

# CITY OF LOS ANGELES

CALIFORNIA

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GENERAL MANAGER  
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October 27, 2022

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

Attention: Michael Espinosa, Legislative Assistant

**REQUEST AUTHORITY TO NEGOTIATE AND EXECUTE  
A NEW LEASE AGREEMENT WITH COALITION FOR HUMANE IMMIGRANT  
RIGHTS LOS ANGELES AT 4225 SOUTH OLIVE STREET, LOS ANGELES**

The Department of General Services (GSD) requests authority to negotiate and execute a new lease agreement with Coalition for Humane Immigrant Rights Los Angeles (CHIRLA), a 501(c)(3) non-profit organization for approximately 2,255 square feet (sf) out of a total building area of 4,510 sf at 4255 South Olive Street, Los Angeles, California 90037 in Council District 9 (CD 9).

**BACKGROUND**

Pursuant to the council motion, C.F. 20-1533, passed on December 15, 2020, the City Council directed GSD to negotiate lease agreements with two non-profits to occupy the former Junipero Serra branch library. CHIRLA is one of the organizations and Coalition for Responsible Community Development (CRCD) is the other.

Both non-profits have occupied the site since around February 2020. CD 9 approved of their tenancy since the leases were being negotiated and to help mitigate vandalism which is more common at vacant City buildings.

Both CRCD and CHIRLA will use this former library as office space with CRCD and CHIRLA each occupying half of the building. The location will serve to provide needed services to the community. Specifically, CRCD provides youth development and workforce development services and CHIRLA provides immigrants and new Americans with assistance in finding shelter.



CHIRLA was founded in 1986 to advance human and civil rights for new immigrants and refugees. Their focus has been on advocating rights, organizing, educating immigrants and refugees in the streets and court.

The two non-profits will share costs for building maintenance, utilities, parking and for shared common areas. These details were memorialized in a memorandum of understanding agreement between the two non-profits. CRCD will assume full responsibility to pay these costs and in turn will collect from CHIRLA for their share. The City of Los Angeles is not a party to that agreement.

Authority to negotiate and execute a separate lease agreement with CRCD for their use of this shared space is being requested by GSD in a separate report.

### **TERMS AND CONDITIONS**

The 25-year lease agreement with CHIRLA will have no rent and no renewal terms. The term will commence upon the date of execution. A complete set of terms and conditions are outlined on the attached term sheet.

### **COMMUNITY BENEFIT ANALYSIS**


The City Administrative Office (CAO) completed the attached Community Benefit Analysis (CBA) which supports the recommendation for approval of the proposed terms and conditions. See the attached CBA.

### **FISCAL IMPACT**

There is no anticipated impact on the General Fund impact as the lease agreement contains no rent.

### **RECOMMENDATION**

That the Los Angeles City Council, subject to the approval of the Mayor, authorize GSD to negotiate and execute a lease agreement with Coalition for Humane Immigrant Rights Los Angeles for the use of office space at 4255 South Olive Street for use under the terms and conditions substantially outlined in this report.



Tony M. Royster  
General Manager

Attachments: Term Sheet  
Community Benefit Analysis

# LEASING TERM SHEET

MFC DATE

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LANDLORD

ADDRESS

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TENANT

ADDRESS

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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

SECURITY DEPOSIT

MAINTENANCE/  
REPAIR

MAINTENANCE/  
REPAIR DETAILS

TENANT  
IMPROVEMENTS

PARKING

UTILITIES

CUSTODIAL

SECURITY

PROP 13  
PROTECTION

INSURANCE

OTHER:

## Community Benefit Analysis for Proposed Non-Profit Lease

<b>I. Proposed Lease Terms and Conditions</b>	
Facility Location:	4255 South Olive Street, Los Angeles, CA. 90037
Lessee:	Coalition for Humane Immigrant Rights (CHIRLA), a non-profit 501(c)3 organization
Council File Reference:	20-1533 (Motion adopted December 15, 2020)
Space Assignment:	Former Junipero Serra Library (approximately 2,255 square feet)
Term & Renewal Option:	Up to 25 years
Market Rate:	\$1.56 per square feet (*calculated as: 2,255 square feet x \$1.56 per square feet/month = \$3,517.80 monthly rate x 12 months = \$42,214 annually)
Proposed Rental Rate:	\$0 per year
Clean-up and Associated Cost:	Lessee shall be financially responsible for all applicable utility and custodial costs.
Tenant Improvements:	Lessee shall have full responsibility for the cost of any needed tenant improvements.
<b>II. History and Current Services</b>	
Mission:	The mission of Coalition for Humane Immigrant Rights Los Angeles (CHIRLA) is to achieve a just society, which is fully inclusive of immigrants.
Vision:	A just society fully inclusive of immigrants and families.
Background / History:	CHIRLA was founded in 1986 to advance the human and civil rights of immigrants and refugees. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinion, and change policies to achieve full human, civil and labor rights. Guided by the power, love, and vision of its community, CHIRLA embraces and drives progressive social change. For 35 years, CHIRLA's innovative programming in community education, community organizing, legal services, civic engagement, policy and advocacy, and leadership development for youth has served immigrant communities throughout California. CHIRLA was formed in response to the Immigration Reform and Control Act (IRCA) of 1986 which made hiring undocumented workers illegal, thus creating a situation ripe for worker exploitation and abuse that have increased since that time.

