

# CITY OF LOS ANGELES

CALIFORNIA

TONY M. ROYSTER  
GENERAL MANAGER  
AND  
CITY PURCHASING AGENT



KAREN BASS  
MAYOR

Agenda Item No. 3

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

May 29, 2025

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

Attention: Adam Lid, Legislative Assistant

## **REQUEST AUTHORITY TO NEGOTIATE AND EXECUTE A NEW LICENSE AGREEMENT WITH ALCOTT CENTER FOR MENTAL HEALTH SERVICES AT 305 E. 1<sup>ST</sup> STREET, LOS ANGELES, CA 90012**

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The Department of General Services (GSD) requests authority to negotiate and execute a new license agreement with Alcott Center for Mental Health Services (Alcott Center) (Tenant), and the City of Los Angeles (City) (Landlord) in Council District 14 (CD14) for the City-owned retail space located at 305 E. 1<sup>st</sup> Street Los Angeles, CA 90012 ("Premises"). The Alcott Center will provide the City's unarmed response efforts, through the Crisis and Incident Response through Community-Led Engagement (CIRCLE) Program.

### **BACKGROUND**

On March 14, 2025, the City Council adopted a Motion (C.F. 25-0199) authorizing a no-cost license agreement with Alcott Center to implement the CIRCLE Program in the Downtown Civic Center, as well as the Pico-Union, Westlake, and Historic Filipinotown communities.

Although awarded the Mayor's CIRCLE Program service contract (C-200176) from December 1, 2024 through June 30, 2025 for this service area, Alcott Center does not yet have possession of the Premises. In the interim, it continues providing CIRCLE services for this area from their other locations. The proposed license agreement will provide suitable space within the designated service area and aligns with the Mayor's Office of Safety service contract, renewed annually through the budget process through June 30, 2026. Alcott Center will utilize the 2,394 square foot premises for dispatch operations, administrative functions, and outreach coordination. Additionally, the site will serve as a decompression center, providing temporary relief from extreme weather and offering food, water, and service referrals to individuals experiencing homelessness.

The premises were recently vacated by the City's former CIRCLE service provider, Urban Alchemy.



The Circle Program consists of two key components:

1. Unarmed Alternative Response – Responding to non-emergency 911 calls involving individuals experiencing homelessness
2. Homeless Outreach Teams – De-escalating conflicts, making service referrals, and performing light sanitation work within the homeless community.

Alcott Center for Mental Health Services is a non-profit organization committed to enhancing the well-being of individuals experiencing mental health challenges and related life obstacles. Founded in 1979, Alcott Center provides comprehensive services including outpatient mental health treatment, intensive case management, housing support for chronically homeless individuals, and wellness programs that promote recovery and stability. Guided by a mission to empower individuals toward self-sufficiency and community integration, Alcott Center delivers person-centered, trauma-informed care. Through collaborative initiatives, such as its partnership with the City of Los Angeles' CIRCLE program, Alcott Center continues to play a vital role in addressing the complex needs of vulnerable populations across the City.

### **TERMS AND CONDITIONS**

The license agreement is co-terminous with Alcott Center's service agreement, which is in effect through June 30, 2025. If the CIRCLE contract is extended beyond this date, the license term will be extended accordingly. If the CIRCLE contract is terminated or expires, the license agreement will automatically terminate.

This zero-cost license agreement is based on Alcott Center's performance of services under its contract with the City. The complete terms and conditions are outlined in the attached term sheet.

### **COMMUNITY BENEFIT**

Inasmuch as the CIRCLE Program is a City program formed to facilitate crisis and intervention response and to provide social services for homeless individuals, the proposed license agreement being necessary for the implementation of such programs, does not require further analysis of community benefits in support of the license.

### **MAINTENANCE/UTILITIES/LANDSCAPING**

The City will retain responsibility for major building and site systems to ensure the overall integrity and functionality of the premises. Alcott Center will be responsible for janitorial services, routine maintenance, and repairs, including but not limited to windows, doors, fixtures, interior walls, flooring, ceilings, lighting, fire/life safety devices, pest control, localized plumbing, and graffiti removal. In addition, Alcott Center will maintain or reimburse the City for the cost of the HVAC maintenance contract and will be responsible for the repair or replacement of fixtures, outlets, plumbing, and HVAC components damaged as a result of intentional destruction or misuse.

The licensed premises does not include any landscaped areas.


