

MUNICIPAL FACILITIES COMMITTEE  
Minutes from the Regular Meeting of May 29, 2025

MEMBERS: Yolanda Chavez, Office of the City Administrative Officer, Chair (CAO)  
Sharon Tso, Office of the Chief Legislative Analyst (CLA)  
Kay Ha, Office of the Mayor (Mayor)

The meeting was called to order at 10:09 a.m.

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General Public Comment

James Okazaki, Little Tokyo Community Council, offered comments against Item 3 on the Mayor's Crisis and Incident Response through Community-Led Engagement (CIRCLE) program regarding the previous vendor's use of parking in the loading zone.

**Item 1** Minutes of the April 10, 2025 Special Meeting.

**Disposition:** Approved on consent.

**Item 2** Report from the General Services Department requesting authority to negotiate and execute a non-profit lease agreement with Hollywood Partnership Ventures, doing business as Hollywood Partnership Community Trust, to operate a public restroom and a visitor center at 1627 Vine Street, in Council District 13, subject to Council and Mayor approval.

**Disposition:** Approved as amended to instruct the General Services Department (GSD) to include a provision for Hollywood Partnership Community Trust (HPCT) to submit a formal extension request to allow GSD to review the status of the project prior to extending the lease in lieu of an automatic lease extension.

Lisa Schechter, GSD, provided a brief presentation on the non-profit lease agreement with HPCT at 1627 Vine Street for operation of a public restroom and a visitor center for the Hollywood Walk of Fame Public Amenities Project. Ms. Schechter noted that the project will be funded with \$1 million of Council District (CD) 13's Community Redevelopment Agency of the City of Los Angeles (CRA/LA) Excess Bond Proceeds and \$500,000 from the State of California.

Kay Ha, Mayor, inquired whether \$1.5 million allotted in the Municipal Improvement Corporation of Los Angeles (MICLA) in the Fiscal Year (FY) 2023-24 Capital and Technology Improvement Expenditure Program will be used. Emma Howard, CD 13, responded that the project is perfect for the use of CRA/LA funds. Albert Griego, CAO, stated that the Office of the CAO will look into the MICLA funds in relation to the project.

Shannon Tso, CLA, asked if \$1.5 million is the total project cost. Ms. Schechter stated that \$1.5 million is the current estimated total cost. Steven Welliver, HPCT, confirmed that any amount over the \$1.5 million will be the HPCT's responsibility. Ms. Tso requested that GSD perform an assessment before renewing the lease instead of an automatic renewal to ensure the project status and facility condition are up to standard.

- Item 3** Report from the General Services Department requesting authority to negotiate and execute a non-profit license agreement with Alcott Center for Mental Health Services for the Crisis and Incident Response through Community-Led Engagement program at 305 East First Street, in Council District 14, subject to Council and Mayor approval.

**Disposition:** Approved with discussion.

Lisa Schechter, GSD, provided a brief presentation on the non-profit license agreement with Alcott Center for Mental Health Services (Alcott Center) for the Mayor's CIRCLE program at 305 East First Street.

Sharon Tso, CLA, asked for clarification on the maintenance responsibility for Alcott Center. Ms. Schechter replied that the term language on maintenance is a standard provision and GSD will make the note so that the facility is returned with standard wear and tear. Ms. Tso requested further explanation on the extension of the license. Ms. Schechter explained that the term is extended annually if funding is provided in the City's annual budget for the Mayor's CIRCLE program.

Ms. Tso asked whether the property has been vacant. Ms. Schechter responded that Urban Alchemy was the previous lessee and vacated the property recently, as they have other contracts in San Pedro for the CIRCLE program. Ms. Tso instructed GSD to communicate with Alcott Center to ensure that they follow any parking regulations to avoid any issues with businesses in the Little Tokyo area.

**Item 4** Report from the General Services Department notifying space assignment for the Department of Neighborhood Empowerment for office spaces at 638 South Beacon Street, in Council District 15, and 4301 South Central Avenue, in Council District 9.

**Disposition:** Approved with discussion.

Sharon Tso, CLA, asked whether CD 9 and CD 15 agreed to the space assignment. Henry Lo, Department of Neighborhood Empowerment (DONE), stated that the CD 9 and CD 15 approved the space assignment.

Ms. Tso inquired about the term of the space assignment. Zachary Millet, GSD, clarified that the term was not noted in the report as this is a notification of space assignment. Mr. Millet added that GSD will report back if the space is no longer needed or if the Council Offices would like their spaces back. Ms. Tso asked whether there are usually terms noted for space assignment. Mr. Millet clarified that this report does not specify the term because the space is used by City employees from DONE.

**Item 5** Report from the General Services Department requesting authority to negotiate and execute a lease amendment with Spring Street SP, LLC, for the Los Angeles Police Department for parking space at 1440 North Spring Street, in Council District 1, subject to Council and Mayor approval.

**Disposition:** Approved with discussion.

Sharon Tso, CLA, requested clarification on the additional cost for operating expenses for FY 2025-26 and FY 2026-27. Wayne Lee, GSD, explained that FY 2025-26 is estimated to cost an additional \$411 while FY 2026-27 will cost approximately \$5,000.

Ms. Tso inquired if parking will be only used for evidence vehicles. Lt. Christopher Porter, Los Angeles Police Department (LAPD), replied that evidence vehicles and motor transport vehicles from Piper Tech will be stored at this location. Ms. Tso asked whether this lease will meet all of LAPD's parking needs. Lt. Porter stated that this lease will not solve all of LAPD anticipated parking issues. Mr. Porter explained that this lease will allow the Mangrove lot to be vacated for other City department use and decrease some congestion at Piper Tech; however, LAPD will be losing the Caltrans lot, which will require additional parking. Albert Griego, CAO, clarified that the North Marianna lot is being considered for LAPD's anticipated future parking needs.

Kay Ha, Mayor, instructed the CAO to ensure that any anticipated savings be reflected on the upcoming Citywide Leasing Account report.

Ms. Tso asked whether it is typical to pay for operating expenses. Mr. Lee stated that it is typical to pay for operating expenses in standard office leases. Mr. Lee further explained that this lease is a warehouse and office hybrid lease so the cap was negotiated on the operating expenses. Ms. Tso inquired if GSD will be reviewing the additional rent for insurance. Mr. Lee answered that GSD verifies insurance cost every year around April.

- Item 6** Report from the General Services Department requesting authority to negotiate and execute a license amendment with 350 South Figueroa, LLC, for off-site parking for City Departments at 350 South Figueroa Street, in Council District 14, subject to Council and Mayor approval.

**Disposition:** Approved on consent.

- Item 7** Third Quarterly Status Report from the Bureau of Engineering on the Taylor Yard G2 River Park project.

**Disposition:** Noted and filed with discussion.

Evann Gonzalez, Bureau of Engineering, provided a brief update on the Taylor Yard G2 River Park project. Sharon Tso, CLA, inquired the status of securing additional funding. Ms. Gonzalez stated that there has been no new funding secured.

- Item 8** Report from the City Administrative Officer on the City Office Space Standards, subject to Council and Mayor approval.

**Disposition:** Item continued to the next meeting.

- Item 9** Adjournment – Next Meeting: Regular Meeting on Thursday, June 26, 2025.

*The meeting adjourned at 10:43 a.m.*