

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: October 25, 2017

CAO File No. 0220-05267-0000
Council File No. 16-0298
Council District: all

To: The Honorable Members of the City Council
Attn: Entertainment and Facilities Committee

From: Miguel A. Santana, City Administrative Officer

*DH
EW*

Reference: Wesson-Martinez Motion dated March 15, 2016

Subject: **WESSON-MARTINEZ MOTION TO REPORT ON AVAILABLE SHARED SPACES
FOR USE BY NEIGHBORHOOD COUNCILS**

RECOMMENDATION

That the Council, subject to the approval of the Mayor, amend the current Citywide policies and procedures for the use of space by Neighborhood Councils (NC) at City facilities, as follows:

- Amend the office space sharing agreement and increase the current 30-day written notice period to a 90-day notification period for the NC to vacate the assigned space;
- Direct the Department of General Services to notify the Municipal Facilities Committee (MFC) when a NC executes an office space sharing agreement for lease space at City facilities; and,
- Reaffirm and direct the DONE to report semiannually to the MFC, Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee and any other designated Council Committee on the status of the NC Leasing program. The report will include the assignment of office space to requesting NC, the type and length of agreement and location.

SUMMARY

On March 15, 2016, Council District 10 introduced a Wesson-Martinez Motion (C.F. 16-0298) instructing the City Administrative Officer (CAO), with the assistance of the Department of General Services (GSD) and the Chief Legislative Analyst (CLA), to report on available shared spaces for use by Neighborhood Councils (NC) and the feasibility of providing NC with priority use of such spaces at City facilities. The Motion was amended in Committee to include board and committee meeting space in addition to office space. Also, the CAO was asked to report on overtime fees for the use of City facilities and the use of other governmental facility office space for NC. The CAO staff has worked with the Council Office, GSD, CLA, and the Department of Neighborhood Empowerment (DONE) to gather the necessary information.

BACKGROUND

The administrative responsibility to provide leasing services, including managing the leasing of space needed for City departments, currently rests with the GSD. On December 2, 2003, the Council, among other things, approved "Guidelines for the Acquisition of NC Office Space" and adopted a set of Citywide policies and procedures (C.F. 03-1514). On April 14, 2004, the Council unanimously approved Ordinance No. 175937 which created a streamlined process through which NC can lease office and meeting space. The Ordinance transferred the administrative responsibility for leasing and rental of office and meeting space on behalf of the NC from GSD to DONE when a standard short-term rental and lease agreement with duration of one year or less is used. The responsibility for administering agreements with a term of more than one year remains with the GSD. Currently, the GSD does not work on any NC lease agreements.

The City has a total of 96 certified NC. According to a survey conducted by DONE, 48 NC do not have office space. 48 NC do have office space as follows:

- 27 are in privately-owned space; and,
- 21 in City facilities.

The lease cost for private office space as well as one NC at a City-owned facility (Metrolink Station) totals \$176,174 annually. See Attachment One for additional detail on location and cost.

Additionally, all 96 NC have meeting space as follows:

- 36 in privately-owned space;
- 37 in City facilities;
- 14 in Los Angeles Unified School District (LAUSD) space; and,
- The balance in various combinations of facilities.

The City departments, such as Police, Fire, Airports, Water and Power, Harbor, Library and Recreation and Parks, do not charge NC fees when leasing space. However, they do charge use fees for City facilities when the space is occupied after regular hours of operation in order to recover the costs, such as staff to open and close the facility, security, custodian and maintenance services. The lease cost for meeting space totals \$47,601 annually. Of that amount, seven NC pay \$11,360 for City facilities for the cost of associated services. See Attachments Two and Three for additional detail on location and cost.

NC Acquisition Process for securing Meeting and Office Space

The DONE assists the NC to secure lease space in both City facilities and those that are privately owned, utilizing either an office space sharing agreement or a formal lease, respectively. The office space sharing agreement that is used for City-owned facilities has no expiration (i.e. open-ended) and includes a 30-day termination clause. The Office of the City Attorney advises

that this agreement is non-binding. Because it is effectively a City-leased space, the Council Office has the authority to revoke the leasing arrangement by providing 30-day written notice to the NC based on the following conditions: a) Mayor's Office, Council Office, or other City department requires the use of the space; and/or, b) NC does not adhere to the rules and guidelines as set forth in the agreement. Development and execution of the agreement is typically handled by DONE. The GSD occasionally works on an office space sharing agreement if it involves a City facility such as a constituent service center.

