

CITY OF LOS ANGELES

CALIFORNIA

TONY M. ROYSTER
GENERAL MANAGER
AND
CITY PURCHASING AGENT



KAREN BASS
MAYOR

DEPARTMENT OF
GENERAL SERVICES
ROOM 701
CITY HALL SOUTH
111 EAST FIRST STREET
LOS ANGELES, CA 90012
(213) 928-9555
FAX No. (213) 928-9515

April 11, 2024

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

Attention: Jason Lopez, Legislative Assistant

**REQUEST AUTHORITY TO NEGOTIATE AND EXECUTE A NON-PROFIT
LEASE AGREEMENT WITH TOLUCA LAKE BEAUTIFICATION PARTNERS**

The Department of General Services (GSD) requests authority to negotiate and execute a lease agreement with Toluca Lake Beautification Partners (TLBP), a 501(c)3 non-profit organization for the use of approximately 3,869 square feet (sf) of a vacant lot (APN# 2420-001-901) located at 4958 Cahuenga Boulevard, North Hollywood, CA 91606 in Council District Two (CD2). They would operate an active and passive education site focusing on urban sustainability, environmental stewardship, and the production of vegetation that will serve the population of Los Angeles in need of food assistance.

BACKGROUND

On May 6, 2016, CD4 introduced a motion (CF 16-0520) directing GSD to negotiate and execute a lease with The Greater Toluca Lake Neighborhood Council to stabilize and beautify this vacant City-owned substandard parcel at the corner of Cahuenga and Addison. The Greater Toluca Lake Neighborhood Council was unable to complete the proposed project.

On April 10, 2018 an amending motion (CF16-0520) was introduced instructing GSD to enter into a lease agreement with Hollywood United Methodist Church (HUMC) to be the caretaker of the proposed community garden. For a variety of reasons, HUMC was also unable to undertake the project.

Another amending motion to this council file was introduced on December 1, 2021, instructing GSD to enter into a lease agreement with Toluca Lake Beatification Partners to operate urban gardening classes and field trips for local students under the terms and conditions substantially outlined in the MFC report dated August 10, 2020 attached to CF16-0520.



TERMS AND CONDITIONS

TLBP will lease the site from the City at no cost for five (5) years with two (2) one (1) year options to extend at the City's sole discretion. A complete set of terms and conditions are outlined on the attached term sheet.

COMMUNITY BENEFIT

The City Administrative Office (CAO) completed the attached Community Benefit Analysis (CBA) and recommended approval of the proposed terms and conditions. The community benefit of \$69,021.00 annually exceeds the market value of \$8,357 for the leased space by \$60,663.96. See attached CBA.

MAINTENANCE/UTILITIES/LANDSCAPING


TLBP shall maintain the site in good and sanitary condition. TLBP will be responsible for utilities, landscaping as well as routine daily repair and maintenance of the site, including without limitation, lighting, fire/life safety, pest control, plumbing. Any repairs, alterations or other improvements required from the specific use of the site shall be performed by TLBP at their sole cost and expense.

FISCAL IMPACT

There is no additional impact to the General Fund. No revenue will be generated from this lease during the term.

RECOMMENDATION

That the Los Angeles City Council, subject to the approval of the Mayor, authorize the Department of General Services to negotiate and execute a lease agreement with Toluca Lake Beautification Partners at 4958 Cahuenga Boulevard, North Hollywood, CA 91606 under the terms and conditions substantially outlined in this report.