### **FISCAL IMPACT**

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

**RECOMMENDATION**

That the Los Angeles City Council, subject to the approval of the Mayor:

1. FIND, Pursuant to Los Angeles City Charter Section 371(e)(10) and Administrative Code Section 10.15(a)(10), that the use of competitive bidding would be undesirable and impractical for this contract. Alcott Center has been awarded the Crisis and Incident Response through Community-Led Engagement (CIRCLE) Program service contract by the Office of the Mayor and is uniquely positioned to implement and manage program operations at the City-owned facility at 305 E. 1<sup>st</sup> Street, Los Angeles, CA 90012. This location will serve as the primary dispatch center for outreach coordination and service delivery to individuals experiencing homelessness, ensuring an efficient and immediate response to community needs. Given Alcott Center's expertise in behavioral health services, crisis intervention, and street-based outreach, as well as its alignment with the Mayor's initiative, it is the most qualified and capable entity to operate from this facility, maximizing program effectiveness and community impact.
  
2. AUTHORIZE the Department of General Services to negotiate and execute a license agreement with Alcott Center for the retail space located at 305 E. 1<sup>st</sup> Street, Los Angeles, CA 90012 under the terms and conditions substantially outlined in this report.



Tony M. Royster  
General Manager

Attachment: Term Sheet

## LEASING TERM SHEET

MFC DATE	May 29, 2025
LANDLORD	City of Los Angeles
ADDRESS	111 E. First Street, Suite 201, Los Angeles, CA 90012
TENANT	Alcott Center for Mental Health
ADDRESS	10549 Jefferson Boulevard, Culver City, CA 90232
LOCATION	305 E. 1 <sup>st</sup> Street, Los Angeles, CA 90012
AGREEMENT TYPE	Non-Profit License Agreement
USE	Mayor's CIRCLE Program - Homeless Outreach
SQUARE FEET	Approximately 2,394 Square Feet
TERM	Co-Terminous with Service Contract currently expiring June 30, 2025
EARLY POSSESSION	N/A
RENT START DATE	N/A
LEASE START DATE	Upon City Clerk's attestation
OPTION TERM	Extension to be co-terminous with Service Contract (C-200176) with Alcott Center.
HOLDOVER	No
SUBLET/ ASSIGNMENT	No rights to sublet or assign the license without approval and consent.
TERMINATION	Revocable immediately upon termination of Alcott Center Service Contract with the City
RENTAL RATE	\$0.00 (Zero Dollar License)
ESCALATION	N/A

RENTAL ABATEMENT	N/A
ADDITIONAL RENT	N/A
OPEX	None
CAM	None
CONTINGENCY PERIOD	N/A
SECURITY DEPOSIT	No Security Deposit Required.
MAINTENANCE/ REPAIR DETAILS	<p><b>Alcott Center (Tenant)</b> is responsible for all utilities, janitorial services, and routine maintenance and repairs within the licensed premises. This includes upkeep and minor repairs to interior elements such as windows, doors, fixtures, walls, flooring, ceilings, lighting, pest control, and localized plumbing issues that do not affect the mainline. The Tenant is also responsible for any damage caused by its personnel or invitees and must maintain or reimburse the City for the HVAC maintenance contract. Additionally, Alcott Center is responsible for the repair or replacement of fixtures, outlets, plumbing, or HVAC components if damaged due to intentional misuse or destruction. There are no landscaping responsibilities assigned to the Tenant, as the site includes no landscaped areas.</p> <p>The <b>City (Landlord)</b> is responsible for maintaining and repairing major building and site systems, including structural components such as the roof, foundation, and core building systems (e.g., HVAC, electrical, plumbing, and fire/life safety) that serve the building as a whole.</p> <p>The <b>City (Landlord) shall in no event be responsible for</b> repairs or replacements to the Premises resulting from the negligence, misuse, or intentional acts of Alcott Center (Tenant) or their invitees, including damage to fixtures, outlets, plumbing, or HVAC components caused by the Tenant or its invitees.</p>
TENANT IMPROVEMENTS	If and to the extent City gives prior written approval for Tenant to install tenant improvements - Tenant shall be responsible for any and all tenant improvements at its sole cost and expense
PARKING	Tenant
UTILITIES	Tenant
CUSTODIAL	Tenant
SECURITY	Tenant
PROP 13 PROTECTION	City is exempt

INSURANCE  
(Tenant)

All insurance and indemnification requirements shall be further defined in the license agreement and subject to the approval of the City Administrative Officer's Risk Management Division.

OTHER:

PRINT:

SIGNATURE: