


0150-12951-0000

**TRANSMITTAL**

TO The City Council	DATE 04/01/25	COUNCIL FILE NO. 21-0622
FROM Municipal Facilities Committee	COUNCIL DISTRICT 13	

At its meeting held on March 27, 2025, the Municipal Facilities Committee approved the attached Department of General Services (GSD) report, which is hereby transmitted for Council consideration. Adoption of the report recommendation would authorize GSD to negotiate and execute a non-profit license agreement with the Los Angeles Community Garden Council (LACGC) to operate a community garden at 5620 West Fountain Avenue. The term for the license agreement is five years, with one five-year option to extend.

**Fiscal Impact:** There is no General Fund impact as this is a no-cost license agreement. LACGC is responsible for tenant improvements, utility, maintenance, fencing, security, custodial, and landscaping costs.

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

MWS:AW:05250124

# CITY OF LOS ANGELES

CALIFORNIA

TONY M. ROYSTER  
GENERAL MANAGER  
AND  
CITY PURCHASING AGENT



KAREN BASS  
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

March 27, 2025

Honorable City Council  
City of Los Angeles  
c/o City Clerk  
Room 305, City Hall  
Los Angeles, CA, 90012

Attention: Adam Lid, Legislative Assistant

**REQUEST AUTHORITY TO NEGOTIATE AND EXECUTE A NON-PROFIT LICENSE  
AGREEMENT WITH LOS ANGELES COMMUNITY GARDEN COUNCIL AT  
5620 FOUNTAIN AVENUE, LOS ANGELES CA 90038**

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The Department of General Services (GSD) requests authority to negotiate and execute a new license agreement with the City of Los Angeles for the Fountain Community Garden, operated by the Los Angeles Community Garden Council (LACGC) (Licensee), a California 501 (c)(3) non-profit organization, located at 5620 Fountain Avenue, Los Angeles CA, 90038 in Council District 13 (CD13).

## **BACKGROUND**

In June 2009, LACGC established the Fountain Community Garden (FCG) to provide an inclusive space for organic gardening, sustainability education, and community programs. FCG is an 18,236 square foot (sf) City-owned parcel located at the corner of St. Andrews Place and Fountain Avenue. FCG cultivates a variety of crops, including tomatoes, peppers, cucumbers, squash, herbs, and fruit trees. The site also features an orchard producing figs, lemons, limes, avocados, and passionfruit. An apartment building abuts the property at St. Andrews Place and a combination of wrought iron gates and chain-link fence secures the area around Fountain Avenue.

Although FCG has operated for 15 years, no formal agreement governing its use was located. CD13 supports this license agreement to reaffirm its commitment to maintaining FCG at its current location, ensuring it remains a thriving hub for urban agriculture and community engagement. Future plans for FCG include garden box rebuilding, composting expansion, and enhanced educational programming. With recent funding from Children's Hospital Los Angeles, FCG will add a greenhouse to support year-round seedling growth and provide hands-on learning opportunities for members and local schools in plant propagation and sustainable farming techniques.

The Los Angeles Community Garden Council (LACGC), founded in 1998, strengthens communities by establishing and supporting gardens where residents can grow healthy food locally. Since its inception, LACGC has developed 47 community gardens, serving over 2,000 households as essential green spaces in urban areas. These gardens promote access to fresh food, environmental sustainability, and community engagement.



**TERMS AND CONDITIONS**

The proposed license agreement is for zero rent, for an initial five (5) year term with one (1) five (5) year option to extend at the City's sole discretion. Either party may terminate the agreement upon 90-day written notice. A complete set of terms and conditions are included in the attached term sheet

**MAINTENANCE/UTILITIES/LANDSCAPING**

The Licensee is responsible for all improvements and ongoing development of the community garden, including utility connections. They are responsible for all maintenance, utilities, custodial services, landscaping, fencing, and security ensuring the site remains in good and sanitary condition.