Tony M. Royster
General Manager

Attachments: CBA
Site Map
Term Sheet

**Report from
OFFICE OF THE CITY ADMINISTRATIVE OFFICER
Community Benefit Analysis for Proposed Non-Profit Lease**

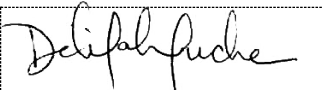
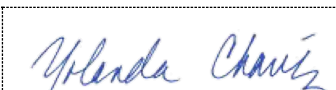
I. Proposed Lease Terms and Conditions	
Facility Location:	4958 Cahuenga Blvd, at the intersection of Addison Street and North Hollywood, CA 91606 (Vacant Lot) in Council District 2
Lessee:	Toluca Lake Beautification Partners
Council File Reference:	CF#16-0520 (Motion adopted 12/09/2021)
Space Assignment:	Approximately 3,869 SF (Vacant Lot) APN#2420-001-901
Term & Renewal Option:	Five year term commencing upon agreement of the lease with two one-year options to renew.
Market Rate:	\$0.18 per square foot (\$8,357.04 annually)
Proposed Rental Rate:	\$0.00 during the initial term, and rates subject to re-negotiation at the discretion of the City.
Clean-up and Associated Cost:	Lessee shall be financially responsible for on-going maintenance, utilities, custodial, and landscaping costs.
Tenant Improvements:	Lessee shall be financially responsible for improvements, including activation of the lot to create, develop, operate and maintain as a community green space.
II. History and Current Services	
Mission:	The Mission of Toluca Lake Beautification Partners (TLBP) is to support a thriving community by enhancing public spaces to promote a livable, walkable, and healthy environment.
Vision:	<p>The Vision and Mission are complemented by four Core Values that direct specific areas of work for the organization.</p> <ol style="list-style-type: none"> 1. Sustainability: The integration of environmental sustainability into projects and activities are at the core of what TLBP advocates, pursues and delivers. 2. Economic Development: TLBP projects and initiatives enhance the economic vitality of the Village and compliments the residential community. 3. Beautification: TLBP strives for enhancement and beautification of public spaces to increase accessibility, vitality, and a sense of community. 4. Public Safety: TLBP increases access and safe paths to schools, transit and community resources through progressive urban design.

**Report from
OFFICE OF THE CITY ADMINISTRATIVE OFFICER
Community Benefit Analysis for Proposed Non-Profit Lease**

Background / History:	<p>In 2013, NBCUniversal provided funding to communities that surround its 400-acre campus during the approval of its “Evolution Plan” with the City and County of Los Angeles. Consequently, Toluca Lake’s four major community organizations – the Greater Toluca Lake Neighborhood Council, Toluca Lake Chamber of Commerce, Toluca Lake Homeowners Association and Toluca Lake Garden Club – were approached and elected to start a nonprofit called “Toluca Lake Beautification Partners.”</p> <p>TLBP has completed several community beautification and enhancement projects in Toluca Lake. Each project focused on increasing public safety, beautifying public spaces, incorporating sustainable/green design elements, and facilitating enhanced economic development opportunities. Its projects include implementing a new/innovative educational garden at Toluca Lake Elementary School, repairing Riverside Drive sidewalk and enhancing median, revitalizing freeway ramps at Cahuenga Blvd, and planning streetscape on Riverside Drive and Lankershim Boulevard.</p>																					
Current Services:	<p>TLBP collaborates with public agencies to expedite and reduce/waive fees, invites professionals to consider in-kind services to lower design and construction costs, and leverage volunteer Board members to deliver professional project and construction management services at no cost.</p> <p>TLBP’s current services include:</p> <ul style="list-style-type: none"> • Streetscape planning & design coordination • Median revitalization • Freeway ramps and underpasses enhancement with the State of CA Public-Private Partnership program • Streetscape improvement (new trash receptacles, benches, etc.) • Maintenance of freeway ramps (trash/landscape), trash service, etc. 																					
III. Community Benefit Analysis																						
Value of Direct Services:	<p>A. <u>Value of Dedicated Staff: \$2,080.00</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Rate</th> <th style="text-align: right;">Annual Cost</th> </tr> </thead> <tbody> <tr> <td>Program Management</td> <td>\$20/hour for 1 hour/week</td> <td style="text-align: right;">\$1,040.00</td> </tr> <tr> <td>Site Maintenance Coordination</td> <td>\$20/hour for 1 hour/week</td> <td style="text-align: right;">\$1,040.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td style="text-align: right;">\$2,080.00</td> </tr> </tbody> </table> <p>B. <u>Value of Services to Participants: \$15,000.00</u></p> <p>Shown below is the market rate for courses TLBP offers its participants free of charge.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Rate</th> <th style="text-align: right;">Annual Cost</th> </tr> </thead> <tbody> <tr> <td>Educational Courses</td> <td>\$50/hour/person for 1-hour of 30 classes for 10 participants</td> <td style="text-align: right;">\$15,000.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td style="text-align: right;">\$15,000.00</td> </tr> </tbody> </table>	Item	Rate	Annual Cost	Program Management	\$20/hour for 1 hour/week	\$1,040.00	Site Maintenance Coordination	\$20/hour for 1 hour/week	\$1,040.00	Total		\$2,080.00	Item	Rate	Annual Cost	Educational Courses	\$50/hour/person for 1-hour of 30 classes for 10 participants	\$15,000.00	Total		\$15,000.00
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Additional Offsets / In-Kind Services:	<p>D. <u>Value of Additional Offsets - specify: \$34,851.00</u></p> <p>Items below are the market rates for on-going personnel costs if the site maintenance volunteers were to be paid for their services.</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Rate</th> <th>Annual Cost</th> </tr> </thead> <tbody> <tr> <td>(15) Volunteers</td> <td>\$29.95/hour for 4 hours/day for 8 days</td> <td>\$14,376.00</td> </tr> <tr> <td>(2) Board of Directors (non-paid)</td> <td>\$195/hour for 48 hours</td> <td>18,720.00</td> </tr> <tr> <td>(1) Landscape Advisor (non-paid)</td> <td>\$195/hour for 9 hours</td> <td>\$1,755.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td>\$34,851.00</td> </tr> </tbody> </table>	Item	Rate	Annual Cost	(15) Volunteers	\$29.95/hour for 4 hours/day for 8 days	\$14,376.00	(2) Board of Directors (non-paid)	\$195/hour for 48 hours	18,720.00	(1) Landscape Advisor (non-paid)	\$195/hour for 9 hours	\$1,755.00	Total		\$34,851.00															
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Total Community Benefit:	\$ 69,021.00 annually (=A+B+C+D above)																														
Market Value for Leased Space:	\$ 8,357.04 annually																														
Benefits Finding & Recommended Action:	<p>The value of the community benefits estimated at \$ 69,021.00 annually exceeds the market value for the leased space by \$ 60,663.96.</p> <p>The approval of the proposed lease terms is recommended on the basis that the value of the community benefits exceeds the market value of the leased space.</p>																														

