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relative to this matter
refer to File No.

CITY OF LOS ANGELES

CALIFORNIA



JAMES K. HAHN
MAYOR

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HELEN GINSBURG
Chief, Council and Public Services Division

03-1514

December 4, 2003

PLACE IN FILES
DEC 10 2003
DEPUTY

Honorable James Hahn, Mayor
Councilmember Hahn
Councilmember LaBonge
Chief Legislative Analyst
All City Departments

Controller, Room 300
Accounting Division, F&A
Disbursement Division
City Administrative Officer
City Attorney (w/ blue sheet)

RE: POLICY AND PROCEDURE FOR LEASED AND SHARED SPACE FOR THE NEIGHBORHOOD COUNCILS

At the meeting of the Council held December 2, 2003, the following action was taken:

Attached report adopted.....	X
Attached motion () adopted.....	
Attached resolution adopted.....	X
FORTHWITH.....	
Motion adopted to approve communication recommendation(s).....	

J. Michael Carey

City Clerk
dng

TO THE COUNCIL OF THE
CITY OF LOS ANGELES

Your EDUCATION AND NEIGHBORHOODS COMMITTEE

reports as follows:

Public Comments XX Yes No

EDUCATION AND NEIGHBORHOODS COMMITTEE REPORT and RESOLUTION relative to the policy and procedure for leased and shared space for the Neighborhood Councils.

Recommendations for Council action, as initiated by Motion (Hahn - LaBonge):

1. ADOPT the accompanying RESOLUTION authorizing every certified Neighborhood Council, with the assistance of the Department of General Services (GSD) and Department of Neighborhood Empowerment (DONE), when operating on behalf of the Neighborhood Councils, to locate City-owned, lease, or private space for occupancy or to share with other departments or offices without the necessity for study, review or recommendation by the Municipal Facilities Committee.
2. APPROVE the Guidelines for the Acquisition of Neighborhood Council Office Space (Guidelines) listed in Attachment B of the DONE report, dated November 12, 2003 and attached to the Council file, for use in conjunction with GSD under the current City administrative process.
3. DIRECT the GSD to coordinate with the DONE in processing of Neighborhood Council requests for office space in privately owned facilities and lease execution through the current space acquisition and approval process, including a priority over all other pending lease negotiations for space of a similar size and location.
4. DIRECT the GSD to coordinate with the DONE in the identification of available City Owned/Leased Space, including existing donated City space.
5. DIRECT the Los Angeles Police Department to coordinate with DONE, on behalf of the Neighborhood Councils, for the accurate identification of available space within its existing Community Outreach Centers and manage potential negotiations and discussions regarding the possible use by Neighborhood Councils with the donors/landlords.
6. SUPPORT the Mayor's request for all General Managers to provide DONE with information on the identification of available, vacant Office Space within the jurisdiction of the Department.

7. REQUEST all Council Offices to identify any available, vacant office space within their respective Offices which may be available for use by Neighborhood Councils.
8. APPROVE the optional Neighborhood Council Office Premises Insurance Program listed in Attachment D of the DONE report, dated November 12, 2003 and attached to the Council file, through SPARTA, as follows: \$1,000,000 Premises Liability; \$2,000,000 General Aggregate; \$50,000 Fire Legal Liability; and the total cost for coverage at \$307.82 per year, per Neighborhood Council based on 1,000 square feet with the landlord included as the additional insured, including the City special indemnification.
9. REQUEST the City Attorney to draft an Ordinance to amend the Los Angeles Administrative Code (LAAC) Article 21, Chapter 4, Section 22.535 (b) to immediately provide delegation of the authority with respect to the administration and procurement of space, Neighborhood Council lease and agreement review and approvals, as stated in the DONE report, dated November 12, and attached to the Council file.
10. REQUEST the City Attorney to draft an Ordinance which delegates to the DONE the entire responsibility for assisting Neighborhood Councils in obtaining/leasing space, including the administration of shared City space and execution of private leases on the behalf of the Neighborhood Councils.
11. APPROVE the use of a Standard Neighborhood Council Lease, Donated Space Letter Agreement or City Inter-Departmental Space Sharing Acknowledgment, thereby authorizing the General Manager, DONE, or designee, and the Neighborhood Councils President to enter into a Standard Neighborhood Council Lease, Donated Space Letter Agreement or City Inter-Departmental Space Sharing Acknowledgment with a private landlord or owner of a City-lease/owned facility.
12. AUTHORIZE General Managers of the City Departments to directly approve the assignment of office space within the department to a Neighborhood Council provided that a City Inter-Departmental Space Sharing Acknowledgment accompanies the General Manager's approval.
13. AUTHORIZE the Controller to provide DONE with the appropriate financial recommendations to facilitate payments for services and/or rent to landlords and/or charge-backs to City Departments from the Neighborhood Council Funding Program per Neighborhood Council, and as may be identified in any negotiated lease, agreement or acknowledgment document.
14. DIRECT the DONE to report semiannually to the Municipal Facilities Committee, Education and Neighborhoods Committee and any other designated Council Committee on the status of the program.

Fiscal Impact Statement: None submitted by the DONE. Neither the Chief Legislative Analyst nor the City Administrative Office has completed a financial analysis of this report.

Summary:

On November 18, 2003, the Education and Neighborhoods (EN) Committee considered the DONE report, dated November 12, 2003. The EN Committee approved the DONE report recommendations.

In its report dated November 12, 2003, the DONE reported that based on the current Charter and Ordinance authorities, Neighborhood Councils, under the umbrella authority of the DONE, can immediately work through DONE to negotiate the approval of lease agreements in privately owned facilities.

The Neighborhood Council/DONE would be required to employ the existing process to secure space, which includes working directly with the Department of General Services (GSD) to forward the request to the Municipal Facilities Committee, Council Committee and to the Council. Upon Council approval, GSD and the City Attorney is requested to work with the Neighborhood Council/DONE to execute the lease and secure move-in dates. This same process holds true for donated space and acquiring space in City-owned or leased facilities, with minor exceptions.

The approval of the Guidelines for the Acquisition of Neighborhood Council Office Space, attached to the DONE report dated November 12, 2003 on the Council file, will expedite the selection of office space in privately owned facilities while providing guidance in the negotiation and execution of leases. This matter is now forwarded to the Council for its consideration.

Respectfully submitted,

EDUCATION AND NEIGHBORHOODS COMMITTEE

EN VOTE
HAHN
ZINE
VILLARAIGOSA

YES
YES
YES

MCP
11/18/03

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Rept & Reso

ADOPTED

DEC 02 2003

LOS ANGELES CITY COUNCIL

CITY OF LOS ANGELES

CALIFORNIA

BOARD OF NEIGHBORHOOD COMMISSIONERS

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DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

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GREG NELSON
GENERAL MANAGER
CLAUDIA DUNN
ASSISTANT GENERAL MANAGER

www.lacityneighborhoods.com

November 12, 2003

Honorable Members of the Education and Neighborhoods Committee
C/O Office of the City Clerk
City Hall, Room 395, 200 North Spring Street
Los Angeles, CA 90012

SUBJECT: OFFICE SPACE FOR NEIGHBORHOOD COUNCILS – COUNCIL FILE 03-1514

Honorable Members:

On July 15, 2003, Council moved that within 30 days, the Department of General Services, the Department of Neighborhood Empowerment (DONE) and the Office of the City Attorney provide a written report to the Education and Neighborhoods Committee, detailing proposals and recommendations related to a set of citywide policies and procedures for Neighborhood Councils to obtain office space, including:

1. Obtaining space in City-owned facilities
2. Obtaining space in privately-owned facilities
3. Terms and conditions for Neighborhood Council Office Leases


At its regular meeting in August 5, 2003, your Committee considered the Council action, requesting that the report be provided within 45 days. At the October 21, 2003 meeting, DONE provided a status report on the issue, requesting that the final report be discussed at the Committee's November 18, 2003, meeting. The Committee has since requested that the Los Angeles Police Department (LAPD) assist in the research and preparation of the report with specific reference to the LAPD community/neighborhood facilities.

The attached report provides a series of recommendations for Committee action on this matter.

Sincerely,


GREG NELSON
General Manager

PREPARED BY:


CLAUDIA DUNN
Assistant General Manager

Cc: Office of the Mayor
Office of the City Attorney
Department of General Services
City Administrative Officer
Los Angeles Police Department

GN: CD

Attachments

ACQUIRING NEIGHBORHOOD COUNCIL OFFICE & MEETING SPACE

Prepared for: Education and Neighborhoods Committee

November 18, 2003

OVERVIEW

Securing office space, as well as meeting space, is critical to the success of the Citywide System of Neighborhood Councils and their empowerment as legitimized entities within their surrounding communities. It is important to note that a Neighborhood Council system of governance was not envisioned in crafting the City Charter, Administrative Codes and Ordinances with respect to the acquisition and allocation of office and meeting space for Neighborhood Councils.

Given that Neighborhood Councils (NCs) are considered governmental entities, they would be subject to a variety of City processes and requirements for the acquisition of space, including the requirement that all leases must be approved by the City Council [Charter Section 371 (a), (e) (4)]. Within the current approval processes, if each NC lease were to be considered top priority (assuming there were no other leases with that priority), it could still require a minimum of 4-6 months for approval and execution of a lease within a private facility. The regular leasing and space acquisition process, including City Council approval and authorization for use of City-owned or leased space, is far too long given the expectations and immediate needs of the Neighborhood Councils.

