


TRANSMITTAL

TO Council	DATE 06/04/18	COUNCIL FILE NO.
FROM Municipal Facilities Committee	COUNCIL DISTRICT Various	

At its meeting held on May 31, 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: 1) negotiate and execute a Master License Agreement with the Los Angeles Homeless Services Authority (LAHSA) for establishment of satellite offices Citywide; and, 2) establish a LAHSA satellite office to be co-located with the Council District Three field office at the West Valley Municipal Building, located at 19040 Vanowen Street.

There is no impact on the General Fund as a result of the recommended actions.



Richard H. Llewellyn, Jr.
City Administrative Officer
Chair, Municipal Facilities Committee

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) 928-9555
FAX NO. (213) 928-9515

May 31, 2018

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

Attention: Eric Villanueva, Legislative Assistant

REQUEST FOR AUTHORIZATION TO NEGOTIATE AND EXECUTE A NEW MASTER LICENSE AGREEMENT WITH LOS ANGELES HOMELESS SERVICES AUTHORITY (LAHSA)

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 space at City owned sites to facilitate homeless outreach activities that LAHSA provides pursuant to an existing City contract.

BACKGROUND

In December 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). The contract expires on 6/30/18; however, HCID indicates they renew it each year with the specific amount of federal funds that they receive for LAHSA's programs.



Councilmember Blumenfeld's Office (CD3) has recently requested that LAHSA engagement teams be provided with one office at their field location at 19040 Vanowen Street. A license agreement was previously established for LAHSA engagement teams at the kiosk on Los Angeles Street via MFC and Council Action in July 2017. Several other Council offices are considering a similar request. LAHSA states it has been asked to establish engagement teams in each Council District but they require a base facility to operate out of that will accommodate at least two staff members.

As each individual license agreement requires Council approval and must run through a lengthy approval process, it would be more efficient to set up a master license agreement with LAHSA that would allow for the addition and deletion of sites as needed with notification to the MFC.

MASTER LICENSE AGREEMENT PROCESS

Based on discussions with LAHSA staff, the master license agreement would adhere to the following process and terms:

- The master license agreement would be restricted to LAHSA activities consistent with the HCID contract, primarily engagement teams that check in to the office, spend most of their day in the field engaging the homeless, and then return to complete paperwork.
- GSD would assist each Council District in identifying space for LAHSA.
- The term of the master license agreement would be co-terminus with the HCID contract. Each site will automatically renew each year as HCID funding is approved. The outside date of the master license is five years.
- Should the space be required for another City use, the license for each site is revocable at will with 30 days notice. GSD can work with LAHSA on locating an alternate space, if needed.
- Once the license is established, all future requests relative to adding and deleting City owned sites would be addressed via a Notification of Space Assignment to MFC by GSD without further approval from Council. This would facilitate a quick and efficient process to establish engagement teams where needed.
- The Council Office and the facility user must provide consent to the space request.
- Space would be limited to hardscape offices approximately 500 s.f. and/or desk space within each facility.
- Parking may be included if available.
- LAHSA would provide furniture along with technical equipment and internet service if needed.
- The hours of operation would conform to that of the facility's operational schedule.

GSD will work with the City Attorney's Office on a template space notification agreement that can be signed by LAHSA and GSD's General Manager in order to implement the addition or removal of a City owned site to/from the master license agreement.

PUBLIC BENEFIT

LAHSA will pay zero rent under this proposed license agreement. LAHSA is a quasi-governmental agency working on behalf of homeless residents in the City of Los Angeles and will derive no financial profit from utilizing City space. Through LAHSA, funding, program design, outcomes assessment and technical assistance is provided to more than 100 non-profit partner agencies that assist homeless persons to achieve independence and stability in permanent housing. Their partner agencies provide a continuum of programs ranging from outreach, access centers, emergency shelters, safe havens, transitional and permanent housing, and prevention, along with the necessary supportive services designed to provide the tools and skills required to attain a stable housing environment. LAHSA engagement teams are often the first point of contact with homeless individuals to inform them of these services and their staff requires City space to facilitate outreach in each community of the City.

Therefore, the City finds that the public benefit of having LAHSA located in City space with a high concentration of homeless individuals who access to their services justifies a zero rent lease term.

PROJECT FUNDING

Funds are provided for the oversight, planning, management, monitoring, and coordination of LAHSA funded programs in the LACoC. LAHSA's administrative function sustains and increases the availability of emergency, transitional and permanent housing and supportive services for homeless persons and families.

The proposed lease agreement will contain the following:

TERMS AND CONDITIONS

LOCATION:	Various (to be added/removed from time to time)
LANDLORD:	City of Los Angeles
USE:	Office space
SQUARE FEET:	Approximately 500 s.f. at each location
TERM	Co-terminus with the HCID contract; not to exceed five years total
OPTION TERM:	N/A
TERMINATION CLAUSE:	City right to revoke any specific site at will with 30 days notice
RENTAL RATE:	\$0

ADDITIONAL RENT: N/A

SECURITY DEPOSIT: No security deposit required

UTILITIES: All utilities will be paid by the City

PARKING: As available

TENANT IMPROVEMENTS: N/A

CUSTODIAL SERVICE: As provided by the City for that facility

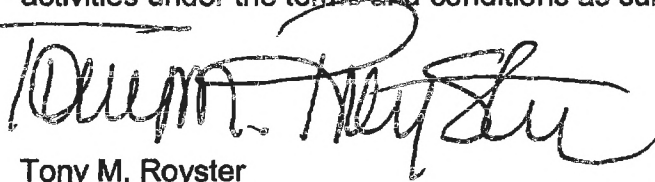
MAINTENANCE: As provided by the City for that facility

FISCAL IMPACT

As the license locations are in existing facilities, there is no impact to the General Fund. 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 Master License agreement with Los Angeles Homeless Services Authority (LAHSA), a Joint Powers Authority of the City and County of Los Angeles, in order to provide for the use of City space to facilitate homeless outreach activities under the terms and conditions as substantially outlined in this report.



Tony M. Royster
General Manager