

0220-06192-0000


**TRANSMITTAL**

TO Council	DATE 02-07-24	COUNCIL FILE NO. 20-0841-S23
FROM Municipal Facilities Committee	COUNCIL DISTRICT 14	

The attached report from the Department of General Services (GSD) was waived by the Municipal Facilities Committee and is hereby transmitted for Council consideration.

Adoption of the report recommendation would authorize GSD to negotiate and execute a lease agreement with Volunteers of America Los Angeles (VOALA) for the operation of a Tiny Home Village at 850 North Mission Road (CD 14). The lease term is three years, with two one-year options to extend, to commence upon approval and issuance of the Certificate of Occupancy. Additionally, Los Angeles Homeless Services Authority will execute a service contract with VOALA to operate the site.

**Fiscal Impact:** There is no anticipated General Fund impact. Homeless Housing, Assistance, and Prevention Grant Program Round 2 funds were approved in the 11th Roadmap funding report to fund construction. Operations of the site will be funded using County Roadmap Agreement funds, which the County of Los Angeles provides in compliance with the COVID-19 Homelessness Roadmap.

  
for Matthew W. Szabo  
City Administrative Officer

MWS:AW: 05240083

# CITY OF LOS ANGELES

CALIFORNIA

TONY M. ROYSTER  
GENERAL MANAGER  
AND  
CITY PURCHASING AGENT



KAREN BASS  
MAYOR

DEPARTMENT OF  
GENERAL SERVICES  
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CITY HALL SOUTH  
111 EAST FIRST STREET  
LOS ANGELES, CA 90012  
(213) 928-9555  
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February 1, 2024

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

Attention: Mandy Morales, Legislative Assistant

## **REQUEST AUTHORITY TO NEGOTIATE AND EXECUTE A LEASE AGREEMENT WITH VOLUNTEERS OF AMERICA LOS ANGELES FOR INTERIM HOUSING AT 850 NORTH MISSION ROAD, LOS ANGELES**

The Department of General Services (GSD) requests authority to negotiate and execute a new lease with Volunteers of America Los Angeles (VOALA) for the operation of a Tiny Home Village located at a City-owned property at 850 North Mission Road, Los Angeles, CA 90033 in Council District 14 (CD 14) for interim housing.

### **BACKGROUND**

The City's Homeless Coordinator requested that GSD negotiate a 36-month lease with VOALA for the use of a City-owned lot that is approximately 33,770 square feet.

Through this lease with VOALA, the site will be operated as an interim housing project that includes, among other things, tiny homes to accommodate 144 beds (including Americans with Disabilities Act compliant single beds), administration offices, mobile hygiene units with restrooms, showers and lavatories, on-site laundry, a pet relief area, outdoor sitting area for participants, a guard booth, individual storage bins, staff parking, and site perimeter fencing with privacy slats.

The Bureau of Engineering (BOE) is providing project design and construction management oversight. Construction for the project commenced in November 2022 with an expected completion in February 2024.

### **TERMS AND CONDITIONS**

The no-cost lease will commence upon approval and issuance of the Certificate of Occupancy and will be for up to three years with two, one-year options. It is coterminous with the service agreement. A complete set of terms and conditions are outlined on the attached term sheet.



**SHELTER SERVICES**

VOALA was selected by CD 14 and the Office of the City Administrative Officer as the non-profit organization to operate this site. VOALA is one of the largest and most comprehensive human services organizations touching the lives of over 1.5 million people each year in hundreds of communities throughout the United States. With over 31 affiliates across the country VOALA has been pursuing their mission since 1896.

LAHSA will execute a service contract with VOALA to operate the site.

**BUILDING MAINTENANCE, UTILITIES, AND LANDSCAPING**

The City shall maintain major building systems, including and limited to plumbing, electrical, and mechanical systems such as fire life safety systems that service the entire project.

VOALA shall be responsible for utilities and provide daily routine and preventative maintenance including interior electrical, light fixture(s), smoke detectors, fire extinguishers, localized plumbing drain backups which do not affect the main line, and damage resulting from negligent or other acts or omissions of VOALA and its parties. This includes replacement or repair of fixtures, electrical outlets, plumbing, and HVAC damaged as a result of intentional destruction of such property. VOALA will also maintain any landscaping and hardscape.

The CAO advises A Bridge Home Maintenance Fund was established through the CIEP with GSD for bridge home and homeless navigation site maintenance costs. The CAO is working with GSD to confirm ongoing costs and funding sources for Tiny Home Villages and additional Roadmap sites, which will be recommended in a subsequent report.