A Working Group composed of staff from the Department of General Services (Asset Management Division), Office of the City Attorney (Neighborhood Council Advice Division and Real Property/Environment Division), City Administrative Officer (Risk Management Division) and the Department of Neighborhood Empowerment (DONE), have been collaborating on Neighborhood Council office space issues and developed the initial Draft Guidelines for Acquisition of Neighborhood Council Office Space (August, 2003). This document was distributed to the Neighborhood Council leaders and public comment incorporated into the Working Group's final recommendations related to negotiating the acquisition of space by Neighborhood Councils in:

- Privately-owned Facilities with Rent
- Privately-owned Facilities without Rent (donated space)
- City-owned or Leased Facilities

IMMEDIATE IMPLEMENTATION RECOMMENDATIONS

Based on the current Charter and Ordinance authorities, Neighborhood Councils, under the umbrella authority of the Department of Neighborhood Empowerment, can immediately work through DONE (as a City Department), to negotiate the approval of lease agreements in privately owned facilities.

The Neighborhood Council/DONE would be required to employ the existing City process to secure space and negotiate a lease or agreement, which includes working directly with DGS (Asset Management Division) to move the request to execute a lease through the City Council and its designated Committees (Municipal Facilities Committee and Information Technology & General Services Committee). Upon approval by Council to negotiate the lease, DGS and the City Attorney would work with the Neighborhood Council/DONE to execute the lease and secure move-in dates.

The same process holds true for utilizing donated space and acquiring space in City-owned or leased facilities, with some minor exceptions. In each of these cases, Neighborhood Councils should be clear on the terms and conditions by which they will occupy space, while minimizing liability to both the Neighborhood Council and the City. *In any event, it should again be noted that the current City process does not allow for prompt implementation, given the established administrative process per Ordinance, Charter and Resolution authorities.*

Recognizing this challenge, the Department of Neighborhood Empowerment can immediately reorganize internal workloads to dedicate one staff member as a NC office space Program Administrator in order to assist Neighborhood Councils through this process and expedite any administrative impediments that may arise when utilizing the existing space acquisition system.

In addition, there are several areas wherein the Education & Neighborhoods Committee could direct immediate action to facilitate timelier processing of leases, agreements and authorizations to legitimize occupancy in office space for Neighborhood Councils.

I. Exempt Neighborhood Councils/DONE from One Level of Administrative Review and Approval for Office Space

- It is recommended that the Education & Neighborhoods Committee approve the attached amendment (see Attachment A) to the Municipal Facilities Committee Resolution (10-2-56, revised: 3-28-89), in order to expedite Neighborhood Council requests for space.

Adoption of this Resolution would exempt DONE (when operating on behalf of the Neighborhood Councils) from the administrative

requirement that their space needs be submitted to the Municipal Facilities Committee 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.

Since the MFC meets only one time per month, removing this layer of administrative review would enable DONE and DGS to forward space need requests directly to the Information Technology & General Services Committee for approval and referral to the full Council.

II. Securing Office Space in Privately-owned Facilities

Under the current administrative process and in order to expedite the acquisition of office space in privately-owned facilities, it is recommended that the Education & Neighborhoods Committee:

- Approve the attached **Guidelines for the Acquisition of Neighborhood Council Office Space (“Guidelines”)**, Attachment B, for use in conjunction with DGS under the current City administrative process.

Approval of the Guidelines will expedite the selection of office space in privately owned facilities while providing guidance in the negotiation and execution of leases, authorizations or agreements between a landlord and the City/Neighborhood Council.

- Direct the Department of General Services to coordinate with the Department of Neighborhood Empowerment in the processing of all Neighborhood Council requests for office space in privately owned facilities and lease execution through the current space acquisition and approval process. **This includes the direction that Neighborhood Council lease requests receive a heightened priority over all other pending lease negotiations for space of a similar size and location.**
 - *The current process may take from 4-6 months before a lease can be processed and the NC would be able to occupy private space. This timeline includes all Council, Committee and Municipal Facilities Committee levels of review and approval. Processing requests to execute leases in privately owned facilities, without the necessity of obtaining Municipal Facilities Committee approval, will expedite this process significantly.*
 - *Templates for a **Standard Neighborhood Council Lease and Donated Space Letter Agreement** have been developed in draft form by the Office of the City Attorney to expedite these types of*

arrangements in privately owned facilities. Use of these templates will shorten the level of review within the current process.

III. Securing Office Space in City-owned or Leased Facilities

Under the current administrative process and in order to expedite the acquisition of office space in City-owned or leased facilities, it is recommended that the Education & Neighborhoods Committee:

- ❑ Direct the Department of General Services to coordinate with the Department of Neighborhood Empowerment in the identification of available City Owned/Leased Space, including existing donated City space.
- ❑ Direct the Los Angeles Police Department to coordinate with DONE (on behalf of the Neighborhood Councils) the accurate identification of available space within existing Community Outreach Centers (See Attachment C) and manage potential negotiations and discussions regarding possible use by Neighborhood Councils with donors/landlords.
- ❑ Support the Mayor's request for all City General Managers to respond to DONE regarding the identification of available, vacant Office Space within the jurisdiction of said City Department. It is further recommended that the Committee suggest that all City Council Offices likewise identify any available, vacant office space within their respective Offices.
 - *The template for a **City Inter-Departmental Space Sharing Acknowledgement** has been developed in draft form by the Office of the City Attorney to expedite these types of arrangements in City owned or leased facilities.*
 - *Space sharing in City facilities, without the necessity of obtaining Municipal Facilities Committee approval, will expedite this process significantly.*

IV. Neighborhood Council Office Premises Insurance Program

A landlord or owner may require additional insurance for occupancy in a privately owned facility. The City's Risk Manager has negotiated an exceptional program specifically for Neighborhood Councils, in the event that a private landlord requires additional insurance. It is recommended that the Education and Neighborhoods Committee:

- Approve the optional Neighborhood Council Office Premises Insurance Program (Attachment D) through SPARTA, as follows:
 - a. \$1,000,000 Premises Liability
 - b. \$2,000,000 General Aggregate
 - c. \$ 50,000 Fire Legal Liability
 - d. The Total Cost for coverage will be \$307.82 per year per NC, based on 1,000 square feet with landlord included as the additional insured, including the City of Los Angeles special indemnification.

RECOMMENDATIONS FOR COMMITTEE ACTION

In addition to the above listed recommendations, the Working Group recommends the following, additional authority and process changes relative to substantially reducing the time required for the acquisition of office space by Neighborhood Councils with Elected Boards with access to their annual funding.

It is estimated that Committee and Council adoption of these additional key process changes, (most importantly, the ordinance changes which eliminate DGS and Council from the NC space approval process by delegating authority to DONE) will result in any Neighborhood Council being able to occupy office space within 30-45 days of submitting the negotiated Neighborhood Council lease or agreement to DONE for processing and approval. If the Neighborhood Council prefers occupancy in available and vacant City owned/leased facilities, occupancy could occur sooner than 30-45 days.

It is therefore recommended:

1. That the Education and Neighborhoods Committee and City Council authorize modification of the Los Angeles Administrative Code Article 21, Chapter 4, Section 22.535 (b) in order to immediately provide delegation of authority with respect to the administration and procurement of space, Neighborhood Council lease and agreement review and approvals, as follows:

*The Department of Neighborhood Empowerment, with the assistance of the Department of General Services and the Office of the City Attorney, is authorized as the designated primary entity for administering and acting as a liaison and facilitator for the **NC Office & Meeting Space Acquisition, Leasing and Procurement Program ("Program")**.*

2. That the Education and Neighborhoods Committee and City Council direct the Office of the City Attorney to draft an ordinance which delegates to the Department of Neighborhood Empowerment, the entire responsibility for

assisting Neighborhood Councils in obtaining/leasing space, including the administration of shared City space and execution of private leases on behalf of the Neighborhood Councils.

It is also recommended that the Committee consider directing DONE and the Office of the City Attorney to research and pursue long-range Charter changes with respect to these authority issues.

3. That the Education and Neighborhoods Committee and City Council formally approve the use of a **Standard Neighborhood Council Lease, Donated Space Letter Agreement or City Inter-Departmental Space Sharing Acknowledgement**, (developed based on the *Guidelines*), thereby authorizing the DONE General Manager (or his designee) and the designated NC President to enter into a *Standard Neighborhood Council Lease, Donated Space Letter Agreement or City Inter-Departmental Space Sharing Acknowledgement* with a private landlord or owner of a City-leased/owned facility.

*Neighborhood Councils requesting Office Space outside the parameters of these Guidelines will be required to enter into **Neighborhood Council Exception Lease Agreements ("Exception Agreements")** which will necessitate compliance with the current standard City leasing policies for acquiring office space, which includes, but is not limited to, lease approval by the Municipal Facilities Committee and City Council, as detailed in the applicable Sections of the City Charter, Ordinance and Municipal Facilities Committee Resolution.*

4. That the Education and Neighborhoods Committee and City Council authorize City Department General Managers to directly approve the assignment of office space within said City Department to a Neighborhood Council provided that a *City Inter-Departmental Space Sharing Acknowledgement* accompanies said General Manager's approval.
5. That the Education and Neighborhoods Committee and City Council authorize the Controller to provide DONE with appropriate financial recommendations to facilitate payments for services and/or rent to landlords and/or charge-backs to City Departments from the Neighborhood Council Funding Program per Neighborhood Council, and as may be identified in any negotiated lease, agreement or acknowledgement document.
6. That the Education and Neighborhoods Committee and City Council direct the Department of Neighborhood Empowerment to report Semiannually to the Municipal Facilities Committee, Education and Neighborhoods Committee and any other designated Council Committee on the status of

the "Program." The Semiannual Report will include the assignment of Office Space to requesting Neighborhood Councils, the type and length of agreement and location.

7. Fiscal Impact: None.

- a. It is anticipated that by reorganizing key work components of DONE both within its Field Operations Division and Administrative Services Division, there is an existing, vacant Management Analyst II (Class Code 9184-2) position which could be immediately dedicated to administer the Program on a full-time basis and coordinate attendant processes with the Field Operations Staff (Project Coordinators.) The position is in the process of being re-exempted from the hiring freeze at this time.
- b. The Program Administrator will manage the workload of up to 100 Neighborhood Councils requesting space assistance, including the review and implementation process of each request for office and/or meeting space, conformance with established guidelines and procedures and securing efficient approvals within established timeframes. This would include developing working relationships and contracts with landlords offering Executive Office Suite space options (see Attachment E).
- c. The Program Administrator will manage and coordinate requests for Meeting Space in City Departments by utilizing the City Department Meeting Space List compiled by DONE and as referenced in Council File 02-0090 (Available Facility Resources-see Attachment F). The Program Administrator will also work with Neighborhood Councils to assist in contract negotiation for other types of Meeting Space, as needed.

RECOMMENDATION BACKGROUND AND ANALYSIS

I. Authority/Legality Issues

As previously stated, the original authors of the City Charter, ordinances and other legislation did not consider the integration of an advisory body (Neighborhood Councils) and their status as a governmental entity into the daily processes of city government. As Neighborhood Councils are certified, elect governing boards and take public actions to formulate advisory positions and spend public funds, it is evident that augmentation and incremental revisions to City legislation must be considered with respect to enhancing their ability to operate efficiently as independent bodies.

With respect to the acquisition of space, leasing agreements (contracts), and current approval authorities, the following Charter, Administrative Code and Council Resolution citations reflect the current authority and process issues which pose challenges for the timely identification, assignment and acquisition of office space.

Charter Section 371 (a) & (e), (4) states the following:

“(a) **Competitive Bidding.** Except as provided in subsection (e) below, the City shall not be, and is not, bound by any contract unless the officer, board or employee authorized to contract has complied with the procedure for competitive bidding or submission of proposals established by this section and ordinance.”

“(e) **Exceptions.** The restrictions of this section shall not apply to:

(4) Contracts for leasing as lessee or purchasing real property when approved by majority vote of the Council.”

It is this Charter Section that requires all contracts for leasing be approved by a majority vote of the Council, unless sent out for competitive bid through the Request for Proposal process.

Article 8, Section 22.535 (b) of the Los Angeles Administrative Code designates that the Department of General Services:

“(b)....shall manage the leasing of the Los Angeles Mall facilities; the leasing of space needed for City departments, and leasing of City real property....”

Article 1, Section 7.1 of the Los Angeles Administrative Code also states that:

“...In order to more effectively manage the Real Property assets of the City of Los Angeles, the Council has established the Asset Management Program under the direction of the General Manager of the Department of General Services. “

Additionally, Section 7.5 (Rental of Land) of this same Article indicates:

“(5) Except as otherwise provided in the City Charter and in this section, the leasing or granting of permission to use City-owned real property under the control of any department, bureau or office under the General Budget shall be approved by the Council by ordinance, order or resolution.”

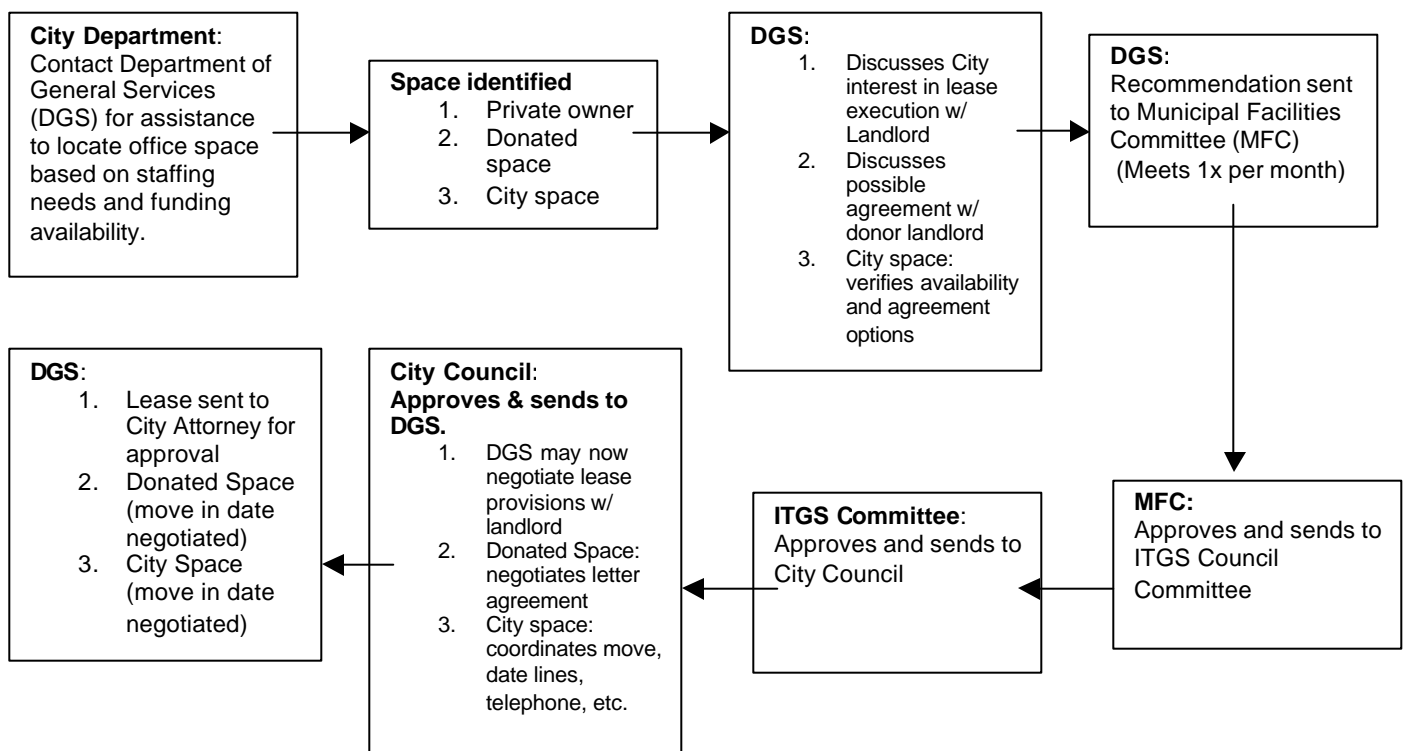
A Council Resolution dated October 2, 1956, and revised on March 28, 1989, created the Municipal Facilities Committee (MFC), currently consisting of the City Administrative Officer, Chief Legislative Analyst and the General Manager, Department of General Services. The Committee was created for the purpose of advising the Mayor and Council on the efficient utilization, acquisition and sharing of quarters/space needed by various departments and offices to operate and serve the public. The MFC meets once per month and all DGS reports on the utilization and assignment of space are reviewed and moved on through the Council approval process from that point in time.

In terms of existing legislation, current authorities and processes, it is important that the Committee be aware that the following key options were considered vis-à-vis streamlining and augmenting existing authority issues with respect to the acquisition of office space for Neighborhood Councils.

- ❑ **Option #1:** Utilize the **current process** for the acquisition of office space for City Departments (status quo). **Neighborhood Councils may currently employ this process under the umbrella of the Department of Neighborhood Empowerment.**

Total estimated time to acquire space: 4-6 months.

The flow chart below generally reflects the current process that is required for City Departments to occupy or secure additional office space.



Option #1 Assessment

Advantage:

- ✓ Least risk and liability.
- ✓ No Administrative Code or Charter changes are required

Disadvantage:

- ✓ Time frame for move-in is excessive.
- ✓ Approval process is time-consuming and cumbersome.

WORKING GROUP RECOMMENDATION:

Due to the time frame involved in the existing City process, the Working Group does not recommend this option for Neighborhood Councils in the long term. It should be noted that if a Neighborhood Council decides to pursue negotiating a lease for office space outside the parameters of the *Guidelines*, the Neighborhood Council would be required to utilize the existing city process for the acquisition of Office Space (*Exception Agreements*).

- ❑ **Option #2: Amend relevant City Charter Sections** to exempt Neighborhood Councils from the above referenced provisions requiring City Council approval on all leases and contracts (**Long term**).

Option #2 Assessment:

Advantages:

- ✓ Expedited leasing process for Neighborhood Councils.
- ✓ Provides flexibility for NC's to secure space in privately owned facilities.

Disadvantages:

- ✓ Charter change cannot be accomplished before Year 2005
- ✓ Risk of Voter disapproval.

WORKING GROUP RECOMMENDATION:

The Working Group recommends that a change in the City Charter be pursued in the long-term to legitimize a process and authority concerns regarding contracts and leases for Neighborhood Councils. This recommendation, however, does not ameliorate the immediate need to secure office space for Neighborhood Councils in a more timely fashion.

- ❑ **Option #3: Amend Article 21, Chapter 4, Section 22.535 (b) of the Administrative Code** to place the responsibility, partially or entirely, under the purview of DONE with respect to NC space requirements and private leases (**Immediate/Short Term**).

Approve proposed revisions to the original Municipal Facilities Committee Resolution thereby exempting the Department of Neighborhood Empowerment (when operating on behalf of the certified Neighborhood Councils) from the administrative requirement that their space needs be submitted to the Municipal Facilities Committee 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 **(Immediate)**.

Prepare an entirely new ordinance wherein DONE is afforded the entire responsibility for assisting Neighborhood Councils in obtaining/leasing space, including the administration of the City-owned, leased and privately owned space obtained by Neighborhood Councils **(Mid-range Term)**.

Option #3 Assessment:

Advantages:

- ✓ Provides immediate resolution to process and time concerns for all agreements negotiated & utilizing Standardized Guidelines and Agreements specifically developed for Neighborhood Councils.
- ~~✓ Eliminates review and approval requirement of Council, Council Committees, and DGS for NC space requests.~~
- ✓ ***Eliminates review and approval requirement of Council and Council Committees and DGS for NC private leasing requirements if the Competitive Bidding Process is used pursuant to Charter Section 371. Otherwise, the Council and Council Committees, with the exception of the Municipal Facilities Committee, will continue to approve all leases, including Neighborhood Council leases, until the Charter is amended. (Revised: 11/17/03)***
- ✓ Occupancy could occur within 30-45 days of signed agreement.
- ✓ Less risk and liability if all leases and agreements follow formalized templates and procedures.
- ✓ Standardized agreements will streamline City Attorney review process (form and legality only).

Disadvantages:

- ✓ While DGS will continue to provide assistance and training, their involvement (expertise) in negotiation and execution will be reduced.

WORKING GROUP RECOMMENDATION:

The Working Group recommends immediate augmentation to both the Administrative Code and Municipal Facilities Committee Resolution, as proposed, in order to immediately streamline both process and authority issues attendant to securing Neighborhood Council Office Space. By delegating authority to DONE for this purpose, complete and immediate Program execution can commence.

II. Process and Program Implementation Issues

As previously indicated, the current process and authority for the acquisition of office space lies with the Department of General Services. Given that DGS is responsible for a very high volume of facilities citywide, the additional management of 100+ Neighborhood Councils and their office space agreements

would be unwieldy and difficult to manage in tandem with current DGS workload and existing resources.

Although the Department of Neighborhood Empowerment is likewise facing workload and efficiency challenges with respect to Neighborhood Council elections, outreach, trainings, funding, additional group identification/certification, policy matters and systems integration, management has determined that the most effective means by which to manage the acquisition of both office and meeting space for Neighborhood Councils would be to immediately assign a member of the Administrative Services NC Funding Staff (Management Analyst II) to act as the interim (until the vacant position is unfrozen) Administrator for the "*Program*" with the assistance and guidance of DGS and the Office of the City Attorney.

The DONE Program Administrator would be responsible for:

- ❑ Assisting with the coordination of office and meeting space for Neighborhood Councils.
- ❑ Program implementation, negotiating, reviewing and providing recommendations for General Manager approval of Neighborhood Council occupancy agreements for space in City facilities, privately-owned facilities and donated facilities, with the assistance of the Office of the City Attorney.
- ❑ Coordinating and managing the identification of meeting and office space with the assistance of the Department of General Services.
- ❑ Tracking all Neighborhood Council leases and agreements and ensure timely implementation of agreements.
- ❑ Coordinating Neighborhood Council contractual requests for meeting space apart from those spaces located outside existing City facilities.
- ❑ Providing Semiannual Reports to the Municipal Facilities Committee and the Education and Neighborhoods Committee related to the assignment of space to the Neighborhood Councils.
- ❑ Providing assistance related to donated, leased or purchased equipment and supplies for Neighborhood Council office space on a timely basis.
- ❑ Ensuring that the funding integration and facility requirements are appropriately managed for Neighborhood Councils occupying office space, including the Neighborhood Council Office Premises Insurance Program and the Neighborhood Council Funding Program.
- ❑ Functioning as liaison and coordinator with all involved individuals, groups and vendors on facilities and equipment issues for Neighborhood Councils occupying office space.

Moving past the Authority/Legality Issues detailed above, DONE would administer the Program, as described in Attachment G and employ the "Guidelines" for the assessment and processing of all office space acquisition issues for Neighborhood Councils.

Currently, it is estimated that 19 Neighborhood Councils are now occupying office space in City facilities, or City Council offices or donated space as detailed in the Chart below:

NEIGHBORHOOD COUNCIL	OFFICE LOCATION	PRIVATELY OWNED/CITY OWNED OR LEASED
Central San Pedro NC	DONE Harbor Office (San Pedro City Hall)	City
Coastal San Pedro NC	DONE Harbor Office (San Pedro City Hall)	City
Empowerment Congress Central Area	Constituent Services Center 8475 S. Vermont Ave.	City
Empowerment Congress Southwest Area	Constituent Services Center 8475 S. Vermont Ave.	City
Harbor City NC	CD 15 Harbor Office 19401 S. Vermont Avenue	City
Harbor Gateway South NC	CD 15 Harbor Office 19401 S. Vermont Avenue	City
Historic Cultural NC	Mega Toys Bldg.	Private - Donated
Hollywood United NC	Donated Work and Storage Space	Private - Donated
MacArthur NC	Local Community Center	?
Mid City West NC	Farmers Market	Private - Donated
Northwest San Pedro NC	2 nd Floor, San Pedro City Hall	City
Old Northridge CC	Das Bauhaus 8819 Etiwanda Northridge, CA 91325	Private - Donated
Pacoima NC	Pacoima Community Center 11243 Glenoaks Blvd.	City
Park Mesa Heights NC	High Standards Educational Center 5462 Crenshaw Blvd.	Private
PICO	Tom Bradley Youth & Family Center Chamber of Commerce 5213 W. Pico Blvd.	Private - Donated
Watts NC	1773 Century Blvd.	Private
West Adams NC	Delta Senior Center 2528 West Blvd.	Private
Wilmington NC	Wilmington Municipal Bldg. 544 Avalon Blvd.	City
Woodland Hills-Warner Center NC	21051 Warner Center Lane #220 Woodland Hills, CA 91367	Private - Donated

****Note: it is possible that other Neighborhood Councils are occupying office space in other unknown locations.**

It will be necessary to formalize all space arrangements that currently exist, utilizing the City Inter-Departmental Space Sharing Acknowledgement or the Donated Space Letter Agreement. These Agreements are important for the purposes of legitimizing the use of space, including issues attendant to security, use of office machines, non-traditional office hours, telephone use and installation, terms of agreement, etc.

In order to accomplish this, the DONE Program Administrator will initially request office space location information from all Neighborhood Councils via correspondence to their Board. Additionally and on an annual basis, Neighborhood Councils will also be required to verify their current office space locations and contact information so that Agreements may be updated, as necessary.

Prepared by:

Claudia M. Dunn
Assistant General Manager
Department of Neighborhood Empowerment

Attachments:

Attachment A:	Proposed Council Resolution for MFC (2 pages)
Attachment B:	Guidelines for the Acquisition of NC Office Space (11 pages)
Attachment C:	LAPD Community Outreach Centers (2 pages)
Attachment D:	Certified NC Office Premises Insurance Program (1 page)
Attachment E:	Executive Office Suites Summary (3 pages)
Attachment F:	City Meeting Facilities and Availability (11 pages)
Attachment G:	Program Description and Processes (1 page)

RESOLUTION

Municipal Facilities: Policy and Procedure

WHEREAS, the City Charter section 900 et seq. establishes the Department of Neighborhood Empowerment and a Citywide system of neighborhood councils and mandates the appropriation of funds for the startup and functioning of the Department of Neighborhood Empowerment and certified neighborhood councils.

WHEREAS, certified neighborhood councils desire office space and meeting space in order to function as neighborhood councils and to effectively advise the City on issues of concern in each neighborhood.

WHEREAS, the City of Los Angeles established a Municipal Facilities Committee by Resolution on October 2, 1956 for the purpose of advising the Mayor and City Council on the efficient utilization, acquisition, and sharing of quarters/space needed by the various departments and offices to operate and effectively serve the public.

WHEREAS, all recommendations for the use of preexisting City-owned or leased space, as well as the sharing of such municipal facilities by the various departments and offices has, pursuant to the aforesaid resolution, required preliminary study and evaluation by the Municipal Facilities Committee: an additional layer of administrative review.

WHEREAS, in order to give priority to the neighborhood councils in their effort to obtain office space and meeting space for their operations and to expedite their occupancy in City-owned, leased, or private space, it is necessary to exempt the certified neighborhood councils and the Department of Neighborhood Empowerment (when operating on behalf of the certified neighborhood councils) from the administrative requirement that their space needs be submitted to the Municipal Facilities Committee for review.

NOW, THEREFORE, BE IT RESOLVED, that by adoption of this resolution the City Council hereby authorizes every certified neighborhood council, with the assistance of the Departments of General Services and Neighborhood Empowerment (when operating on behalf of the certified neighborhood councils) to locate City-owned, leased, or private space for occupancy or to share with other departments or offices without the necessity for study, review or recommendation

by the Municipal Facilities Committee.

AND, FURTHER BE IT RESOLVED, that the neighborhood councils, by and through the Department of Neighborhood Empowerment, will follow all other City rules, procedures, and ordinances applicable and will promptly notify the City's General Services Division, the Municipal Facilities Committee, the Mayor, and the City Council of the location, neighborhood council name, nature of the occupancy and type of agreement by which each neighborhood council occupies space prior occupying any City-owned, leased, or private space.

PRESENTED BY: _____

Janice Hahn
Councilmember, 15th District

SECONDED BY: _____

DATE: _____, 2003

GUIDELINES FOR AQUISITION OF NEIGHBORHOOD COUNCIL OFFICE SPACE

Given the way in which the Neighborhood Council Funding Program (i.e. Stored Value Card limitations) has developed, and the fact that the direct funding of \$50,000 per Neighborhood Council is not a certainty in subsequent years, these parameters are established with standardization, administrative costs, and potential exposure to liability in mind. Another goal is to relieve potential frustration to Neighborhood Councils when it comes to bureaucratic and time-consuming administrative quagmires.

The Neighborhood Council lease parameters are as follows:

Privately-Owned Facilities

DEFINITION: STOREFRONTS, STRIP MALLS, LOW, MID, AND HIGH RISE BUILDINGS, WAREHOUSES, INDUSTRIAL BUILDINGS, EXECUTIVE OFFICE SUITES, AND A NUMBER OF OTHER STRUCTURES THAT HAVE CONDITIONAL USE PERMITS OR ARE PERMITTED FOR RENT AS OFFICE SPACE. MOREOVER, AND AS UNDERSTOOD, DONE IS DISTINGUISHING THE OFFICE SPACE REFERRED TO HEREIN FROM THE SEPARATE LARGE MEETING SPACE THAT MIGHT BE NEEDED BY THE NEIGHBORHOOD COUNCILS FOR OPEN MEETINGS THAT ORDINARILY MUST BE HELD *WITHIN THE BOUNDARIES OF THE TERRITORY OVER WHICH THE LOCAL AGENCY EXERCISES JURISDICTION*. BROWN ACT, GOVERNMENT CODE § 54954(B).

1. PRIVATELY-OWNED FACILITIES WITH RENTAL COSTS

- **Governing Board Required.** The NC must have a governing board and must be eligible for funding.
- **Maximum Annual Rent - \$19,999.** In order to maximize the flexibility of NC decision-making when it comes to locating office space, it is unnecessary to place a "cost per square foot" limit with respect to rent. However, it makes sense that limiting that portion of the NC Funding allocation to no more than **\$19,999** in annual rent would allow the NC negotiate for space as they deem appropriate by action of their governing board while managing their budget. It is not advisable to approve office leases that commit NC's to more than **\$19,999** annual rent, including utilities, unless said utilities are separately metered and payments are made directly to a utility company by the NC.

The NC will calculate the annual leasing costs to determine how much of their annual funding allocation would be required for rent, not to exceed **\$19,999** annually.

If the location and parties are amenable to a joint use lease and it is agreeable to owner/agent, then a separate Memorandum of Understanding should be developed to deal with the joint council use. Pooling of resources is encouraged by the Charter, however, the maximum allowable rent of **\$19,999** still pertains because if one of two NC's is decertified, under the joint use, the other NC could conceivably be held liable for rental payments of up to **\$39,998**, if **\$19,999** is pooled times two.

- No Limitation on Usable or Rentable Square Footage.¹ It is unnecessary to place a maximum square footage limitation on the NC's because location and market forces will dictate cost and availability differentials. The only concern is whether the total rent, parking, and incidentals will exceed the Maximum Annual Rent established under Maximum Annual Rent (see above). The goal is to maximize NC flexibility by removing overarching limits on office space size and price per square foot.
- All Leases Expressed as Full Service Gross Leases. Ordinarily, additional cost estimates, including parking, previous tenant utility usage (if available), custodial, maintenance, taxes, insurance, landscaping, utilities, etc., can be rolled into one flat base rent flat base rent.² The benefit to the NC is simplicity and knowing all costs in advance for budgeting purposes.³
- One Year Leases (with annual options for an unlimited # of additional yearly leases). While the ability to exercise optional yearly leases can be written into the initial lease, it is recommended that NC leases be written without limitation on the number of option years. If limitations are insisted upon, then every effort should be made to extend the option to the greatest number of years possible.

Rationale: It is presumed that NC's desire stability (as will many owner/agents) in the lease arrangement: 5 years instead of 3 years would be

¹ Note: "Rentable and usable" spaces are not synonymous terms in the real estate industry. Usable space excludes such things as columns, stairwells, and any other space that cannot be used for working but might otherwise be referred to as floor area by an owner/agent to establish a higher base rent for purposes of square footage. Any lease negotiation should establish which term is being used.

² Parking fees paid directly to the owner/agent, as well as any other incidentals, should be rolled into one lease payment as well, so the payment processing through the Controller's Office is simplified.

³ If the NC desires an exception with respect to the requirement of a Full Service Gross Lease, the lease approval process will take far longer (i.e., 3 months) because the owner/agent records re: the "pass-through" costs for e.g. taxes, insurance, or maintenance must be verified by the designated City entity and will ultimately complicate the process.

preferable in that regard. However, this is a highly negotiable issue and any rent escalation should be built into these option years.⁴

The parties to a lease always have the ability to renew an annual lease for another year. Therefore, where option years are written into the lease (unlimited or otherwise), the owner/agent and tenant City/Neighborhood Council should include language in the agreement wherein discussions on lease renewal begin at least 60 days prior to the expiration of the current lease. This will give both parties enough time to address changes in rent terms in conformity with the Neighborhood Council Lease Guidelines and to execute the new lease or arrange for a move out.

The lease should include a provision that if a Neighborhood Council is decertified, they should vacate the premises prior to such time when the next lease payment is due or as delineated in the terms of any occupancy agreements.

- **Use a City Standard Neighborhood Council Lease, Only.**
Rationale: attempting to modify an owner's lease will prove difficult. It should be noted that, despite efforts to streamline the process, NC's should expect delays in the process when owners insist that their private attorneys review the proposed City Standard Neighborhood Council lease.
- **Advance Lease Payments Made 3 Months, 6 Months or a Full Year in Advance.** Rationale: Although it is atypical for any lease arrangement to include prepaid rent, there is less room for error and it may be less costly for the Controller's Office to process the rental checks every 3 months, 6 months, or for a full year in advance on the tenancy rather than each month on behalf of each Neighborhood Council.

The first payment will be due upon occupancy. The second payment will be due based on the agreed payment term. All payments will require an invoice from the owner.

- **All Tenant Improvements Must be Arranged, Installed and Directly Paid for by the Owner/Agent Prior to Move-in by the Neighborhood Council.**
Rationale: To expedite and simplify the leasing process, all tenant improvements (e.g. materials, building permits, contracting, certificates of occupancy, etc.) should be made, arranged and paid for by the owner/agent prior to move-in by the NC. The owner/agent can roll these costs into the

⁴ Note: A True Options Lease is based upon a consideration, i.e. it may cost the NC a fee to hold or exercise an option for an annual lease renewal.

rental rate or a separate agreement can be executed detailing a one-time payment from the Neighborhood Council's Fund directly to the owner/agent for said improvements.

The total tenant improvement allocation should be limited to \$5,000, the Small Claims Court Jurisdictional limit.

ADVISORY: The NC could reasonably expect to receive, if anything, new paint and carpet or carpet only. In these instances, this would require an allowance of approximately \$10/square foot. If additional alterations are required, the allowance will be greater. The NC is encouraged to weigh the cost effectiveness of paying the additional costs, against the impact on their annual funding allotment and expenditure program.

- ADA Compliance is the Responsibility of the Owner/Agent. All NC's are required to comply with the Americans with Disabilities Act (ADA) guidelines for office space. If the space being considered does not meet ADA standards, the cost to bring the space into compliance could be considerable. The owner should agree to bring the space being considered into ADA compliance at NO COST to the NC. If the owner will not agree to bring the space into compliance, the NC is advised to reconsider the space.

KEY ADA COMPLIANCE FACTORS:

- Second floor space requires an elevator.
 - All space must have access to a handicapped restroom.
 - At least one entrance cannot be solely accessed by stairs.
 - If there is a change in elevation within the building, it must be ramped.
 - Door entries (width and hardware) and signage must be ADA compliant.
- Insurance/Liability Matters. Owner's insurance should be verified prior to move in and should be in an amount that is customary for said property in the industry. Typically, the owner's insurance covers all common areas such as parking areas, lobbies, stairwells, and common restroom facilities.

Usually insurance for such things as theft and premises liability is the responsibility of the tenant for the unit or space that is occupied by the tenant. Owner/Agents typically request that such rights and responsibilities be written into the lease such that the tenant's primary insurance covers their invitees/guests (or stakeholders) should an incident occur in the unit. Owners/agents may require that the Neighborhood Councils - an unfamiliar City entity - procure specific premises liability insurance when they become

tenants in office space. **An additional Insurance Policy for Neighborhood Councils may be purchased at the discretion of the Neighborhood Council.**

- *Indemnification.* Neither party will indemnify the other under any circumstances except that the City will indemnify the owner for actions based upon premises liability that arise out of death, injury, or property damage occurring within the confines of the leased space.
- *Security Deposit.* As a general practice, security deposits will not be authorized within NC lease agreements given the fact that the Neighborhood Council will provide advance rental payments, based on the terms of the lease.
- *Fixtures Law:* In short, any equipment, fixture, or thing permanently attached in the office space that cannot be removed upon termination of the lease without causing damage (more than minor blemishes) becomes the property of the owner and remains in the space.
- *Small Claims Court.* A mandatory provision in the Dispute Clause of any Neighborhood Council lease should mandate that all disputes or grievances arising out of the lease must be resolved in Small Claims Court. This provision should foreclose any argument that the amount in controversy exceeds the small claims jurisdiction; in other words, waiver of that in excess of the Small Claims limitation would be required.⁵ This might not foreclose actions in a different forum where it is determined that the action cannot lawfully be brought in Small Claims Court.
- *Legal Costs.* Each party agrees to pay its own attorney's fees and legal costs in the event of a dispute.
- *Parking.* Most owners of office space will offer one to two non-reserved spaces per 1000 square feet rented and there may or may not be an additional cost. If there is an additional cost, the guideline is up to \$100/month/space.

NOTE: A strip mall/retail facility may not offer any spaces and has limited availability/shared usage with other retail tenants. The NC should carefully consider parking needs before selecting a site. The preferred site may not be able to accommodate the NC daily and occasional parking

⁵ An alternative to this could be consent to binding Arbitration (through the American Arbitration Association) or Mediation.

requirements. The lease agreement should specify any and all parking limitations.

- Zoning. The space selected for NC office usage may not be located in a residentially zoned area of the community.
- Security/Access. The NC should determine the level of security and the adequacy of current security measures for the selected space. Current operating hours of the facility (if applicable) should meet the NC's requirements.

ADVISORY: There may be a fee for after-hours security and any additional costs for security should be specified in the agreement.

- Asbestos. There cannot be any unencapsulated asbestos in the portion of the building being considered for lease. The building owner is required to confirm this fact.

2. PRIVATELY-OWNED FACILITIES WITHOUT RENTAL COSTS

If the NC is offered "no-cost" space in an office, warehouse or retail facility, the following guidelines are required and a lease/occupancy agreement must be prepared. "Free" leases may have many hidden costs that should be reviewed and assessed before determining that the location best services the needs of the Neighborhood Council.

- Governing Board Required. The NC must have a governing board and must be eligible for funding.
- No Limitation on Usable or Rentable Square Footage.

ADVISORY: The larger the space, the more it could cost the NC to furnish and equip. For example, if the space includes a large, unfurnished meeting space, the NC should budget for a conference table and chairs.

- Cost. No rental cost.

ADVISORY: The NC should receive a written proposal addressing custodial (dusting, vacuuming, waste removal), interior (i.e., toilet) and exterior (i.e., roof) maintenance, common-area maintenance (lobby/walkway lights), exterior landscaping (if any), property taxes, insurance, and utilities (electric, water, gas). If there are no charges for these or any other items, this would constitute a NO COST lease.

If there are separate charges for any of the above listed items/services, the NC must specify the estimated cost of each item and total all charges per month to illustrate the true cost of the lease.

The proposal should also specify the party responsible for hiring contractors to manage these issues. If the NC assumes this responsibility, the NC should consider the cost, effort, and responsibility for hiring custodial, plumbing, heating/AC, pest-control, and other contractors when agreeing to this type of lease.

- **One Year Leases – Use Donated Space Letter Agreement** (with annual options for an unlimited # of additional yearly leases). While the ability to exercise optional yearly leases/occupancy agreements can be written into the initial lease, it is recommended that NC leases be written without limitation on the number of option years. If limitations are insisted upon, then every effort should be made to extend the option to the greatest number of years possible.

Rationale: It is presumed that NC's desire stability (as will many owner/agents) in the lease arrangement: 5 years instead of 3 years would be preferable in that regard.

The owner/agent and tenant City/Neighborhood Council should include language in the agreement wherein discussions on lease renewal begin at least 60 days prior to the expiration of the current lease. This will give both parties enough time to address changes in rent terms in conformity with the Neighborhood Council Lease Guidelines and to execute the new lease or arrange for a move out, however, a provision should be included wherein the NC receives 60-90 days notice from the owner/agent to vacate if the agreement is not renewed.

The lease should include a provision that if the Neighborhood Council is decertified, they should vacate the premises as delineated in the terms of any occupancy agreements.

ADVISORY: Since this owner is offering the space for "free", this individual may not be willing to commit to the space for a longer term than month-to-month. If the NC agrees to this term and is then also required to install phone/data/fax lines, paint, carpet, copy and fax machines, print letterhead/business cards and pay moving costs at NC expense, there is a risk that there will be a duplication of these costs for another location, particularly if the NC is asked to move after a short period of time.

- *Tenant Improvements.* The owner of a space offered for free is unlikely to agree to any tenant improvements and will likely offer the space "as is."

ADVISORY: The NC should assess whether the space can be utilized in "as is" condition. Again, the NC should note that the space must be ADA compliant and meet asbestos standards as specified in Item Number 1 above. The NC will not be permitted to lease space that is non-compliant.

If possible, it is preferable that the owner alters the space to the specifications of the NC at their cost. However, if there is a cost for alterations, evaluate the lease term and overall budget limitations before considering such an expense and be certain there is a written agreement regarding the entity responsible for alterations, etc.

- *Insurance/Liability Matters.* Owner's insurance should be verified prior to move in and should be in an amount that is customary for said property in the industry. Typically, the owner's insurance covers all common areas such as parking areas, lobbies, stairwells, and common restroom facilities.

Usually insurance for such things as theft and premises liability is the responsibility of the tenant for the unit or space that is occupied by tenant. Owner/Agents typically request that such rights and responsibilities be written into the lease such that the tenant's primary insurance covers their invitees/guests (or stakeholders) should an incident occur in the unit. Owners/agents may require that the Neighborhood Councils - an unfamiliar City entity - procure specific premises liability insurance when they become tenants in office space. **An additional Insurance Policy for Neighborhood Councils may be purchased at the discretion of the Neighborhood Council.**

- *Indemnification.* Neither party will indemnify the other under any circumstances except that the City will indemnify the owner for actions based upon premises liability that arise out of death, injury, or property damage occurring within the confines of the leased space.
- *Fixtures Law:* In short, any equipment, fixture, or thing permanently attached in the office space that cannot be removed upon termination of the lease without causing damage (more than minor blemishes) becomes the property of the owner and remains in the space.
- *Small Claims Court.* A mandatory provision in the Dispute Clause of any Neighborhood Council lease should mandate that all disputes or grievances

arising out of the lease must be resolved in Small Claims Court. This provision should foreclose any argument that the amount in controversy exceeds the small claims jurisdiction; in other words, waiver of that in excess of the Small Claims limitation would be required.⁶ This might not foreclose actions in a different forum where it is determined that the action cannot lawfully be brought in Small Claims Court.

- Legal Costs. Each party agrees to pay its own attorney's fees and legal costs in the event of a dispute.
- Security/Access. The NC should determine the level of security and the adequacy of current security measures for the selected space. Current operating hours of the facility (if applicable) should meet the NC's requirements.
- Asbestos. There cannot be any unencapsulated asbestos in the portion of the building being considered for lease. The building owner is required to confirm this fact.
- Zoning. The space selected for NC office usage may not be located in a residentially zoned area of the community.
- Parking. Be certain that any parking offered is specified in the agreement. If there is a charge for parking, clarify the monthly rate and how many spaces will be received. If the space is large and it is to be used for community meetings, assess the impact of participants' vehicles on the surrounding neighborhood.

City-Owned/Leased Facilities

Vacant space that is currently under City ownership or lease may be offered to Neighborhood Councils with a **City Inter-Departmental Space Sharing Acknowledgement**, which details the parameters and requirement listed below. This is, by far, the easiest and most uncomplicated option for securing NC office space from

⁶ An alternative to this could be consent to binding Arbitration (through the American Arbitration Association) or Mediation.

a risk management standpoint.

- *Governing Board Required.* The NC must have a governing board and must be eligible for funding.
- *Location.* The space must be in a City-owned or leased facility within the boundaries of the Neighborhood Council.
- *Square Feet.* Square footage will be determined by the size of the vacant space but under no circumstances should it be less than 200 square feet or exceed 1,500 square feet per Neighborhood Council. Joint or collaborative use by NC's is advisable.
- *Availability.* The Department of General Services must determine that the space is currently vacant and it is not required for any known short or long-term City need.
- *Term.* Month-to-month.

ADVISORY: The City may terminate tenancy with a 30-day notice should the space be required for another City Department or priority.

If a Neighborhood Council is decertified, they will have 30-days to vacate the premises.

- *Costs.* There would be no rental cost.

ADVISORY: The NC will be responsible for all communications costs (voice/data), including set-up and monthly fees, furniture, equipment and move costs associated with the space.

- *After-Hours Security.* The NC would be expected to comply with the posted operating hours of the facility.

ADVISORY: If the NC requires that space availability beyond normal working hours, the NC will be responsible for contacting General Services (GSD), Security Services Division, to arrange and pay overtime costs (salary ranges between \$12.58 and \$45.15 per hour) for a security guard to remain on-site beyond normal business hours or on weekends. If no guard is assigned during normal working hours, there will be no after-hours service provided. The NC will be responsible for securing the facility at the conclusion of all after-hours activities.

-
- *After-Hours Utilities.* A flat fee cost of \$20/hour would be assessed for after-hours air and electrical. The NC will submit a monthly statement of usage to GSD Accounting attached to a check for the amount due, and reference the GSD Account (number to be provided).
 - *Limitations.* The NC activities and tenancy must not interfere with the activities of the other tenants nor encroach on the space assigned to other tenants or common area space shared by all.
 - *Parking.* Unless otherwise negotiated, parking will not be included and the NC would be responsible to identify/fund parking in the surrounding area.
 - *Tenant Improvements.* The space will be available "as is." Any changes to the space would be at the NC's expense and only with the written approval of GSD and DONE.
 - *Repairs/Maintenance.* The City will be responsible for all general repairs and maintenance of the space, such as light bulb replacement or repair of heating/cooling equipment. Custodial maintenance will be provided at the same level as the rest of the facility as long as City employees occupy the facility.

ADVISORY: Any specialized request from the NC, such as window treatments, carpet replacement or cleaning, or any repair related to the NC's occupancy, would be charged to the NC and paid directly to the Department of General Services, through their Accounting Department.

Number	Name	Address	Division	Bureau	City-owne Lease	share.	Not Used	Free	Authority	Other
1	Little Tokyo	307 E. 1st	Central	Central	Yes					
2	Chinatown	823 N. Hill	Central	Central	No	4999-638				Private
3	Ca Hosp.	1414 S.Hpe	Central	Central	No	No				
4	Cyress PK	929 Cy Av	Northeast	Central	Yes					
5	Los Felez	1965 Hillrst	Northeast	Central	No	4999-741.1				
6	Silverlake	2815 Sunset	Northeast	Central	No	No				Private
7	Medl Offi Com	1722 W.Col	Northeast	Central	No	No				Private
8	LAPD Hist	6045 York	Northeast	Central	yes					
9	CM Parks	8475S.Ver	77th	South	Yes					
10	Estelle Van	7801s. Avl	77th	South	No-LAUSD					
11	Nativity	957 W. 57	77th	South	No	No				Private
12	Challengers	5029S.Ver	77th	South	No	No				
13	Jesse Owns	9651SWes	77th	South	No-LA Coun	No				
14	St. Andrew	8701S.St.	77th	South	Yes					
15	Harvard	8300 Harvard	77th	South	Yes					
16	Op Hope	3717La Brea	Southwest	South	No	No				Private
17	Shoe Ware	4430 S. Cren	Southwest	South	No	No				Private
18	Cren Plaza	4125 S. Cren	Southwest	South	No	4999-614				
19	Target Stres	3535 La Brea	Southwest	South	No	No				Private
20	Felbro	5700 W. Adams	Southwest	South	No	No				Private
21	Unity	3570 Rodeo Place	Southwest	South	No	No				Private
22	DB&S	7747 Foothill BL.	Foothill	Valley	Yes					private
23	Olive Mill Plaza	13867 Foothill Bl	Foothill	Valley	No	No				Private
24	Chamber	7314 Foothill Bl	Foothill	Valley	No	No				
25	HH Mem Pk	12560 Filmore St.	Foothill	Valley	Yes					
26	Brandfrd Rec	13310 Brand. St.	Foothill	Valley	Yes					
27	Sylmar rec	13109 Borden Ave.	Foothill	Valley	Yes					
28	Sunland Rec	8651 Foothill	Foothill	Valley	Yes					
29	Han Dam Rec	11770 Foothill Bl	Foothill	Valley	Yes					
30	Dav Gon Pk	10943 Herrick Ave.	Foothill	Valley	Yes					
31	Val Plz Rec	12240 Arch. St.	Foothill	Valley	Yes					
32	Calfed	4821 Laurel Cyn Bl	N. Hollywood	Valley	No	No				Private
33	CM Padilla	8135 San Fern.Rd	N. Hollywood	Valley	No	4999-942				
34	Valley Store	12821 Victory Bl	N. Hollywood	Valley	No	No				Private
35	The Ivy	12316 Ventura BL	N. Hollywood	Valley	No	No				Private
36	CM Weiss	14310 Ventura Bl	Van Nuys	Valley	No	NO				Private