Based on feedback from City staff, the 30-day written notice to NC to vacate the assigned space is usually not sufficient time for a NC to secure a new lease space, obtain the necessary approvals from the appropriate parties, execute a new agreement and move into that new space. Therefore, this Office recommends that the office space sharing agreement be amended and that the 30-day written notice period is increased to a 90-day notification period for the NC to vacate the assigned space.

The lease term for space in privately-owned facilities is set at a maximum of 12 months to coincide with the City's budget cycle that follows the Fiscal Year calendar (July 1-June 30). The lease agreement is executed through DONE and the City Attorney.

Any potential use of non-City facilities, such as those owned and operated by the LAUSD, would require additional time to vet with the respective entities. Currently the use of LAUSD properties for community access to recreational amenities is negotiated on a case-by-case basis through Joint-Use agreements. City staff will report to Council on potential options for utilizing non-City facilities through a future report.

Proposed Amendment to Process relative to City facilities

The City routinely receives requests to lease space at City facilities from NC, City departments, and non-profits. When it involves a City facility such as a constituent service center, the DONE and the affected Council Office typically handles NC space requests. On occasion, the Mayor's Office, other City departments and/or GSD may become involved in the process, as appropriate. The DONE forwards to GSD a copy of the NC office space sharing agreement when the use of space at a City facility is involved. This Office agrees that decisions regarding the use of space at City facilities such as a constituent service center, regardless of the origin of the request (i.e. NC, City department, or non-profit), should continue to remain with the affected Council Office and the appropriate City department (GSD/DONE). Once GSD/DONE is notified of the proposed space request, staff should evaluate the feasibility and cost of the space and report back to the affected Council Office. If the proposed space request is approved by the affected Council Office, the GSD/DONE should move forward with the appropriate approval process.

On December 2, 2003, the Council approved an exemption for DONE (when operating on behalf of the NC) from the administrative requirement that their space needs be submitted to the MFC for study, review or recommendation with respect to, locating City-owned, leased, or private space for occupancy or to share with other departments or offices. Instead the Council the Council directed the DONE to report semiannually to the Municipal Facilities Committee (MFC),

Education and Neighborhoods Committee (ENC) and any other designated Council Committees on the status of the NC Leasing program. The report will include the assignment of office space to requesting NC, the type and length of agreement and its location. The original Council instruction included the ENC, which no longer exists. Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee (REIRNC) currently have jurisdiction over NC items. Currently, the MFC is not being notified of the assignment of office space to a NC at City facilities. Therefore, this Office recommends that Council and Mayor approve the following instructions:

- Direct the GSD to notify the MFC when a NC executes an office space sharing agreement for lease space at a City facilities; and,
- Reaffirm and direct the DONE to report semiannually to the MFC, REIRNC and any other designated Council Committee on the status of the NC Leasing program.

FISCAL IMPACT STATEMENT

The report recommendations have no impact on the General Fund.

MAS:LJS:05170028c

Attachments

Attachment One: Neighborhood Council Office Space

No.	NEIGHBORHOOD COUNCIL	Department Name	Building Name	TYPE OF OFFICE SPACE	FACILITY ADDRESS	YEARLY AMOUNT	AMOUNT	TERM
1	West Adams			Private Building - Lease Space	4678 West Adams Boulevard, Los Angeles, CA 90016	\$ 12,000	\$1,000/month	Yearly
2	Reseda			Private Building - Lease Space	18118 Sherman Way, Reseda, CA 91335	\$ 15,000	\$1,250/month	Yearly
3	Greater Cypress Park			Private Building - Lease Space	2222 North Figueroa Street, Los Angeles, CA 90065	\$ 1,200	\$100/month	Yearly
4	Sun Valley			Private Building - Lease Space	9040 Sunland Boulevard, Sun Valley, CA 91352	\$ 12,000	\$12,000/yearly	Yearly
5	Park Mesa Heights			Private Building - Lease Space	5349 Crenshaw Boulevard, Suite 107, Los Angeles, CA 90043	\$ 13,200	\$13,200/year	Yearly
6	Granada Hills North			Private Building - Lease Space	11139 Woodley Avenue, Granada Hills, CA 91344	\$ 14,800	\$14,800/year	Yearly
7	Northridge West			Private Building - Lease Space	9401 Reseda Boulevard, Northridge, CA 91324	\$ 1,800	\$150/month	Monthly
8	Northridge South			Private Building - Lease Space	9401 Reseda Boulevard, Suite 100, Northridge, CA 91324	\$ 3,000	\$250/month	N/A
9	Pico-Union			Private Building - Lease Space	1225 South Union Avenue, Los Angeles, CA 90015	\$ 3,600	\$300/month	Yearly
10	Hollywood Studio District			Private Building - Leased Space	5500 Hollywood Boulevard #313, Los Angeles, CA 90028	\$ 4,800	\$4,800/year	Yearly
11	Historic Cultural			Private Building - Lease Sapce	307 East First Street, Los Angeles, CA 90189	\$ 400	\$400/year	Yearly
12	Rampart Village			Private Building - Lease Space	155 North Occidental Boulevard, Los Angeles, CA 90026	\$ 5,436	\$453/month	Yearly
13	Arleta			Private Building - Storage Space	8918 Woodman Avenue, Arleta, CA 91331	\$ 5,520	\$460/month	Month to Month
14	Downtown Los Angeles			Private Building - Leased Space	453 South Spring Street, Suite 1020, Los Angeles, CA 90013	\$ 5,922	\$5,922/year	Yearly
15	Mid-City West			Private Building - Lease Space	543 North Fairfax Avenue, Los Angeles, CA 90036	\$ 6,000	\$6,000/year	Yearly
16	North Hills East			Private Building - Lease Space	15485 Rayern Street, North Hills, CA 91343	\$ 7,200	\$600/month	Monthly
17	Sunland-Tujunga			Private Building - Lease Space	8250-A Foothill Boulevard, Sunland, CA 91040	\$ 7,200	\$600/month	Monthly
18	Watts			Private Building - Lease Space	10221 Compton Avenue, Los Angeles, CA 90002	\$ 7,800	\$650/month	Yearly
19	Empowerment Congress West			Private Building - Lease Space	3701 Stocker Street, Suite 106, Los Angeles, CA 90008	\$ 8,100	\$675/month	Yearly
20	Voices 90007			Private Building - Lease Space	4060 South Figueroa Street, Los Angeles, CA 90037	\$ 8,400	\$700/month	Yearly
21	Foothill Trails			Private Building - Lease Space	9747 Wheatland Boulevard, Shadow Hills, CA 91040	\$ 9,300	\$9,300/Year	Yearly

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No.	NEIGHBORHOOD COUNCIL	Department Name	Building Name	TYPE OF OFFICE SPACE	FACILITY ADDRESS	YEARLY AMOUNT	AMOUNT	TERM
22	MacArthur Park			Private Building - Lease Space	2500 Wilshire Boulevard, Los Angeles, CA 90006	\$ 9,360	\$9,360/year	Yearly
23	Panorama City			Private Building - Lease Space	14500 Roscoe Boulevard, 4th Floor, Suite 425, Panorama City, CA 91402	\$ 11,136	\$928/month	Yearly
24	Greater Toluca Lake			Private Building - Lease Space	10116 Riverside Drive, Suite 200A, Toluca Lake, CA 91602	\$ -	Free	N/A
25	Los Feliz			Private Building	1965 Hillhurst Avenue, Los Angeles, CA 90027	\$ -	Free	Yearly
26	Sherman Oaks			Private Building - Lease Space	13907 Ventura Boulevard, Suite 104, Sherman Oaks, CA 91413	\$ -	Free	City Shared Space Agreement
27	Studio City			Private Building - Lease Space	4025 Radford Avenue, Studio City, CA	\$ -	Free	N/A
Annual Private Building Lease Space Amount:						\$ 173,174		
28	Chatsworth	GSD	Metrolink Station	City Building - Metrolink Station	Metrolink - Station 10038 Old Depot Plaza Chatsworth, CA 91311	\$ 3,000	\$3,000/year	City Space Shared Agreement
Annual Private and City-Owned Building Lease Space Amount:						\$ 176,174		
29	Bel Air-Beverly Crest	Municipal	West LA Municipal	City Building	1645 West Corinth Street, Room 103-4, Los Angeles, CA 90025		Free	City Space Shared Agreement
30	Boyle Heights	GSD	Boyle Heights NCH	City Building	2130 East First St.305 Los Angeles, CA 90033		Free	City Space Shared Agreement
31	Canoga Park	GSD	Community Center/Old Fire Station No. 072	City Building	7248 Owensmouth Avenue, Canoga Park, CA 91303		Free	N/A
32	Central Hollywood	GSD	Hollywood NCH	City Building	6501 Fountain Avenue, Los Angeles, CA 90028		Free	N/A
33	Empowerment Congress Central		Mark Ridley-Thomas Constituent Center	City Building	8475 South Vermont Avenue, Los Angeles, CA 90044		Free	City Space Shared Agreement
34	Empowerment Congress Southeast		Mark Ridley-Thomas Constituent Center	City Building	8475 South Vermont Avenue, Los Angeles, CA 90044		Free	City Space Shared Agreement
35	Encino			City Building	4924 Paso Robles Avenue, Encino, CA 91316		Free	City Space Shared Agreement
36	Glassell Park			City Building	3750 N. Verdugo Rd Los Angeles 90065		Free	City Space Shared Agreement

