to the Municipal Facilities Committee (MFC) to add the following sites to the Safe Parking Master License Agreement under the programming structure of the Safe Parking Program:

- 8775 Wilbur Ave., Northridge, CA 91324 (Wilbur)
- 1033 Cole Ave., Los Angeles, CA 90038 (Cole)
- 711 Beacon Ave., Los Angeles, CA 90017 (Beacon)
- 4301 S Central Ave., Los Angeles, CA 90011 (Central)
- 4591 Santa Monica Blvd., Los Angeles, CA 90029 (Santa Monica)

BACKGROUND

On December 14, 2018, the City Council approved an MFC report (CF 15-1138-S36) for a new Master License Agreement with the Los Angeles Services Homeless Authority (LAHSA) to utilize City-owned parking lots for the Safe Parking Program. Under the framework of the Safe Parking program, GSD is required to provide an NOA to the MFC to add or remove lots at the direction of each Council District participating in the program.

Furthermore, on September 9, 2020, the City Council approved multiple funding reports (CF 20-0841) for multiple Safe Parking projects under the COVID19 Homelessness Roadmap, directing the City Administrative Officer to submit funding recommendations for projects. The report(s) outline funding recommendations for safe parking sites as follows:

8775 Wilbur Ave., Northridge, CA 91324

Wilbur is located in Council District (CD) 12 and has 20 parking spaces. Funding was approved by Council in the amount of \$146,000 (CF 20-0841).



711 Beacon Ave., Los Angeles, CA 90017

Beacon is located in CD 15 and has 25 parking spaces. Funding was approved by Council in the amount of \$246,375 (CF 20-0841).

1033 Cole Ave., Los Angeles, CA 90038

Cole is located in CD 13 and has 10 parking spaces. Funding was approved by Council in the amount of \$73,000 (CF 20-0841).

4301 S Central Ave., Los Angeles, CA 90011

Central is located in CD 9 and has 17 parking spaces. Funding was approved by Council in the amount of \$82,125 (CF 20-0841).

4591 Santa Monica Blvd., Los Angeles, CA 90029

Santa Monica is located in CD 13 and has 20 parking spaces. Funding was approved by Council in the amount of \$82,125 (CF 20-0841).

LAHSA will work with the CAO and each Council District Office to identify service providers for each of these Safe Parking sites.

The Safe Parking Program provides homeless individuals who dwell in their vehicles with safe locations to spend the night in supervised and appropriate conditions with access to restrooms and hygiene stations, as well as help facilitate the connection of the individuals to additional homeless services.

TERMS AND CONDITIONS

The Safe Parking Program Master License Agreement of five years, entered into on May 3, 2019, is co-terminus with the services contract between Housing Community Investment Department (HCID) and LAHSA. Operating hours are from 7 PM to 7 AM. An unarmed, private, bonded security guard will check program users into the site, remain on site throughout the operating hours and check patrons out in the morning.

General terms and conditions are outlined on the attached term sheet(s) for each site identified in this report.

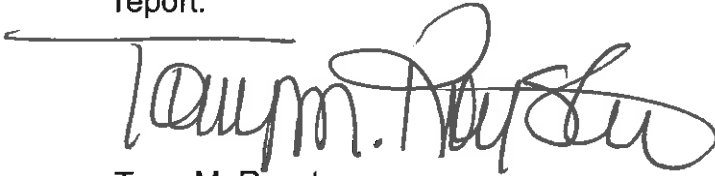
FISCAL IMPACT

There is no impact to the General Fund. Safe Parking locations identified in this report will be funded with the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding or the County of Los Angeles County Service Commitment in FY 2020-21.

No revenue will be generated from this license during the term.

RECOMMENDATION

That the Municipal Facilities Committee note and file this Notification of Assignment report.

A handwritten signature in black ink, appearing to read "Tony M. Royster". The signature is written in a cursive style with a long horizontal line extending to the left from the start of the name.