## Community Benefit Analysis for Proposed Non-Profit Lease


Current Services:	<ul style="list-style-type: none"><li>▪ <u>Legal Immigration Services</u> - CHIRLA offers a range of immigration legal services such as U.S. naturalization applications, Deferred Action for Childhood Arrivals (DACA) application renewals, and other immigration relief services such as U-Visas, Violence Against Women Act (VAWA), family petitions, and deportation defense. Legal service provision includes screening, application assistance, case review, consultations, document review, referral, Freedom of Information Act (FOIA) requests, and other services. CHIRLA collects G-28 forms (legal representation) to ensure all applications are fully completed and submitted to the office of U.S. Citizenship and Immigration Services (USCIS) and monitor progress of each individual case.</li><li>▪ <u>Civic Engagement</u> - CHIRLA's Civic Engagement Program provides education for newly registered voters and infrequent immigrant voters across California. CHIRLA's program is unique in that it engages immigrants of all statuses in a civic engagement pipeline, which assists them towards the path to citizenship by helping them with the naturalization process, registering and mobilizing them to vote.</li><li>▪ <u>Community Education</u> - CHIRLA empowers the immigrant community with current information about policies, legal and financial literacy services, and civil and labor rights. CHIRLA's in-person presentations include information such as Know Your Rights (KYR) education that help immigrants, if confronted by any law enforcement authority, to affirm civil and constitutional rights. Presentations also include how to develop a family plan/Caregiver Affidavit forms to prepare for possible deportations and family separations. CHIRLA also offers financial literacy education, which helps immigrants increase their knowledge of credit scores, how to prepare taxes, and how to save for long-term financial goals.</li><li>▪ <u>Grass-Roots Organizing</u> - CHIRLA organizes a membership base to harness the power of a collective voice. CHIRLA engages low-income workers, parents and youth in committees including Day Laborer Committee, Domestic Worker Committee, Street Vendor Committee, the California DREAM Network (CDN) at 35 California college student clubs, and Wise Up! Program with high school students in 11 schools.</li><li>▪ <u>Policy and Advocacy</u> - CHIRLA monitors policies, and works to advance a local, state and national agenda that wins human, civil and labor rights for immigrants and their families. CHIRLA works with immigrants to educate elected officials about important issues impacting immigrant families, youth and workers.</li><li>▪ <u>Referrals and Assistance</u> - CHIRLA operates a toll-free Spanish/English Immigrant Access Hotline (1-888-6CHIRLA) that provides information on immigration services, workers' rights, healthcare access, and other referrals. CHIRLA's hotline receives over 15,000 calls a year from across the country.</li></ul>
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## Community Benefit Analysis for Proposed Non-Profit Lease

III. Community Benefit Analysis	
Value of Direct Services:	<p>A. <u>Value of Dedicated Staff</u>: \$468,028</p> <p>CHIRLA staff earned a combined gross annual compensation of \$386,800 plus fringe benefits at 21% (\$386,800 + \$81,228) is \$468,028. The staff dedicated to this facility include a managing attorney, legal fellow, legal assistant, legal law clerk, two community education and outreach personnel and a supervising Deputy Director of Legal Services along with the Director of Community Educations and Outreach.</p> <p>B. <u>Value of Services to Participants</u>: \$884,400</p> <p>1. Legal Services (# of people x cost of service): <u>\$749,400</u>.</p> <ul style="list-style-type: none"> <li>▪ DACA Screening, Legal Consultation and Consular Process: (314 X \$100=\$31,400)</li> <li>▪ DACA Initials, DACA Renewals, LPR Renewals, Naturalization: (420 X \$750 =\$315,000)</li> <li>▪ Family Petitions: (25 x \$3,000) = \$75,000;</li> <li>▪ Adjustment of Status: (14 x \$2,000) = \$28,000; and,</li> <li>▪ U-Visa &amp; VAWA Services (60 x \$5,000) = \$300,000.</li> </ul> <p>2. Community Education &amp; Outreach: (4500 x \$30) = <u>\$135,000</u>.</p>
Value of Operational Budget:	<p>C. <u>Value of Operational Budget - specify</u>: <u>\$64,374</u></p> <ul style="list-style-type: none"> <li>▪ General program operating costs including office supplies: \$2,400;</li> <li>▪ Computer equipment: \$8,000;</li> <li>▪ Utilities: \$20,302;</li> <li>▪ Printing: \$3,840;</li> <li>▪ Staff travel reimbursement: \$10,800; and</li> <li>▪ Shared Receptionist: (\$15/hr x 40 hrs x 52 weeks + \$6,864 (Benefits) = \$38,064 x 1/2): \$19,032.</li> </ul>
Additional Offsets / In-Kind Services:	<p>D. <u>Value of Additional Offsets - specify</u>: \$0.00</p>
Total Community Benefit:	<p><b><u>\$1,416,802</u></b> annually (=A+B+C+D above)</p>

## Community Benefit Analysis for Proposed Non-Profit Lease

Market Value for Leased Space	<p><b><u>\$42,214</u></b> annually*</p> <p>(*calculated at the market rate of \$1.56 per square foot multiplied by the estimated assigned space of 2,255 square feet multiplied by 12 months = \$42,214)</p>
Benefits Finding & Recommended Action.	<p>Community benefits estimated at \$1,416,802 annually, <u>exceed</u> the market value for the leased space (\$42,214) by \$1,374,588.</p> <p>Approval of the proposed lease terms is recommended on the basis that the value of the community benefits exceed the market value of the leased space.</p>

0220-05479-0025	LaTanya Roux	Bernyce Hollins	 Yolanda Chavez
Work Assignment Number	Analyst	Chief	Assistant CAO

YC/LRR/05230009

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