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No.	NEIGHBORHOOD COUNCIL	Department Name	Building Name	TYPE OF OFFICE SPACE	FACILITY ADDRESS	YEARLY AMOUNT	AMOUNT	TERM
37	Harbor Gateway North	HCID	Harbor Gateway Comm Cntr TENANT: Boys and Girls Clubs Of The South Bay	City Building	802 W. Gardena Blvd LA , CA 90247		Free	City Space Shared Agreement
38	Hollywood United	Municipal	Hollywood Municipal Building	City Building	6501 Fountain Avenue, Los Angeles, CA 90028		Free	City Space Shared Agreement
39	Lincoln Heights			City Building	3516 North Broadway#816, Los Angeles, CA 90013		Free	City Space Shared Agreement
40	Mar Vista	Municipal	West LA Municipal	City Building	1645 Corinth Avenue, Los Angeles, CA 90025		Free	
41	Northwest San Pedro	Municipal	San Pedro Municipal Building	City Building	638 South Beacon Street, San Pedro, CA 90731		Free	N/A
42	P.I.C.O		CD 10 Office	City Building - CD 10 Office	5651 West Pico Boulevard, Suite 102, Los Angeles, CA 90019		Free	N/A
43	Pacoima	HCID	TENANT: Pacoima Community Center	City Building - Community Center	11243 Glenoaks Boulevard, Pacoima, CA 91331		Free	N/A
44	Tarzana		Rec Center	City Building - Rec Center	5700 Beckford Avenue, Tarzana, CA 91356		Free	Yearly
45	United Neighborhoods		Council Office	City Building - Council Office	2474 West Washington Boulevard, Los Angeles, CA 90006		Free	N/A
46	West Los Angeles	Municipal	West LA Municipal	City Building	1645 Corinth Avenue, Los Angeles, CA 90025		Free	City Space Shared Agreement
47	Westchester-Playa Del Rey	Municipal	Westchester Municipal	City Building	7166 West Manchester Avenue, Room 12A, Los Angeles, CA 90045		Free	City Space Shared Agreement
48	Wilmington	Municipal	Wilmington Municipal Building	City Building - Council Office 15	544 North Avalon Boulevard, Suite 103, Wilmington, CA 90744		Free	City Space Shared Agreement

Attachment Two: Neighborhood Council Meeting Space

No.	No. in the Category	NEIGHBORHOOD COUNCIL	Department Name	Building Name	TYPE OF MEETING SPACE	FACILITY ADDRESS	YEARLY AMOUNT	AMOUNT	TERM	COMMENTS
1	1	NC Valley Village			Private Building - Lease Space	5000 Colfax Avenue, Valley Village, CA 90607	\$ 1,200.00	\$1,200/year		Additional locations are at no cost
2	2	Central San Pedro			Private Building - Charter School	250 West 5th Street, San Pedro, CA 90731	\$ 1,200.00	\$100/month	As-Needed	No additional services
3	3	Westwood			Private Building - Lease Space	10822 Wilshire Boulevard, Los Angeles, CA 90024	\$ 1,200.00	\$100/month	As-Needed	\$75 extra for set-up and clean-up
4	4	Mid-City West			Private Building - Lease Space	543 North Fairfax Avenue, Los Angeles, CA 90036	\$ 1,380.00	\$115/month	Yearly	No additional services
5	5	Woodland Hills-Warner Center			Private Building - Lease Space	5700 Rudnick Avenue, Woodland Hills, CA	\$ 1,800.00	\$150/month	Monthly	No additional services
6	6	Northridge East			Private Building - Lease Space	18401 Lassen Street, Northridge, CA 91325	\$ 2,400.00	\$2,400/year	Yearly	Meeting space charges includes use of small storage closet
7	7	Sunland-Tujunga			Private Building - Lease Space	10137 Commerce Avenue, Tujunga, CA 91042	\$ 2,880.00	\$240/month	As-Needed	No additional services
8	8	North Hills West			Private Building - Lease Space	15725 Parthenia Street, North Hills, CA 91343	\$ 3,000.00	\$250/month	As-Needed	No additional services
9	9	Greater Wilshire			Private Building - Lease Space	711 South Plymouth Boulevard, Los Angeles, CA 90005 and 743 South Lucerne Avenue, Los Angeles, CA 90005	\$ 3,700.00	\$3,700/yearly	Yearly	No additional services
10	10	Rampart Village			Private Building - Lease Space	155 North Occidental Boulevard, Los Angeles, CA 90026	\$ 3,600.00	\$300/month	Yearly	Additional services included with lease
11	11	Empowerment Congress West			Private Building - Lease Space	3740 Don Felipe Drive, Los Angeles, CA 90008	\$ 600.00	\$50/month	Monthly	No additional services
12	12	Palms			Private Building and City Building - Fire Station 43	3376 Motor Avenue, Los Angeles, CA 90034 and 3396 Motor Avenue, Los Angeles, CA 90034	\$ 500.00	\$500/year	As-Needed	No additional services
13	13	Watts			Private Building - Lease Space	10221 Compton Avenue, Los Angeles, CA 90002	\$ 792.00	\$792/year	Yearly	No additional services
							Privately-Owned Facility:	\$ 24,252.00		