**COMMUNITY BENEFIT ANALYSIS**

The City Administrative Office (CAO) completed the attached Community Benefit Analysis (CBA) which supports the recommendation for approval of the proposed terms and conditions. See the attached CBA.

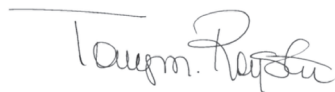
**FISCAL IMPACT**

There is no anticipated impact on the General Fund as the license agreement contains zero rent.

**RECOMMENDATION**

That the Los Angeles City Council, subject to the approval of the Mayor:

1. FIND, pursuant to Los Angeles City Charter Section 371(e)(10) and Administrative Code Section 10.15(a)(10), that the use of competitive bidding would be undesirable and impractical for this contract. The Los Angeles Community Garden Council (LACGC) is uniquely positioned to provide specialized services and programming for a community garden that meets the specific needs of Council District 13's constituents. With 15 years of experience operating this garden and an established infrastructure, by selecting LACGC as the service provider ensures efficient, cost-effective, and uninterrupted services to the community.
2. AUTHORIZE the Department of General Services to negotiate and execute a new license agreement with Los Angeles Community Gardens Council for a community garden at 5620 West Fountain Avenue, Los Angeles, CA 90038 under the terms and conditions substantially outlined in this report.




Tony M. Royster  
General Manager

Attachments: Term Sheet  
CBA  
Site Map

## LEASING TERM SHEET

MFC DATE	March 27, 2025
LANDLORD	City of Los Angeles
ADDRESS	111 East 1st Street, Los Angeles, CA 90012
TENANT	Los Angeles Community Garden Council
ADDRESS	1110 North Virgil Ave #381, Los Angeles, CA 90029
LOCATION	5620 Fountain Ave, Los Angeles, CA 90028
AGREEMENT TYPE	License
USE	Community Garden
SQUARE FEET	Approx 18,236 Square Feet
TERM	Five (5) years
EARLY POSSESSION	N/A
RENT START DATE	N/A
LEASE START DATE	Upon City Clerk's Attestation
OPTION TERM	One (1) Five (5) year option at City's Sole Discretion
HOLDOVER	Yes
SUBLET/ ASSIGNMENT	Right to Sublease - City approval
TERMINATION	Either party may terminate this agreement upon ninety day written notice
RENTAL RATE	\$0.00 per year
ESCALATION	N/A
RENTAL ABATEMENT	N/A
ADDITIONAL RENT	N/A

PROPERTY TAX	Licensee may be subject to possessory tax.
OPEX	N/A
CAM	N/A
OTHER	N/A
SECURITY DEPOSIT	N/A
MAINTENANCE/ REPAIR	Maintenance and repairs are the sole responsibility of the tenant.
MAINTENANCE/ REPAIR DETAILS	Tenant fixes all common areas and general maintenance of the site.
TENANT IMPROVEMENTS	Any repairs, alterations or other improvements required from the specific use of LACGC portion of their space shall be performed by LACGC at their sole cost and expense. City approval is required for any alterations or improvements.
PARKING	No parking will be provided by the City to LACGC under this agreement. There is street parking available which LACGC staff can access.
UTILITIES	LACGC shall be responsible for their own internet/connectivity/phones
CUSTODIAL	LACGC shall be responsible for their own custodial
SECURITY	LACGC shall provide at their own cost and expense security for their premises at a level that is necessary to ensure the safety of their employees and their FF&E.
PROP 13 PROTECTION	City will NOT provide Prop 13 protection.
INSURANCE (Licensee)	Licensee shall indemnify and hold harmless the City. Insurance requirement to be further defined in agreement.
OTHER:	Appropriate Insurance coverage to be determined by City Risk Management Division.
PRINT:	Omar Brownson
SIGNATURE:	