LAPD COMMUNITY OUTREACH CENTERS (C).xls

ATTACHMENT C

37	Kaiser Hos	13652 Cantera St	Van Nuys	Valley	No	No	Private
38	Latin Am Bus	14540 Blythe St	Van Nuys	Valley	No	No	Private
39	Plant Shopp	7874 Van Nuys Bl	Van Nuys	Valley	No	No	Private
40	Sherm Oaks	15301 Ventura Bl	Van Nuys	Valley	No	No	Private
41	Delano Rec	15100 Erwin St.	Van Nuys	Valley	Yes		
42	DOT	1718 N. Cherokee St	Hollywood	West	Yes		
43	Holly High	6801 Hollywood Bl	Hollywood	West	No	No	Private
44	LAX	802 World Way	Pacific	West	Yes	No	
45	Vera Dav McC	610 California Ave	Pacific	West	Yes		
46	Venice Beach	1531 Ocean Front Wlk	Pacific	West	Yes		
47	Farmer's Mkt	6333 W. 3rd. St.	Wilshire	West	No	No	Private
48	Koreatown Com	3330 W. 8th St.	Wilshire	West	No	No	Private
49	Koreatown Plaza	928 S. Western Av.	Wilshire	West	No	No	Private
50							

CERTIFIED NEIGHBORHOOD COUNCIL
OFFICE PREMISES INSURANCE PROGRAM



THE CITY OF LOS ANGELES OFFERS A SPECIAL
INSURANCE PROGRAM AVAILABLE FOR USE BY
CERTIFIED NEIGHBORHOOD COUNCILS FOR PREMISES
OCCUPIED AS AN OFFICE. THE CITY'S SPARTA
PROGRAM WILL PROVIDE THE FOLLOWING LIMITS:

\$1,000,000 PREMISES LIABILITY
\$2,000,000 GENERAL AGGREGATE
\$ 50,000 FIRE LEGAL LIABILITY

TOTAL COST FOR COVERAGE IS \$307.82 PER YEAR
(BASED ON MAXIMUM 1,000 SQUARE FOOT
OCCUPANCY) WITH LANDLORD NAMED AS
"ADDITIONAL INSURED" AND INCLUDES THE
SPECIAL INDEMNIFICATION REQUIRED BY THE CITY
OF LOS ANGELES.

TO PURCHASE COVERAGE CALL THIS TOLL FREE
NUMBER
1-800-420-0555

OR VISIT THE WEB SITE AT:
www.2sparta.com

ADMINISTERED BY:
MUNICIPALITY INSURANCE SERVICES, INC.
1920 E. 17TH STREET, SUITE 136
TEL. (714) 550-5044 FAX (714) 550-5044
CALIFORNIA LIC.NO: OCO4849

**Department of Neighborhood Empowerment
Office Space for Neighborhood Councils
Executive Suite Summary
September 11, 2003**

Most companies that manage executive suites or business centers can offer a variety of options to Neighborhood Councils in terms of locations, sizes, services and lease terms. These companies seek to provide smaller businesses and start-ups flexible office space with flexible terms. In addition, they take many administrative and office managerial issues out of the hands of tenants.

Suites and offices range in size, location, position within building (interior v. window), price and availability. Sizes can range from simple cubicle space to small offices large enough for one person to larger offices with space to fit 3 to 4 desks. Square footages of cubicles and offices can range from 10 x 7 cubicles to offices of 150 sq. ft to 2500 sq. ft and up. Desk space is also available with many companies on a part-time basis. As a tenant, access to building and executive suite is 24/7. Depending on the building, security is not necessarily provided on a 24 hour a day/7 day a week basis however and special arrangements at an additional cost may need to be made if security is required after hours.

Leases are flexible and range from month-to-month to 3- or 6-month leases to yearly leases. Prices vary depending on size, location and lease terms. Of the executive suites surveyed, prices ranged from \$350-600 per month for desk space or cubicles; \$600-900 for smaller/interior offices; \$900 and up for larger offices with windows. Note that some locations will have higher rental rates (i.e. Beverly Hills). The base rent includes utilities (water, electric, HVAC), regular security costs, maintenance, custodial services and taxes. Most executive suites require first, last and a security deposit upon move-in. A credit check is also standard leasing procedure. Proof of liability insurance is generally required. However, most of the contact people expressed a willingness to work out special arrangements and seem to be open to working with the City particularly if renting multiple offices in multiple locations. Discounts for multiple offices and longer leases are offered by many executive suite services as well.

Executive suites offer the advantage of having a host of onsite services for use by tenants. A receptionist/secretary is on hand to greet visitors, answer phones, and sign for and distribute mail. Receptionist services are generally included in the rental price. Use of kitchen facilities and bathrooms is included in the rent. Also included is use of conference rooms within the executive suite area with some companies offering reciprocal use of conference rooms in other locations. Mail, Fed-Ex, UPS are all available with usage billed at the end of the month. Use of onsite photocopiers as well as fax is billed on a per-use basis. Tenants of executive suites can also utilize a variety of other services. Phone packages, including dedicated phone lines, phone, voicemail etc., can be purchased. Prices range from \$50-75 per month generally. Dedicated fax lines

can also be purchased for an additional monthly charge. Most suites charge for the use of a high-speed Internet connection (T1) and prices vary. Office supplies are also available for purchase as is the rental of office furniture.

Most executive suite services do not provide parking spaces for tenants. Parking must be arranged separately through the building and parking in some locations is quite expensive with some downtown locations offering parking at \$250 per month/per space.

Other potential options for Neighborhood Councils offered by many executive suite services are part-time "business plans", mail and telephone plans, and "virtual offices". These allow groups to utilize business addresses, phone and mail services and conference rooms without renting actual office space. Prices vary depending on service packages but can start at around \$175 per month and can go up to \$500 per month.

In terms of the distribution of executive suite locations citywide, certain areas have more options than others. Those Neighborhood Councils in the vicinity of downtown and other areas heavy in commercial and office space will have an easier time locating space and will have more choice. Some Neighborhood Councils however, particularly those in more residential areas, may encounter problems in finding executive suites in their area. Neighborhood Councils in the East Area (Boyle Heights, Lincoln Heights etc.) as well as the South Area (Watts, Southeast/Central) are particularly underserved in regards to executive suites in their immediate neighborhoods and will most likely have to look in surrounding areas to find options.

Department of Neighborhood Empowerment
Partial List of Executive Suite Locations – Los Angeles
Note: Availability at any of these locations will vary.

Beverly Hills

433 N. Camden Drive
415 N. Camden Drive
499 North Canon Drive

Burbank

3500 West Olive

Century City

1875 Century Park East
1801 Century Park East

Commerce

500 Citadel Drive

Encino

15760 Ventura Blvd.
16000 Ventura Blvd.
16133 Ventura Blvd.

Glendale

1010 N. Central Ave.

Los Angeles

9841 Airport Blvd.
5757 W. Century Blvd.
1801 Century Park East
700 S. Flower St.
2250 E. Imperial Hwy
11500 Olympic Blvd.
555 West Fifth Street
10940 Wilshire Blvd.
6100 Wilshire
2000 Riverside Dr.