Attachment Two: Neighborhood Council Meeting Space

No.	No. in the Category	NEIGHBORHOOD COUNCIL	Department Name	Building Name	TYPE OF MEETING SPACE	FACILITY ADDRESS	YEARLY AMOUNT	AMOUNT	TERM	COMMENTS
14	14	Atwater Village			Private Building	3852 Edenhurst Avenue, Los Angeles, CA 90039		Free	As-Needed	No additional services
15	15	Bel Air-Beverly Crest			Private Building	15600 Mulholland Drive, Bel-Air, CA 90077		Free	As-Needed	No additional services
16	16	Del Rey			Private Building	11976 Culver Boulevard, Los Angeles, CA 90066		Free	As-Needed	No additional services
17	17	East Hollywood			Private Building - Lease Space	1559 Kenmore Avenue, Los Angeles, CA 90027 and 1160 North Vermont Avenue, Los Angeles, CA 90027		Free	As-Needed	No additional services
18	18	Greater Toluca Lake			Private Building - Lease Space	10116 Riverside Drive, Suite 200A, Toluca Lake, CA 91602		Free	As-Needed	No additional services
19	19	Hollywood Studio District			Private Building - Lease Space	5500 Hollywood Boulevard, Gallery Space, Los Angeles, CA 90028		Free	Yearly	No additional services
20	20	Lincoln Heights			Private Building - Lease Space	3839 Selig Place, Los Angeles, CA 90031		Free	As-Needed	No additional services
21	21	Los Feliz			Private Building - Lease Space	1965 Hillhurst Avenue, Los Angeles, CA 90027		Free	Yearly	No additional services
22	22	MacArthur Park			Private Building - Lease Space	2618 West 7th Street, Los Angeles, CA 90057		Free		No additional services
23	23	North Hollywood West			Private Building - Lease Space	8225 Coldwater Canyon Avenue, North Hollywood, CA 91605		Free	As-Needed	No additional services
24	24	Olympic Park			Private Building - Lease Space	1102 Crenshaw Boulevard, Los Angeles, CA		Free	Monthly	No additional services
25	25	South Central NC			Private Building - Lease Space	822 East 20th Street, Los Angeles, CA 90011		Free	As-Needed	No additional services
26	26	South Robertson			Private Building - Lease Space	1399 South Roxbury, Los Angeles, CA 90035		Free	As-Needed	No additional services
27	27	Studio City			Private Building - Lease Space	4025 Radford Avenue, Studio City, CA		Free	As-Needed	Expenses and Utilities paid by NC
28	28	Sun Valley			Private Building - Lease Space	10631 Vinedale Street, Sun Valley, CA 91352		Free	As-Needed	No additional services
29	29	Westlake South			Private Building - Lease Space	360 South Westlake Boulevard, Los Angeles, CA 90057		Free	As-Needed	No additional services

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No.	No. in the Category	NEIGHBORHOOD COUNCIL	Department Name	Building Name	TYPE OF MEETING SPACE	FACILITY ADDRESS	YEARLY AMOUNT	AMOUNT	TERM	COMMENTS
30	30	West Hills			Private Building - Lease Space	22622 Van Owen Street, West Hills, CA 91307		\$5/year	Yearly	No additional services
31	31	Downtown Los Angeles			Private Building - Lease Space	453 South Spring Street, Suite 1020, Los Angeles, CA 90013 and 615/630 South Broadway, Los Angeles, CA 90014		Included with Office Space	Yearly	Additional services are Free
32	32	Granada Hills North			Private Building - Lease Space	Executed Lease		Included with Office Space	Yearly	No additional services
33	33	North Hills East			Private Building - Lease Space	15485 Rayern Street, North Hills, CA 91343		Included with Office Space	Yearly	Additional services included in cost
34	34	Panorama City			Private Building - Lease Space	14500 Roscoe Boulevard, 4th Floor, Suite 425, Panorama City, CA 91402		Included with Office Space	As-Needed	No additional services
35	35	Pico-Union			Private Building - Lease Space	1225 South Union Avenue, Los Angeles, CA 90015		Included with Office Space	Yearly	No additional services
36	36	Reseda			Private Building - Lease Space	18118 Sherman Way, Reseda, CA 91335		Included with Office Space	Yearly	Maintenance included with lease