Tony M. Royster
General Manager

Attachments: Safe Parking Site Term Sheets:
8775 Wilbur Ave., Northridge, CA 91324
1033 Cole Ave., Los Angeles, CA 90038
711 Beacon Ave., Los Angeles, CA 90017
4301 S Central Ave., Los Angeles, CA 90011
4591 Santa Monica Blvd., Los Angeles, CA 90029
Safe Parking Original MFC Report

LEASING TERM SHEET

MFC DATE

LANDLORD

ADDRESS

TENANT

ADDRESS

LOCATION

AGREEMENT TYPE

USE

SQUARE FEET

TERM

RENT START DATE

LEASE START DATE

OPTION TERM

HOLDOVER

SUBLET/
ASSIGNMENT

TERMINATION

RENTAL RATE

ESCALATION

RENTAL ABATEMENT

ADDITIONAL RENT

PROPERTY TAX

OPEX

CAM

OTHER	n/a
SECURITY DEPOSIT	n/a
MAINTENANCE/ REPAIR	Tenant
MAINTENANCE/ REPAIR DETAILS	Licensee is responsible for any repairs or damage incurred during operation of the Safe Parking Program. City will maintain the lot under general conditions.
TENANT IMPROVEMENTS	None
PARKING	n/a
UTILITIES	All utilities will be paid by the City
CUSTODIAL	Provided by the licensee during operating hours of the Safe Parking Program
SECURITY	Provided by the licensee during operating hours of the Safe Parking Program
PROP 13 PROTECTION	Other n/a
INSURANCE	Tenant shall indemnify and hold harmless the City
OTHER:	

LEASING TERM SHEET

MFC DATE	11/19/2020
LANDLORD	City of Los Angeles
ADDRESS	200 North Main Street, Los Angeles, CA 90012
TENANT	Los Angeles Services Homeless Authority
ADDRESS	811 Wilshire Blvd., 6th Floor, Los Angeles, CA 90017
LOCATION	1033 Cole Ave., Los Angeles, CA 90038
AGREEMENT TYPE	NNN (License)
USE	Ground License
SQUARE FEET	Approximately 6,307
TERM	Co-terminus with Safe Parking Program Master License beginning May 3, 2019.
RENT START DATE	n/a
LEASE START DATE	Upon attestation by City Clerk
OPTION TERM	n/a
HOLDOVER	n/a
SUBLET/ ASSIGNMENT	No Right to Sublease/Assign - Landlord approval
TERMINATION	City retains right to revoke any specific site at will with 30 days notice
RENTAL RATE	n/a
ESCALATION	n/a
RENTAL ABATEMENT	n/a
ADDITIONAL RENT	n/a
PROPERTY TAX	n/a
OPEX	n/a
CAM	n/a

OTHER	n/a
SECURITY DEPOSIT	n/a
MAINTENANCE/ REPAIR	Tenant
MAINTENANCE/ REPAIR DETAILS	Licensee is responsible for any repairs or damage incurred during operation of the Safe Parking Program. City will maintain the lot under general conditions.
TENANT IMPROVEMENTS	None
PARKING	n/a
UTILITIES	All utilities will be paid by the City
CUSTODIAL	Provided by the licensee during operating hours of the Safe Parking Program
SECURITY	Provided by the licensee during operating hours of the Safe Parking Program
PROP 13 PROTECTION	Other n/a
INSURANCE	Tenant shall indemnify and hold harmless the City
OTHER:	

LEASING TERM SHEET

MFC DATE	11/19/2020
LANDLORD	City of Los Angeles
ADDRESS	200 North Main Street, Los Angeles, CA 90012
TENANT	Los Angeles Services Homeless Authority
ADDRESS	811 Wilshire Blvd., 6th Floor, Los Angeles, CA 90017
LOCATION	711 Beacon Ave., Los Angeles, CA 90017
AGREEMENT TYPE	NNN (License)
USE	Ground License
SQUARE FEET	Approximately 5,950
TERM	Co-terminus with Safe Parking Program Master License beginning May 3, 2019.
RENT START DATE	n/a
LEASE START DATE	Upon attestation by City Clerk
OPTION TERM	n/a
HOLDOVER	n/a
SUBLET/ ASSIGNMENT	No Right to Sublease/Assign - Landlord approval
TERMINATION	City retains right to revoke any specific site at will with 30 days notice
RENTAL RATE	n/a
ESCALATION	n/a
RENTAL ABATEMENT	n/a
ADDITIONAL RENT	n/a
PROPERTY TAX	n/a
OPEX	n/a
CAM	n/a