**Report from  
OFFICE OF THE CITY ADMINISTRATIVE OFFICER  
Community Benefits Analysis for Proposed Non-Profit Lease**

<b>I. Proposed Lease Terms and Conditions</b>	
Facility Location:	5620 West Fountain Avenue, Los Angeles, CA 90028 (Community Garden) in Council District 13
Lessee:	Los Angeles Community Garden Council (LACGC)
Council File Reference:	C.F. 21-0622 (Adopted by City Council on 5/5/2023)
Space Assignment:	Approximately 18,236 square feet (SF) (APN# 5536-002-916)
Term and Renewal Option:	Five-year term commencing upon execution, with one five-year option to extend.
Market Rate:	\$1.56 per square foot per month or \$341,377.92 annually
Proposed Rental Rate:	\$0.00 during the initial term, and rates are subject to re-negotiation at the discretion of the City.
Tenant Improvements, Maintenance, Utilities, Security, and Custodial Costs:	Lessee shall be financially responsible for tenant improvements, maintenance, utilities, security, and custodial costs.
<b>II. History and Current Services</b>	
Mission:	<p>LACGC's mission is to strengthen communities by building and supporting community gardens where every person in Los Angeles County can grow healthy food in their neighborhood.</p> <p>As part of LACGC, the mission of Fountain Community Gardens (FCG) is to provide a welcoming and inclusive space where members of the diverse community can come together to grow fresh, organic produce while fostering a deep sense of connection to the earth.</p>
Vision:	<p>LACGC's vision is to ensure that every person in Los Angeles County has access to a community garden where they can grow nutritious food close to home.</p> <p>The FCG envisions a future where the garden continues to expand its reach, becoming a hub for learning, creative expression, and collective action, ultimately contributing to the health and well-being of our entire community.</p>

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OFFICE OF THE CITY ADMINISTRATIVE OFFICER  
Community Benefits Analysis for Proposed Non-Profit Lease**

Background / History:	<p>LACGC was founded in 1998, following the social unrest of the Rodney King riots, recognizing the need for spaces that foster community healing, resilience, and unity in Los Angeles. LACGC manages 47 community gardens across the county, including FCG. LACGC manages community gardens because their maintenance rely on the involvement and stewardship of the people who use them, fostering a sense of collective ownership, empowerment, and engagement.</p>
Current Services:	<p>FCG currently offers the following services:</p> <ol style="list-style-type: none"> <li>1. <b>Volunteer Days:</b> This is a public volunteer day where community members can come together to help maintain the garden.</li> <li>2. <b>Gardening Spaces:</b> There are over 50 raised-bed plots available for members to rent and cultivate either individually or communally. These plots allow individuals and families to grow their own fruits, vegetables, herbs, and flowers in an urban setting.</li> <li>3. <b>Community Events:</b> FCG regularly organizes community events, including movie nights, seasonal celebrations, and special garden activities that are open to the public.</li> <li>4. <b>Educational Workshops:</b> These workshops discuss topics such as organic gardening, composting, and water conservation. FCG also collaborates with local master gardeners and organizations to teach practical skills, such as plant propagation, soil health, and sustainable gardening practices.</li> <li>5. <b>Artistic Workshops:</b> FCG partners with local artists to offer creative workshops, such as natural dyeing, floral arrangements, and wreath-making.</li> <li>6. <b>Composting and Sustainability Initiatives:</b> Garden members and volunteers help recycle organic waste into nutrient-rich compost, which is used to enrich the soil in the garden. FCG also holds workshops to educate the community on the benefits of composting and sustainable practices.</li> </ol>

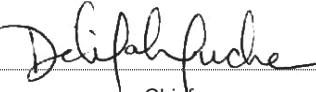
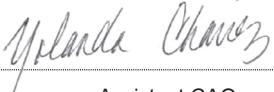
**Report from  
OFFICE OF THE CITY ADMINISTRATIVE OFFICER  
Community Benefits Analysis for Proposed Non-Profit Lease**