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37	1	LA-32			City Building - Senior Center	4818 Klamath Place, Los Angeles, CA 90032	\$ 1,188.00	\$1,188/year	Yearly	Services include staff to open/close facility
38	2	Coastal San Pedro			City Building	Cabrillo Plaza, Berth 28, Via Cabrillo Marina Way, San Pedro, CA	\$ 100.00	\$100/year	As-Needed	No additional services
39	3	Historic Highland Park			City Building - Rec Center	6152 North Figueroa Street, Los Angeles, CA 90042	\$ 2,310.00	\$2,310/year	City Space Shared Agreement	No additional services
40	4	Canoga Park			City Building	7248 Owensmouth Avenue, Canoga Park, CA 91303	\$ 2,400.00	\$2,400/year	Yearly	Additional services are Free
41	5	Harbor City			City Building - Library	2400 Western Avenue, Harbor City, CA	\$ 2,592.00	\$216/monthly	As-Needed	Monthly fee is for Security services at the Library
42	6	Arroyo Seco			City Building	4580 North Figueroa Steet, Los Angeles, CA 90065	\$ 2,420.00	\$22/per hour	As-Needed	No additional services
43	7	Empowerment Congress North			City Building - Rec Center	3916 South Western Avenue, Los Angeles, CA 90062	\$ 350.00	\$350/year	As-Needed	No additional services
City-Owned Facility:							\$ 11,360.00			
44	8	Boyle Heights		Boyle Heights NCH	City Building	2130 East First St.305 Los Angeles, CA 90033		Free	As-Needed	No additional services
45	9	Central Hollywood	GSD	Hollywood NCH	City Building	6501 Fountain Avenue, Los Angeles, CA 90028		Free	As-Needed	No additional services
46	10	Eagle Rock		Eagle Rock City Hall	City Building	2035 Colorado Boulevard, Los Angeles, CA 90041		Free	As-Needed	No additional services
47	11	Empowerment Congress Southwest		Mark Ridley-Thomas Constituent Center	City Building	8475 South Vermont Avenue, Los Angeles, CA 90044		Free	As-Needed	No additional services
48	12	Encino			City Building	4935 Balboa Boulevard, Encino, CA 91316		Free	As-Needed	No additional services
49	13	Glassell Park			City Building	3750 N. Verdugo Rd Los Angeles 90065		Free	As-Needed	No additional services
50	14	United Neighborhoods		CD 10 Constituent Center	City Building	1819 Western Avenue, Los Angeles, CA 90006		Free	N/A	No additional services

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No.	No. in the Category	NEIGHBORHOOD COUNCIL	Department Name	Building Name	TYPE OF MEETING SPACE	FACILITY ADDRESS	YEARLY AMOUNT	AMOUNT	TERM	COMMENTS
51	15	Van Nuys		Marvin Braude Constituent Services Center	City Building	6262 Van Nuys Boulevard, Van Nuys, CA 91401		Free	As-Needed	No additional services
52	16	West Los Angeles	Municipal	West LA Municipal	City Building	1645 Corinth Avenue, Los Angeles, CA 90025		Free	As-Needed	No additional services
53	17	Westchester-Playa Del Rey		Westchester Municipal	City Building	7166 West Manchester Avenue, Room 12A, Los Angeles, CA 90045		Free	As-Needed	No additional services
54	18	Empowerment Congress Central			City Building - Animal Shelter	1850 West 60th Street, Los Angeles, CA 90047		Free	As-Needed	No additional services
55	19	Pacoima			City Building - Community Center	11243 Glenoaks Boulevard, Pacoima, CA 91331		Free	N/A	No additional services
56	20	North Hollywood Northeast			City Building - Fire Station #89	7063 Laurel Canyon Boulevard, Los Angeles, CA		Free	As-Needed	No additional services
57	21	Hollywood United			City Building - Fire Station 82	1800 North Bronson Avenue, Los Angeles, CA 90028		Free	As-Needed	No additional services
58	22	Mid City			City Building - LAPD	4849 Venice Boulevard, Los Angeles, CA 90019		Free	As-Needed	No additional services
59	23	Mission Hills			City Building - LAPD Mission Hills			Free	As-Needed	No additional services
60	24	Westlike North			City Building - LAPD Rampart	1401 West 6th Street, Los Angeles, CA 90017		Free	As-Needed	No additional services
61	25	CANNDU			City Building - Library	120 West Florence Avenue, Los Angeles, CA 90003		Free	As-Needed	Additional services are Free
62	26	Wilshire Center-Koreatown			City Building - Library	694 South Oxnard Boulevard, Los Angeles, CA 90005		Free	As-Needed	No additional services
63	27	Zapata-King			City Building - Library	4607 South Main Street, Los Angeles, CA 90037		Free	As-Needed	No additional services
64	28	Hollywood Hills West			City Building - Library	7140 Sunset Boulevard, Los Angeles, CA 90046		Free	As-Needed	No additional services
65	29	Central Alameda			City Building - Rec Center	4700 Honduras Avenue, Los Angeles, CA 90011		Free	As-Needed	No additional services
66	30	Foothill Trails			City Building - Rec Center	11770 Foothill Boulevard, Lake View Terrace, CA 91342		Free	As-Needed	No additional services