OTHER	n/a
SECURITY DEPOSIT	n/a
MAINTENANCE/ REPAIR	Tenant
MAINTENANCE/ REPAIR DETAILS	Licensee is responsible for any repairs or damage incurred during operation of the Safe Parking Program. City will maintain the lot under general conditions.
TENANT IMPROVEMENTS	None
PARKING	n/a
UTILITIES	All utilities will be paid by the City
CUSTODIAL	Provided by the licensee during operating hours of the Safe Parking Program
SECURITY	Provided by the licensee during operating hours of the Safe Parking Program
PROP 13 PROTECTION	Other n/a
INSURANCE	Tenant shall indemnify and hold harmless the City
OTHER:	

LEASING TERM SHEET

MFC DATE	11/19/2020
LANDLORD	City of Los Angeles
ADDRESS	200 North Main Street, Los Angeles, CA 90012
TENANT	Los Angeles Services Homeless Authority
ADDRESS	811 Wilshire Blvd., 6th Floor, Los Angeles, CA 90017
LOCATION	4301 S Central Ave., Los Angeles, CA 90011
AGREEMENT TYPE	NNN (License)
USE	Ground License
SQUARE FEET	Approximately 6,302
TERM	Co-terminus with Safe Parking Program Master License beginning May 3, 2019.
RENT START DATE	n/a
LEASE START DATE	Upon attestation by City Clerk
OPTION TERM	n/a
HOLDOVER	n/a
SUBLET/ ASSIGNMENT	No Right to Sublease/Assign - Landlord approval
TERMINATION	City retains right to revoke any specific site at will with 30 days notice
RENTAL RATE	n/a
ESCALATION	n/a
RENTAL ABATEMENT	n/a
ADDITIONAL RENT	n/a
PROPERTY TAX	n/a
OPEX	n/a
CAM	n/a

OTHER	n/a
SECURITY DEPOSIT	n/a
MAINTENANCE/ REPAIR	Tenant
MAINTENANCE/ REPAIR DETAILS	Licensee is responsible for any repairs or damage incurred during operation of the Safe Parking Program. City will maintain the lot under general conditions.
TENANT IMPROVEMENTS	None
PARKING	n/a
UTILITIES	All utilities will be paid by the City
CUSTODIAL	Provided by the licensee during operating hours of the Safe Parking Program
SECURITY	Provided by the licensee during operating hours of the Safe Parking Program
PROP 13 PROTECTION	Other n/a
INSURANCE	Tenant shall indemnify and hold harmless the City
OTHER:	

LEASING TERM SHEET

MFC DATE	11/19/2020
<hr/>	
LANDLORD	City of Los Angeles
ADDRESS	200 North Main Street, Los Angeles, CA 90012
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TENANT	Los Angeles Services Homeless Authority
ADDRESS	811 Wilshire Blvd., 6th Floor, Los Angeles, CA 90017
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LOCATION	4591 Santa Monica Blvd., Los Angeles, CA 90029
AGREEMENT TYPE	NNN (License)
USE	Ground License
SQUARE FEET	Approximately 6,000
TERM	Co-terminus with Safe Parking Program Master License beginning May 3, 2019.
RENT START DATE	n/a
LEASE START DATE	Upon attestation by City Clerk
OPTION TERM	n/a
HOLDOVER	n/a
SUBLET/ ASSIGNMENT	No Right to Sublease/Assign - Landlord approval
TERMINATION	City retains right to revoke any specific site at will with 30 days notice
RENTAL RATE	n/a
ESCALATION	n/a
RENTAL ABATEMENT	n/a
ADDITIONAL RENT	n/a
PROPERTY TAX	n/a
OPEX	n/a
CAM	n/a

