

TONY M. ROYSTER  
GENERAL MANAGER  
AND  
CITY PURCHASING AGENT



ERIC GARCETTI  
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

January 28, 2021

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 site to the Safe Parking Master License Agreement under the programming structure of the Safe Parking Program:

- 7134 N Jordan Ave, Los Angeles, CA 91303 (Jordan)

### **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 the Jordan Safe Parking site as follows:

7134 N Jordan Ave, Los Angeles, CA 91303

Jordan is located in CD 3 and has 25 parking spaces. Funding was approved by Council in the amount of \$205,313 (CF 20-0841).

LAHSA will work with the CAO and each Council District Office to identify the service provider for the Jordan Safe Parking site.

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 for the site identified in this report.

### **FISCAL IMPACT**

There is no impact to the General Fund. The Safe Parking location 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.



Tony M. Royster  
General Manager

Attachments: Safe Parking Site Term Sheet: 7134 N Jordan Ave, Los Angeles, CA 91303  
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

SECURITY DEPOSIT

MAINTENANCE/  
REPAIR

MAINTENANCE/  
REPAIR DETAILS

TENANT  
IMPROVEMENTS

PARKING

UTILITIES

CUSTODIAL

SECURITY

PROP 13  
PROTECTION

INSURANCE

OTHER:


0150-11156-0001

**TRANSMITTAL**

TO Council	DATE 10-02-18	COUNCIL FILE NO.
FROM Municipal Facilities Committee		COUNCIL DISTRICT Various

At its meeting held on September 27, 2018, the Municipal Facilities Committee (MFC) adopted the recommendations of the attached General Services Department (GSD) report, which is hereby transmitted for Council consideration. Adoption of the report recommendation would authorize GSD to negotiate and execute a new Master License Agreement with the Los Angeles Homeless Services Authority, a joint Powers Authority of the City and County of Los Angeles, to utilize City owned sites for safe parking programs pursuant to an existing contract.

There is no General Fund impact. Funding is available for the Safe Parking Alternative Pilots program through federal funds in the Los Angeles Continuum of Care. Each location will cost approximately \$120,000 annually. No revenue will be generated from this lease.

  
\_\_\_\_\_  
Richard H. Lewellyn, Jr.  
City Administrative Officer  
Chair, Municipal Facilities Committee

RHL:KH:05190040c

# CITY OF LOS ANGELES

CALIFORNIA

TONY M. ROYSTER  
GENERAL MANAGER  
AND  
CITY PURCHASING AGENT



ERIC GARCETTI  
MAYOR

DEPARTMENT OF  
GENERAL SERVICES  
ROOM 701  
CITY HALL SOUTH  
111 EAST FIRST STREET  
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