**ENVIRONMENTAL**

On June 7, 2022, the City Council and Mayor determined that the interim housing project involved in this approval, including leasing, was exempt from the California Environmental Quality Act (CEQA) through the CAO's 11th Roadmap funding report (CF# 20-0841-S23). Findings state that this site is statutorily exempt under Public Resources Code Section 21080(b)(4) as a specific action necessary to prevent or mitigate an emergency as also reflected in CEQA Guideline Section 15269(c); Public Resources Code section 21080.27 (AB 1197) applicable to City of Los Angeles emergency homeless shelters. The current leasing approval is an action toward implementing, and in furtherance of, the previously approved and exempt project.

**FUNDING**

In the 11th Roadmap funding report approved by the City Council on June 7, 2022 (20-0841-S23), \$5,551,471 of Homeless Housing, Assistance, and Prevention funds, Round 2 (HHAP-2) were allocated for the construction of the Tiny Home Village at 850 N. Mission Road. In the 17th Roadmap funding report approved by the City Council and Mayor on June 12, 2023 (20-0841-S34), \$2,162,160 of County Roadmap Agreement funds were allocated for the operations of the Tiny Home Village at 850 N. Mission Road.

**FISCAL IMPACT**

There is no anticipated impact to the General Fund at this time. Future operations of the Tiny Home Village will be supported with County Roadmap Agreement funds. Additional Homeless Services - General City Purpose funds can be allocated for maintenance, as necessary.

**RECOMMENDATION**

That the Los Angeles City Council, subject to the approval of the Mayor, authorize GSD to negotiate and execute a lease agreement with VOALA for the “Tiny Home” site located at 850 North Mission Road, Los Angeles, CA 90033 to operate an interim housing site under the terms and conditions substantially outlined in this report.



Tony M. Royster  
General Manager

Attachments: Term Sheet  
Premises Map

## LEASING TERM SHEET

MFC DATE 02/01/2024

LANDLORD City of Los Angeles

ADDRESS 111 E. 1st Street, Room 201, Los Angeles, CA 90012

TENANT Volunteers of America Los Angeles

ADDRESS 3600 Wilshire Boulevard, Suite 1500, Los Angeles, CA 90010

LOCATION 850 North Mission Road, Los Angeles, CA 90033

AGREEMENT TYPE Modified Gross

USE Interim Housing

SQUARE FEET 33,770 Square Feet

TERM Three (3) Years from final issuance of Certificate of Occupancy \*\* See "Other"\*\*\*

RENT START DATE Term starts upon final issuance of Certificate of Occupancy

LEASE START DATE Upon City Clerk Attestation

OPTION TERM Two (2) one (1) year options

HOLDOVER None

SUBLET/  
ASSIGNMENT No Right to Sublease/Assign

TERMINATION LL's option with thirty (30) day written notice. \*\*See "Other"\*\*\*