OTHER	n/a
SECURITY DEPOSIT	n/a
MAINTENANCE/ REPAIR	Tenant
MAINTENANCE/ REPAIR DETAILS	Licensee is responsible for any repairs or damage incurred during operation of the Safe Parking Program. City will maintain the lot under general conditions.
TENANT IMPROVEMENTS	None
PARKING	n/a
UTILITIES	All utilities will be paid by the City
CUSTODIAL	Provided by the licensee during operating hours of the Safe Parking Program
SECURITY	Provided by the licensee during operating hours of the Safe Parking Program
PROP 13 PROTECTION	Other n/a
INSURANCE	Tenant shall indemnify and hold harmless the City
OTHER:	

CITY OF LOS ANGELES

CALIFORNIA

TONY M. ROYSTER
GENERAL MANAGER
AND
CITY PURCHASING AGENT



ERIC GARCETTI
MAYOR

DEPARTMENT OF
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ROOM 701
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LOS ANGELES, CA 90012
(213) 926-9555
FAX No. (213) 926-9513

September 27, 2018

Honorable City Council
City of Los Angeles
c/o City Clerk
Room 395, City Hall
Los Angeles, CA 90012

Attention: John White, Legislative Assistant

REQUEST AUTHORIZATION TO NEGOTIATE AND EXECUTE A NEW MASTER LICENSE AGREEMENT WITH LOS ANGELES HOMELESS SERVICES AUTHORITY FOR THE SAFE PARKING PROGRAM

The Department of General Services (GSD) requests authorization to negotiate and execute a master license agreement with the Los Angeles Homeless Services Authority (LAHSA) to utilize City-owned parking lots for the Safe Parking Program that LAHSA provides pursuant to an existing City contract.

BACKGROUND

In December of 1993, the Los Angeles County Board of Supervisors and the Los Angeles Mayor and City Council created LAHSA as an independent Joint Powers Authority. LAHSA is the lead agency in the Los Angeles Continuum of Care (LACoC), which is the regional planning body that coordinates housing and services for homeless families and individuals in Los Angeles County.

LAHSA coordinates and manages over \$132 million annually in Federal, State, County and City funds for programs that provide shelter, housing and services to homeless persons in Los Angeles City and County. The Los Angeles Housing and Community Investment Department (HCID) has been designated by the City to provide for the proper planning, coordination, direction and management of the City's homeless programs and does so, in part, through a contract with LAHSA (C-126258). HCID indicates they renew this contract annually with the specific amount of federal funds that they receive for LAHSA's programs. These include the Safe Parking Program administered by LAHSA that is currently funded through the City and the County for safe parking sites with various vendors.

On September 5, 2018 the City Council introduced a motion that has been referred to the Homelessness and Poverty Committee identifying funds for specific sites and vendors who will manage the program at each site. Councilmember Bonin (CD11) has included two City-

owned sites in CD11 in the motion. Councilmember Blumenfield (CD3) also requested a site in his district that is not included in the motion. To date, CD3 and CD11 have identified the following sites:

- 1645 Corinth Avenue, Los Angeles, 90025 (CD11)
- 7166 W. Manchester Ave, Los Angeles, 90045 (CD11)
- 19040 Vanowen Street, Reseda, 91335 (CD3)

Several other Council Offices are considering similar requests. The appropriate use mechanism for City-owned parking lots is a license agreement. Each individual license agreement requires Council approval and must run through a lengthy approval process. A master license agreement with LAHSA is proposed to allow for the addition and deletion of sites as needed with notification to the Municipal Facilities Committee (MFC). This proposal creates a faster and more efficient process to establish safe parking locations where needed.

Although LAHSA will identify and operate the Safe Parking Program on various private and other government owned locations, this master license agreement and its terms and conditions applies only to City-owned lots.