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No.	No. in the Category	NEIGHBORHOOD COUNCIL	Department Name	Building Name	TYPE OF MEETING SPACE	FACILITY ADDRESS	YEARLY AMOUNT	AMOUNT	TERM	COMMENTS
67	31	Greater Cypress Park			City Building - Rec Center	2630 Pepper Avenue, Los Angeles, CA 90065		Free	As-Needed	No additional services
68	32	Mar Vista			City Building - Rec Center	11430 Woodbine Street, Los Angeles, CA 90066		Free		No additional services
69	33	Northwest San Pedro			City Building - Rec Center	560 North Western Avenue, San Pedro, CA 90731		Free	As-Needed	No additional services
70	34	West Adams			City Building - Rec Center			Free	As-Needed	No additional services
71	35	Mid-Town North Hollywood			City Building - Senior Center	5301 Tujunga Boulevard, North Hollywood, CA 91601		Free	As-Needed	No additional services
72	36	Wilmington			City Building - Senior Center	1371 Eubank Avenue, Wilmington, CA 90744		Free	As-Needed	No additional services
73	37	Harbor Gateway North			City Building - Shared Space Agreement	802 W. Gardena Blvd LA , CA 90247		Free	City Space Shared Agreement	No additional services

Attachment Two: Neighborhood Council Meeting Space

No.	No. in the Category	NEIGHBORHOOD COUNCIL	Department Name	Building Name	TYPE OF MEETING SPACE	FACILITY ADDRESS	YEARLY AMOUNT	AMOUNT	TERM	COMMENTS
74	1	Northridge West			LAUSD - School	18722 Knapp Street, Northridge, CA 91324	\$ 1,200.00	\$1,200/year	Yearly	Additional services included in Meeting Space cost
75	2	P.I.C.O			LAUSD - School	5360 Saturn Street, Los Angeles, CA 90019	\$ 1,200.00	\$1,200/year	Yearly	No additional services
76	3	Lake Balboa			LAUSD - School	17000 Gault Street, Lake Balboa, CA 91406	\$ 1,449.93	\$1,449.93/year	Yearly	No additional services
77	4	Park Mesa Heights			LAUSD - School	2611 West 52nd Street, Los Angeles, CA 90043	\$ 1,552.44	\$1,552.44/year	As-Needed	Fee includes facility maintenance
78	5	Arleta			LAUSD - School	9757 Beachy Avenue, Arleta, CA 91331	\$ 1,632.00	\$1,632/year	As-Needed	No additional services
79	6	Sherman Oaks			LAUSD - School	14755 Greenleaf Street, Sherman Oaks, CA 91403	\$ 1,718.88	\$143.24/month	As-Needed	Fee pays for school custodian and maintenance
80	7	Venice			LAUSD - School	1010 Abbot Kinney Boulevard, Venice, CA 90291	\$ 2,160.00	\$180/meeting	As-Needed	No additional services
LAUSD Facility:							\$ 10,913.25			
81	8	Chatsworth			LAUSD - School	10010 Variel Street, Chatsworth, CA 91311		Free	As-Needed	No additional services
82	9	Granada Hills South			LAUSD - School	105353 Zelzah Avenue, Granada Hills, CA 91344		Free	As-Needed	No additional services
83	10	Harbor Gateway South			LAUSD - School	21514 Hilldale Avenue, Los Angeles, CA		Free	As-Needed	No additional services
84	11	Northridge South			LAUSD - School	17960 Chase Street, Northridge, CA 91325		Free	As-Needed	No additional services
85	12	Porter Ranch			LAUSD - School	12450 Mason Avenue, Porter Ranch, CA 91326		Free	As-Needed	No additional services
86	13	Voices 90007			LAUSD - School	4505 South Raymond Avenue, Los Angeles, CA 90037		Free	As-Needed	No additional services
87	14	Westside NC			LAUSD - School	10800 West Pico Boulevard, Los Angeles, CA 90064		Free	As-Needed	No additional services

