


0220-05989-0000

TRANSMITTAL

TO Council	DATE 07-27-22	COUNCIL FILE NO. 22-0706
FROM Municipal Facilities Committee	COUNCIL DISTRICT 14	

The Municipal Facilities Committee (MFC) waived the attached report, prepared by the Department of General Services (GSD), which is hereby transmitted for Council consideration. Adoption of the report would authorize GSD to negotiate and execute a new license agreement with Urban Alchemy (UA) for the City-owned property located at 305 East 1st Street (CD 14) for the use of a call center and mobile crisis intervention services in the Downtown Los Angeles and Lincoln Heights area. The license agreement is coterminous with the service agreement with UA, which was recently extended through June 30, 2023.

There is no impact on the General Fund. No revenue will be generated during the term of this license extension agreement.


for Matthew W. Szabo
City Administrative Officer
Chair, Municipal Facilities Committee

MWS:LRR:05230006

CITY OF LOS ANGELES

CALIFORNIA

TONY M. ROYSTER
GENERAL MANAGER
AND
CITY PURCHASING AGENT



ERIC GARCETTI
MAYOR

DEPARTMENT OF
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LOS ANGELES, CA 90012
(213) 928-9555
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July 28, 2022

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

Attention: Michael Espinosa, Legislative Assistant

**REQUEST AUTHORITY TO NEGOTIATE AND EXECUTE A NEW
LICENSE AGREEMENT WITH URBAN ALCHEMY AT
305 E. 1ST STREET, LOS ANGELES, CA 90012**

The Department of General Services (GSD) requests authority to negotiate and execute a license agreement with Urban Alchemy (UA), a 501(c)3 non-profit organization, for the City-owned retail space located at 305 E. 1ST Street, Los Angeles, CA 90012 ("Premises"). UA will provide mobile crisis intervention services for the Downtown Los Angeles and Lincoln Heights service area, and will also serve as the program's call center.

BACKGROUND

On June 28, 2022, Council adopted a motion (C.F. 22-0706) to enter into a new no cost license agreement with UA to implement the City's Crisis and Incident Response through the Community Lead Engagement ("CIRCLE") pilot program. The City entered into Contract No. C-139200 for UA to perform services required to implement and execute the CIRCLE program and for COVID-19 mitigation services (as amended from time to time, the "CIRCLE Contract"). The CIRCLE Contract was recently renewed for an additional year from July 1, 2022 through June 30, 2023. The City's CIRCLE pilot program also operates out of another City owned property at 1710 N. Cherokee, (C.F. 21-0875) serving the Hollywood and Venice communities.

The CIRCLE Program features two primary program components. One is an alternative unarmed response to non-emergency 911 calls involving persons experiencing homelessness. The other is deployment of homeless outreach teams to de-escalate



situations that occur in the homeless population, create referrals to local providers, conduct light sanitation work and provide information on the prevention of Covid-19.

UA will use the Premises for a call center that receives and responds to non-emergency 911 calls, dispatch response teams, administrative operations of the program, and convening and deploying outreach staff. It will also operate a decompression center where staff can offer those experiencing homelessness a place to receive temporary relief from extreme weather or other detrimental environmental conditions in their homeless encampments and allows CIRCLE staff to offer food and water as well as service referrals.

The Premises is under the jurisdiction of the General Services Department (GSD). The Premises is currently occupied by the Los Angeles Food Policy Council and will be vacated by the organization on or before July 31, 2022. Council District 14 supports the proposed no-cost license agreement with UA.

TERMS AND CONDITIONS

The license agreement is coterminous with the service agreement with UA which was recently extended through June 30, 2023. If and to the extent the CIRCLE Contract is extended by the City beyond June 30, 2023, the license term shall be extended so that it is coterminous with such extended service contract. If the CIRCLE Contract is terminated or expires, the license agreement will automatically terminate.

The license agreement is at zero cost based upon UA's performance of services pursuant to its service contract with the City. A complete set of terms and conditions are outlined on the attached term sheet.