MASTER LICENSE AGREEMENT PROCESS

The master license agreement would adhere to the following process and terms:

- The agreement would be restricted to use for the Safe Parking Program consistent with the contract between HCID and LAHSA.
- LAHSA would be allowed to assign the master license to each vendor relative to the respective location.
- GSD would assist each Council District in identifying locations for the Safe Parking Program. The Council Office must provide consent for the specific location.
- The term of the master license agreement would be co-terminus with the Safe Parking Program under the HCID contract. Each site will automatically renew each year as HCID funding is approved. The maximum term of the master license agreement is five years.
- The license, or any particular location covered by the license, is revocable at will by the City with 30 days notice. GSD can work with LAHSA and the Council Office on alternate locations, if needed.
- Once the license is established, all future requests relative to adding and deleting City-owned sites would be addressed via Notification of Assignment for a Safe Parking Program Site to the MFC by GSD without further approval from Council.

In general, each safe parking program location will adhere to the following:

- Hours of operation vary but typically run between 7pm and 7am the following morning.
- An unarmed, private, bonded security guard will check program users into the site, remain on site throughout the operation hours and check patrons out in the morning.

- The site will return to normal use at the specified time each morning in clean and operable condition.
- Each program user will be issued a permit by the vendor either electronically or in person.
- Each program user will sign and adhere to a Code of Conduct agreement that is drafted specific to each location by the vendor.
- An ADA compliant restroom and hand-washing station will be provided and maintained by the vendor on each site. It will be locked when not in use so it is restricted for use by the Safe Parking Program and not the general public. The restroom will be located so as not to obstruct parking spaces during normal facility business hours.
- There will be no access to any City building unless there is another simultaneous public event.

GSD will work with the City Attorney's Office on a template Safe Parking Program notification agreement that can be signed by LAHSA and GSD's General Manager to implement the addition or deletion of City-owned sites from the master license agreement.

PROJECT FUNDING

Funds are provided for the oversight, planning, management, monitoring, and coordination of LAHSA funded programs in the Los Angeles Continuum of Care (LACoC). LAHSA is provided with funds in the HCID contract for the Safe Parking Program. The Council motion instructs HCID to add \$890,000 to the new City General Fund contract with LAHSA for Safe Parking Alternate Pilots. Vendors who provide the direct program services indicate that it costs approximately \$120,000 annually to operate a safe parking program at one location.

PUBLIC BENEFIT

LAHSA will pay zero rent under this proposed license agreement. LAHSA is tax-exempt political subdivision of the State of California, as defined under the IRS Code and the California Revenue and Taxation Code. They work on behalf of homeless residents in the City and will derive no financial profit from managing and operating safe parking programs.

The public benefit justifies a zero rent license term. The program will provide homeless individuals who dwell in their vehicles with safe locations to spend the night in supervised and appropriate conditions with access to restrooms and hygiene stations, as well as help facilitate the connection of the individuals to additional homeless services.

TERMS AND CONDITIONS

The proposed license agreement will contain:

LOCATION:	Various (to be added/removed from time to time)
LANDLORD:	City of Los Angeles
USE:	Parking for LAHSA's Safe Parking Program

SQUARE FEET: Varies

TERM: Co-terminus with the Safe Parking Program under the HCID contract; not to exceed five years

OPTION TERM: N/A

RENTAL RATE: \$0 per year

TERMINATION CLAUSE: City right to revoke any specific site at will with 30 days notice

UTILITIES: All utilities will be paid by the City

PARKING: Number of spaces as identified for each location

TENANT IMPROVEMENTS: None allowed

CUSTODIAL SERVICE: Provided by the licensee during operating hours of the program

MAINTENANCE: Licensee will be responsible for any repairs or damage incurred during operation of the program. City will maintain the lot under general conditions.

FISCAL IMPACT

Funding of approximately \$120,000 per location provided through HCID Contract C-126258 with LAHSA. No revenue will be generated from this lease to the General Fund during the lease period.

RECOMMENDATION

That the Los Angeles City Council authorize the Department of General Services to negotiate and execute a new Master License agreement with Los Angeles Homeless Services Authority (LAHSA), a Joint Powers Authority of the City and County of Los Angeles, to provide the Safe Parking Program at City-owned parking lots.



Tony M. Royster
General Manager