0220 - 05479 - 0046	Aira Wada		
Work Assignment Number	Analyst	Chief	Assistant CAO

YC/AW/05240086

Released Date: 03/07/2024

Toluca Lake Beautification Partners

Proposed Community Garden
4958 Cahuenga Boulevard
North Hollywood, CA 91606
APN# 2420-001-901
Approximately 3,869 Square Feet



Addison St

4958 Cahuenga Blvd

Cahuenga Blvd

Google Earth



LEASING TERM SHEET

MFC DATE April 11, 2024

LANDLORD City of Los Angeles

ADDRESS 111 E. 1st Street, Los Angeles, CA 90012

TENANT Toluca Lake Beautification Partners

ADDRESS 4100 W. Alameda Avenue, Suite 300, Burbank, CA 91505

LOCATION 4958 Cahuenga Boulevard, North Hollywood, CA 91606

AGREEMENT TYPE Ground Lease Agreement

USE Educational site focusing on urban sustainability, environmental stewardship and the production of edible vegetation that will serve the population of Los Angeles in need of food assistance.

SQUARE FEET Approximately 3,869 square feet

TERM Five (5) Years

RENT START DATE N/A

LEASE START DATE Upon City Clerk Attestation

OPTION TERM Two (2) One (1) Year Options at City's Discretion

HOLDOVER Month-To-Month

SUBLET/
ASSIGNMENT No Right to Sublease/Assign – Landlord's Approval

TERMINATION City has the unilateral right to terminate the lease agreement upon thirty (30) day written notice to Tenant.

RENTAL RATE \$0.00

ESCALATION N/A

RENTAL ABATEMENT N/A

ADDITIONAL RENT	N/A
PROPERTY TAX	Tenant may be subject to possessory tax.
OPEX	N/A
CAM	N/A
OTHER	N/A
SECURITY DEPOSIT	N/A
MAINTENANCE/ REPAIR	Maintenance and repairs are the sole responsibility of Tenant
MAINTENANCE/ REPAIR DETAILS	
TENANT IMPROVEMENTS	Tenant shall, at its own cost and expense, be responsible for all tenant improvements.
PARKING	N/A
UTILITIES	Tenant
CUSTODIAL	Tenant
SECURITY	Tenant – see below “other”
PROP 13 PROTECTION	City is exempt
INSURANCE (Tenant)	Tenant shall indemnify and hold harmless the City.
OTHER:	SECURITY: Security Measures – Tenant, at its own cost and expense, shall provide security on Property at a level that is necessary to ensure the safety of visitors thereto, including the participants of the urban garden and any community events.
PRINT:	Ryan Altoon, Chair of Toluca Lake Beautification Partners
SIGNATURE:	