MAINTENANCE

Tenant Responsibilities

1. Keep and maintain the Premises in good condition and repair including without limitation all windows, doors, plate glass, fixtures, interior walls, flooring, ceiling, lighting, fire/life safety, pest control and plumbing.
2. Provide maintenance or reimbursement to the City for the maintenance and payment for a contract for HVAC serving the Premises
3. Provide routine maintenance and minor repairs to the roof over the Premises
4. Provide janitorial services for common areas including cleaning, sweeping, trash removal from patio, street and retail office area frontage of the Building, and exterior window cleaning for the Premises.
5. Trash pick up and disposal of trash from the Premises

City Responsibilities

Maintenance of exterior walls and roof replacement if necessary of the Premises

UTILITIES AND SERVICES*Tenant Responsibilities*

Furnish all utilities including but not limited to gas, water, sewer, telephone, internet, and electricity as are required by Tenant for its occupancy of the Premises.

COMMON PATIO AREA

Tenant agrees to restrict any and all outreach and supportive services to inside the Premises only. The common patio area is shared with the Greater Little Tokyo Anti-Crime Association located next door at 307 E. 1st Street, Los Angeles, CA 90012.

PARKING

City will provide four (4) unassigned parking spaces located at Parking Lot 7 at 140 N. Judge Aiso Street, Los Angeles, CA 90012. Two (2) parking spaces at \$75.00 per month and two (2) parking spaces free of charge.

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 being necessary for the implementation of such programs, does not require further analysis of community benefits in support of the license.

FISCAL IMPACT

There is no impact to the General Fund. No revenue will be generated from during the term of this license extension agreement.

RECOMMENDATION

That the Los Angeles City Council, subject to the approval of the Mayor, authorize the Department of General Services to negotiate and execute a new license agreement with Urban Alchemy for space located at 305 E 1st 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	7/28/2022
LANDLORD	City of Los Angeles
ADDRESS	111 E. First Street, Suite 201, Los Angeles, CA 90012
TENANT	Urban Alchemy
ADDRESS	1035 Market Street, Suite 150, San Francisco, CA 94103
LOCATION	305 E. 1st Street, Los Angeles, CA 90012
AGREEMENT TYPE	Non-Profit License Agreement
USE	CIRCLE Pilot Program - Homeless Outreach
SQUARE FEET	Approximately 2,394 Square Feet
TERM	One (1) Year or sooner upon expiration of service contract June 30, 2023
RENT START DATE	N/A
LEASE START DATE	Execution Date of License (Date Attested by City Clerk)
OPTION TERM	Extensions to be co-terminus with City's service contract with Urban Alchemy
HOLDOVER	No
SUBLET/ ASSIGNMENT	No Right to Sublease/Assign - Landlord approval
TERMINATION	Revocable immediately upon termination of UA's service contract with City
RENTAL RATE	\$0.00 (Zero Dollar Lease)
ESCALATION	N/A
RENTAL ABATEMENT	N/A
ADDITIONAL RENT	N/A
PROPERTY TAX	N/A
OPEX	N/A
CAM	N/A

OTHER	N/A
SECURITY DEPOSIT	N/A
MAINTENANCE/ REPAIR	Tenant <input type="text"/>
MAINTENANCE/ REPAIR DETAILS	TT: keep and maintain in good condition and repair without limitation: windows, doors, plate glass, fixtures, interior walls, flooring, ceiling, lighting, fire/life safety, pest control, HVAC, and plumbing. LL: Maintenance of exterior walls and roof.
TENANT IMPROVEMENTS	If and to the extent City give prior written approval for Licensee to install tenant improvements, Licensee will be responsible for any and all tenant improvements at it sole cost and expense.
PARKING	4 Unreserved parking spaces at Lot 7. 2 - Free of Charge and 2 - \$75 a month e
UTILITIES	Tenant
CUSTODIAL	Tenant
SECURITY	Tenant
PROP 13 PROTECTION	City is Exempt <input type="text"/>
INSURANCE (City)	City shall indemnify and hold harmless Landlord <input type="text"/>
OTHER:	<p>Urban Alchemy 1035 Market Street, Suite 150 San Francisco, CA 94103 Phone: 415-286-3920 Fax: 888-826-3342 Email: mikea@urban-alchemy.us Chief System Engineer- Michael Anderer</p>