Attachment Two: Neighborhood Council Meeting Space

No.	No. in the Category	NEIGHBORHOOD COUNCIL	Department Name	Building Name	TYPE OF MEETING SPACE	FACILITY ADDRESS	YEARLY AMOUNT	AMOUNT	TERM	COMMENTS
88	1	Echo Park			LAUSD - School and Private Building	1018 Mohawk Street, Los Angeles, CA 90026 and 1740 West Temple Street, Los Angeles, CA 90026		Free	As-Needed	No additional services
89	2	Silverlake			LAUSD - School and Private Building	1511 Micheltorena Street, Los Angeles, CA 90026 and 2450 Glendale Boulevard, Los Angeles, CA 90039		Free	As-Needed	No additional services
90	3	Winnetka			Private Building - Lease Space and LAUSD - School	20122 Vanowen Street, Winnetka, CA 91306 and 8530 Limerick Avenue, Winnetka, CA 91306		Free	Monthly	No additional services
91	1	Elysian Valley Riverside			LAUSD - Schools and City Building - Rec Center	2225 Dorris Place, Los Angeles, CA 90031; 2210 Riverside Drive, Los Angeles, CA 90039; and, 1811 Ripple Street, Los Angeles, CA 90039	\$ 500.00	Free	As-Needed	Occasional fee for maintenance (approximately \$500 per year to use the City Owned Building)
92	2	Tarzana			City Building and LAUSD - School	5700 Beckford Avenue, Tarzana, CA 91356 and 5726 Topeka Drive, Tarzana, CA 91256		Free	Yearly	No additional services
93	3	Empowerment Congress Southeast		Mark Ridley-Thomas Constituent Center	City Building and LAUSD School	8475 South Vermont Avenue, Los Angeles, CA 90044 and 10101 South Broadway, Los Angeles, CA 90003		Free	As-Needed	No additional services
94	1	Historic Cultural			City Building - Library and Private Buildings	Multiple locations		Varies	As-Needed	No additional services
95	2	Sylmar			Private and Public Buildings	Multiple locations		Free	As-Needed	No additional services
96	1	Greater Valley Glen			College and LAUSD - School	5800 Fulton Avenue, Valley Glenn, CA 91401 and 13400 Erwin Street, Valley Glenn, CA 91401	\$ 576.00	Free and \$144/quarterly	Yearly	No additional services
Annual Total Facility Amount:							\$ 47,601.25			

Attachment Three: City Departments fees for City facilities for Neighborhood Councils

City Department	Cost	Notes
Police	\$76 per hour (top step cost, however this amount may vary depending on the officer used) for security.	Los Angeles Police Department (LAPD) charge for security but not for the space. For meetings at a City facility that require security to remain on premises beyond our regular schedule hours to monitor the entrance to the building, they bill the Neighborhood Councils (NC) for the hours on an overtime basis. In the event the NC request the presence of a police officer for Sergeant of Arms duties, they also charge the NC on an overtime rate. LAPD's Security Services Division (SECSD) is not aware if Area Divisions allow the NC to conduct their meetings at the Divisions. SECSD is not aware of any written policy.
Fire	Free	Does not charge for use of its facilities.
Airports	Free	Lake Balboa Neighborhood Council and some of their sub-committees use the Van Nuys Flyaway conference room, about five meetings per month on average, free of charge
Water and Power	Free	Hosts two meetings on Saturdays with no cost.
Harbor	N/A	Harbor does not lease any space to NC.
Library	\$54 per hour (minimum 4 hours) for security outside of the normal operating hours.	Library does not charge NC for any space rentals. They do charge a staffing security fee for events that are held before/after the Library's public hours.
Recreation and Parks	Staff fees are assessed outside of the normal operating hours.	The Board of Recreation and Parks has a policy which exempts City agencies, which includes the NC, from facility use fees, provided that the facility is available, and the meeting is held within the facility's normal operating hours. Staff fees are assessed outside of the normal operating hours. This exemption does not apply to facilities where a government use fee has already been established for the specific facility or in facilities for which the primary use is public rental for wedding or other social events.