RENTAL RATE \$0.00

ESCALATION None

RENTAL ABATEMENT None

ADDITIONAL RENT None

PROPERTY TAX None

OPEX None

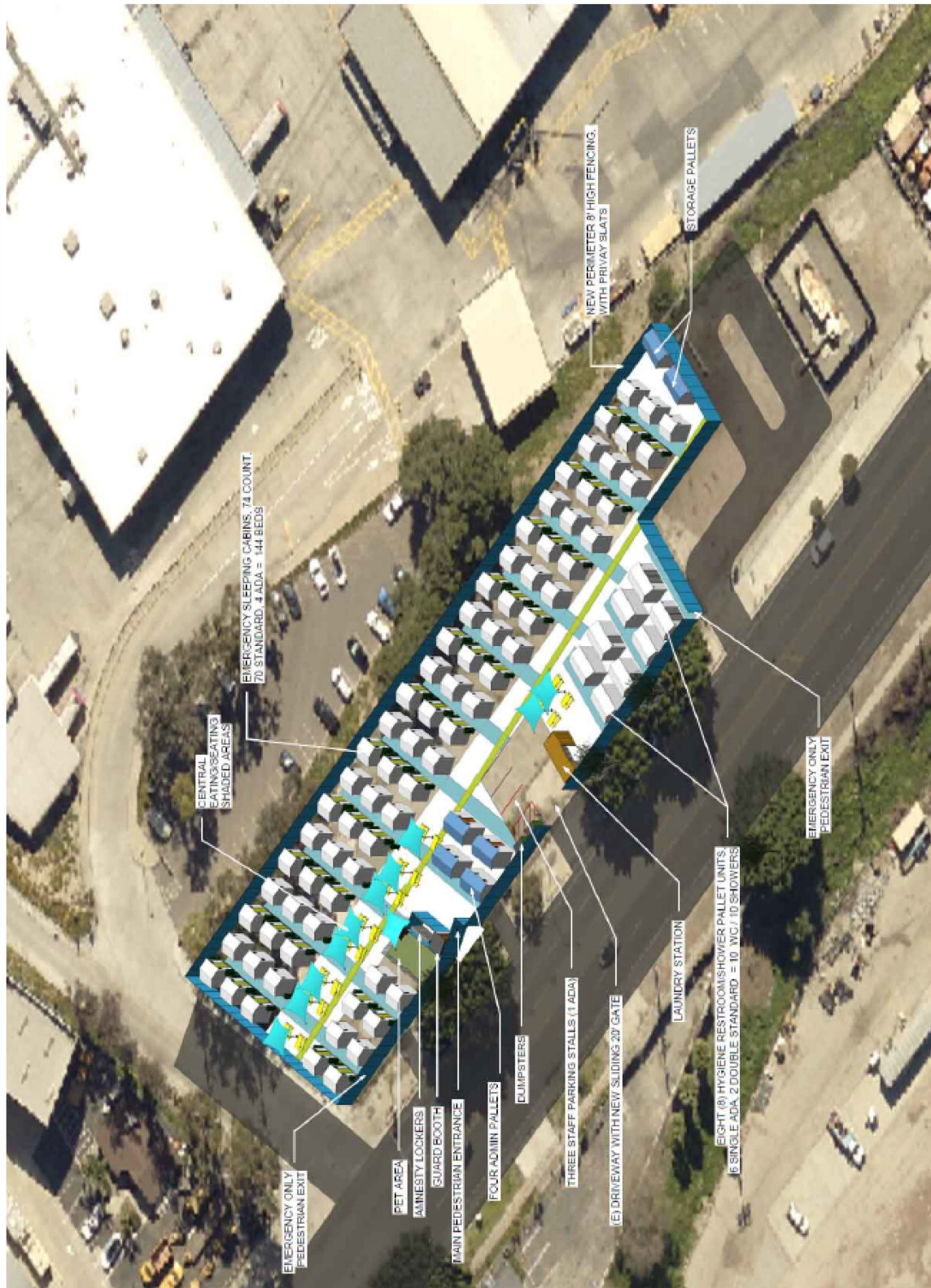
CAM None

OTHER	None
SECURITY DEPOSIT	None
MAINTENANCE/ REPAIR	Tenant
MAINTENANCE/ REPAIR DETAILS	See below Section: "Other"
TENANT IMPROVEMENTS	City of Los Angeles through Bureau of Engineering will design and oversee construction of the site. Estimated completion date 1st Quarter 2024
PARKING	As available on site
UTILITIES	Tenant
CUSTODIAL	Tenant
SECURITY	Tenant
PROP 13 PROTECTION	City is Exempt
INSURANCE (City)	Tenant shall indemnify and hold harmless the City
OTHER:	<p><b><u>Term:</u></b> In the event that the Service Contract terminates pursuant to the terms and provisions of the Service Contract, this Agreement shall, without any notice or action, automatically terminate. The Agreement is coterminous with the Service Contract.</p> <p><b><u>Early Termination:</u></b> City shall have the unilateral right to terminate this Agreement at any time for any reason upon thirty (30) day written notice to VOALA.</p> <p><b><u>Maintenance/Repair Details:</u></b></p> <p>City shall maintain major building systems, included and limited to plumbing, electrical and mechanical systems; such as fire life safety systems that service the entire project.</p> <p>VOALA shall be responsible for utilities and provide daily routine and preventative maintenance, including interior electrical, light fixture(s), smoke detectors, fire extinguishers, localized plumbing drain backups which do not affect the main line, and damage resulting from negligent or other acts or omissions of VOALA and its parties.</p>

OTHER:

**Maintenance/Repair Details *continued*:**

VOALA Continued: This includes replacement or repair of fixtures, electrical outlets, plumbing, and HVAC damaged as a result of intentional destruction of such property. VOALA will also maintain any landscaping and hardscape.



850 N. Mission Road  
 Los Angeles, CA 90033