III. Community Benefits Analysis		
Value of Direct Services:	A. <u>Value of Dedicated Staff</u> : \$83,200.00	
	Staff	Rate
	FCG Staff	4 staff working at \$20/hour for 20 hours/week for 52 weeks/year
		Annual Salary
		\$83,200.00
	Total	\$83,200.00
Value of Direct Services:	B. <u>Value of Services to Participants</u> : \$313,547.78	
	Service	Rate
	Volunteer Days	30 volunteers valued at \$35.56/hour for 3 hours/event for 36 events/year
		Annual Value
		\$115,214.40
	Produce Value	\$125/bed/month for 12 moths/year for 55 plant beds
		82,500.00
	Seasonal Events	6 events/year valued at \$6,250/event
		37,500.00
	Educational Workshops	50 attendees/workshop valued at \$50/attendee/workshop for 12 workshops/year
Value of Direct Services:	Partnership Programs	\$3,333.34/partnership with 7 partnering schools and organizations*
		23,333.38
	Artistic Workshops	6 workshops for \$2,500/workshop
		15,000.00
	Composting Program	10 tons/year valued at \$1,000/ton
		10,000.00
	Total	\$313,547.78
	*This includes workshops and classes FCG delivers to students, materials for on-site volunteering and class instructions, meals, and guest speakers for multiple days of instruction/volunteering.	



**Report from  
OFFICE OF THE CITY ADMINISTRATIVE OFFICER  
Community Benefits Analysis for Proposed Non-Profit Lease**

Value of Operational Budget:	<p>C. <u>Value of Operational Budget</u>: \$25,502.60</p> <table> <tr> <th>Item</th><th>Annual Cost</th></tr> <tr> <td>Garden Maintenance Supplies</td><td>\$18,000.00</td></tr> <tr> <td>Water Utility Bill</td><td>6,492.00</td></tr> <tr> <td>Porta-Potty and Service</td><td>5,385.60</td></tr> <tr> <td>Program and Administrative Costs</td><td>2,000.00</td></tr> <tr> <td>Liability Policy</td><td>225.00</td></tr> <tr> <td>Plant Bed Rental (\$10/month for 12 months/year for 55 plant beds)</td><td>(6,600.00)</td></tr> <tr> <td style="text-align: right;">Total</td><td>\$25,502.60</td></tr> </table>	Item	Annual Cost	Garden Maintenance Supplies	\$18,000.00	Water Utility Bill	6,492.00	Porta-Potty and Service	5,385.60	Program and Administrative Costs	2,000.00	Liability Policy	225.00	Plant Bed Rental (\$10/month for 12 months/year for 55 plant beds)	(6,600.00)	Total	\$25,502.60
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Additional Offsets / In-Kind Services:	<p>D. <u>Value of Additional Offsets</u>: \$20,000.00</p> <table> <tr> <th>In-Kind Sponsorships</th><th>Annual Value</th></tr> <tr> <td>Home Depot (garden tools, furniture, and raised bed refurbishing)</td><td>\$10,000.00</td></tr> <tr> <td>Los Angeles Children's Hospital Donation</td><td>10,000.00</td></tr> <tr> <td style="text-align: right;">Total</td><td>\$20,000.00</td></tr> </table>	In-Kind Sponsorships	Annual Value	Home Depot (garden tools, furniture, and raised bed refurbishing)	\$10,000.00	Los Angeles Children's Hospital Donation	10,000.00	Total	\$20,000.00								
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Total Community Benefits:	<b><u>\$442,250.38</u></b> annually (=A+B+C+D above)																
Market Value for Leased Space:	<b><u>\$341,377.92</u></b> annually																
Benefits Finding and Recommended Action:	<p>Community benefits estimated at <b><u>\$442,250.38</u></b> annually exceed the annual market value of <b><u>\$341,377.92</u></b> for the leased space by <b><u>\$100,872.46</u></b>.</p> <p>Approval of the proposed lease terms is recommended on the basis that the value of the community benefits exceeds the market value of the leased space.</p>																

0220-05479-0058	Aira Wada		
Work Assignment Number	Analyst	Chief	Assistant CAO

YC:AW:00250045

Release Date: 01-30-25

# Los Angeles Community Garden Council

5620 Fountain Avenue  
Los Angeles, CA 90038

18,236 Square Feet