Pasadena

225 South Lake Avenue

Sherman Oaks

15303 Ventura Blvd.

Torrance

21250 Hawthorne Blvd.

Van Nuys

7949 Woodley Ave.

Westwood

10940 Wilshire Blvd.

Woodland Hills

5850 Canoga Ave.

City Meeting Facilities
and Availability

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<u>Department</u>	<u>Center Name & Location</u>	<u>Room Size</u>	<u>Availability</u>	<u>Restrictions</u>	<u>Reservation Contact</u>	<u>Cost & Fees</u>	<u>Parking</u>	<u>Council District</u>	<u>Area Planning Commission</u>
Cultural Affairs	LA Theatre Center - 514 S Spring St, 90013	40,000 sq ft usable 4 theaters, 3 rehearsal rooms, 1 conference room	TBD Subject to availability	Limited use	Joyce Maddox or Ernest Dilihay (213) 485-2437	See fee schedule	Lot next door, and/or 6th & Main	14	Central
	Madrid Theatre - 21622 Sherman Way Canoga Park 91303	6250 Sq ft 30 X 40 stage	TBD Subject to availability	Limited use	Anisa Hamdan (818) 347-9419	See fee schedule	Public Street	3	South Valley
	Warner Grand Theatre - 478 W 6th St., San Pedro 90731	18,000 sq ft. 50X25 stage Lobby, mezzanine	TBD Subject to availability	Limited use	Lee Sweet (310) 548-2493 Debra Espinoza	See fee schedule	Public Street	15	Harbor
	Croatian Cultural Center - 634 S Pacific Ave. San Pedro 90731	1 room Main Floor	TBD Subject to availability	Limited use	Leslie A Thomas (310) 548-7403	TBD	Small Lot	15	Harbor
	Bannings Landing - 100 E. Water St. Wilmington 90744	2 small rooms 1 large room	TBD Subject to availability	Limited use	Leslie A Thomas (310) 548-7403	TBD	Lot Available	15	Harbor
	Craft & Folk Art Museum - 5814 Wilshire Blvd. 90035	Not City Owned			Patrick ELA (323) 937-4230			4	Central
	Canoga Park Jr. Arts Center - 7222 Remmet Ave. Canoga Park 91303	2 rooms 16 X 20	TBD Subject to availability	Limited use	Stuart Vaughan (818) 346-7099	TBD	Small Lot & on-street	3	South Valley
	Performing Arts Firehouse - 438 N Mesa San Pedro 90731	1 room Main Floor	TBD Subject to availability	Limited use	Leslie A Thomas (310) 548-7403	TBD	On - Street	15	Harbor
	Watts Tower Arts Center - 31727 E. 107th Street 90002	West Wing 22 X 24	TBD Subject to availability	Limited use	Mark Greenfield (213) 485-1795	TBD	Parking Lot on site	15	South Los Angeles
	William Grant Still Art Center - 2520 S West View St 90016	1 room 244 sq ft	TBD Subject to availability	Limited use	James Burk (323) 734-1164	TBD	On - Street	10	South Los Angeles
	Art in the Park - 5568 Via Marisol 90042	1 room 1098 sq ft	TBD Subject to availability	Limited use	Berta Sosa (323) 259-0861	TBD	Parking Lot on site	14	East Los Angeles
	Eagle Rock Community Cultural Center - 2225 Colorado Blvd. 90041	Main floor 1 small room	TBD Subject to availability	Limited use	Denise Seider (323) 226-1617	TBD	On - Street	14	East Los Angeles
	Encino Media Center - 16953 Ventura Blvd, Encino 91316	1 Room 734 sq. ft.	TBD Subject to availability	Limited use	Elaine Weissman (818) 817-7756	TBD	On - Street	5	South Valley

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	Lankershim Art Center - 5108 Lankershim Blvd. N Hollywood 91602	3 rooms 200 sq ft. each	TBD Subject to availability	Limited use	Cynthia Stillwell (818) 752-7568	TBD	On - Street	4	South Valley
	McGroarty Cultural Arts Ctr - 7570 McGroarty Terrace Tujunga 91042	Main Floor 8078 sq ft Upstairs 3748 sq ft	TBD Subject to availability	Limited use	Laurelle Geils (818) 352-5285	TBD	Parking Lot on site	2	North Valley
	WM Reagh LA Photo Center - 2332 W 4th St. 90057	Main Floor 2500 sq ft.	TBD Subject to availability	Limited use	Ruben Amavizca (213) 382-8133	TBD	Parking Lot on site	1	Central
Los Angeles World Airport	Samuel Greenberg Board Room, LA International Airport Administration Building East - 1 World Way, Los Angeles CA 90006	1 Room , 108 person Capacity with fixed auditorium-style seating	TBD Subject to availability	-	Mark Adams (310) 417-1080	Free for Governmental Agencies such as NC		11	West Los Angeles
Los Angeles Police Department	Van Nuys Area Station - 6240 Sylmar Ave. Van Nuys 91401	Roll Call Room Basment Level 60 X 30, 1:00am - 6:45am, 8am to 10:30am 3:30apm to 5:30pm 9pm to 10:45pm capacity 50 people	TBD Subject to availability	-	Contact Area Commanding Officer	Free for Governmental Agencies such as NC	Street	6	South Valley
	Hollywood Area- 6501 Fountain Ave. 90028	Conference Room "Blue Room, 10 X 20, 24 hours/ 7 days, Capacity 125	TBD Subject to availability	-	Community Relations Office (213) 485-4310	Free for Governmental Agencies such as NC	Lot Parking for 35 vehicles	4	Central
	Southwest Area Station - 1546 W Martin Luther King Blvd., 90062	Conference Room, 10 X 20, 7:00 am to 3:00pm	TBD Subject to availability	-	Contact Area Commanding Officer Secy (213) 485-2581	Free for Governmental Agencies such as NC	Street	8	South Los Angeles
	Rampart Area Station - 2710 W Temple St., 90026	Conference Room, Rm 200, 12 X 20, 24 hours, 7days	TBD Subject to availability (except during roll calls)	-	Contact Area Commanding Officer	Free for Governmental Agencies such as NC	Street	13	East Los Angeles
	Harbor Area Station - 2175 S. John Gibson Blvd, San Pedro 90731	Roll Call Room , 25 X 30, 24 hours/ 7days	TBD Subject to availability (except during roll calls)	-	Contact Area Commanding Officer, (310) 548- 7601	Free for Governmental Agencies such as NC	Maximum of 20 in Lot Street for overflow	15	Harbor

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Ahmanson Recruit Training Center - 5651 W. Manchester Blvd, 90045	Cafeteria, Classroom #3 & #6, 125 each room, 24 hours/ 7 days	TBD Subject to availability	Folding Tables & Chairs are available	Scheduler (310) 342-3982	Free for Governmental Agencies such as NC	Lot for 125 vehicles	11	West Los Angeles
77th Street Area Station - 7600 S. Broadway 90003	Community Room, Capacity 75 people, 24Hours/7days a week	TBD Subject to availability		Area Office (213) 485-4185	Free for Governmental Agencies such as NC.	Street	9	South Los Angeles
Hollenbeck Area Station - 2111 E First Street, 90033	Modular Building Conference Room Capacity 20 people, 24 Hours / 7days a week	TBD Subject to availability		Community Relations Office	Free for Governmental Agencies such as NC	Street	14	East Los Angeles
Pacific Area Station - 12312 Culver Blvd., 90066	Roll Call Room, 20 X 45, 24 hours/ 7 days	TBD Subject to availability		Area Adjutant (310) 202-4588	Free for Governmental Agencies such as NC	Street	11	West Los Angeles
Newton Area Station - 3400 S. Central Ave., 90011	Red Davis Room (Front Lobby, 40 X 60, 24 hours/ 7 days	TBD Subject to availability		Community Relations Office (323) 846-6504	Free for Governmental Agencies such as NC	Street	9	South Los Angeles
South Traffic Division - 4125 S Crenshaw Blvd, LA 90008	Roll Call Room, 40 X 60 Capacity 70, 24 hours / 7 days	TBD Subject to availability		Area cpmanding Offcr. (213) 485- 7418	Free for Governmental Agencies such as NC	Crenshaw Mall Public Parking	8	South Los Angeles
West traffic Divison - 4849 W. Venice Blvd, 90019	Community Room, First Floor, 27 X 33 Capacity 52, 24 hours/ 7 days	TBD Subject to availability		Operation West Bureau (213) 473- 0277	Free for Governmental Agencies such as NC	Street	10	Central
Wilshire Area Station - 4861 Venice Blvd, 90019	Roll Call Room, 60 X 25 Capacity 90, 24 Hours/7 days	TBD Subject to availability (except during roll calls)		Area Commanding Officer (213) 485-	Free for Governmental Agencies such	Street	10	Central

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Devonshire Area Station - 10250 Etiwanda Ave., Northridge 91325	Roll Call Room, 20 X 450, 24 hours/ 7 days	TBD Subject to availability (except during roll calls)	Area Adjutant (818) 756-8193	Free for Governmental Agencies such as NC	Street	12	North Valley
West Valley Area Station - 19020 Vanowen St, Reseda 91335	Roll Call Room, 20 X 35, 8am to 9:30am; 11am to 2:30pm; 4pm to 5:30pm; 7pm to 10:30pm; Midnight to 6:30am	TBD Subject to availability	Area Commanding Officer	Free for Governmental Agencies such as NC	Street	3	South Valley
Foothill Area Station - 12760 Osborne, Pacoima 91331	Roll Call Room, 30 X 50, 24 hours / 7 days	TBD Subject to availability (except during roll calls)	Area Office (818) 756-8860	Free for Governmental Agencies such as NC	Street	6	North Valley
Southeast Area Station - 145 W 108th Street, 900661	Roll Call Room 60X 25, Capacity 90, 7:30am to 10am; 10:45am to 2:45pm; 3:30pm to 6:00pm; 6:45pm to 10:45pm; 11:30pm to 6:45am	TBD Subject to availability/ Unavaulable on Weds 1 pm to 2:30pm	Area adjutant (213) 485-6923	Free for Governmental Agencies such as NC	Street	15	South Los Angeles
Central Area Station - 251 E 6th Street, 90014	Conference Room 151 Capacity 25 people, 15 X 25 & Roll Call Room 211, Capacity 70 Both Room 24 Hours / 7 days	TBD Subject to availability (except during roll calls)	Conference Room (213) 485- 3291 / Roll Call Room (213) 485- 5580	Free for Governmental Agencies such as NC	Street	9	Central
Los Angeles Police Academy, 1880 N Academy Dr. 90012	Gymnasium Capacity 500 & Lounge Capacity 200	TBD Subject to availability	(323) 221-5222 Ext. 215 or 216	Free for Governmental Agencies such as NC	Parking Lot W/ street overflow	1	East Los Angeles
North Hollywood Area Station, 11640 Burbank Blvd, North Hollywood 91601	Community Room, Approx. 130, 24 hours/7days	TBD Subject to availability	Community Relations Office (818) 623-4001	Free for Governmental Agencies such as NC	5 visitor Space in Lot W/ Street Over flow	4	South Valley



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Los Angeles Public Library	Angeles Mesa - 2700 W 52nd St, 90062	Meeting Room, 30'3" X 17' 10", Capacity 50, Mon, Wed, Schedule 2 12:30 to 8:00pm; Tues Sat. 10am to 5:30pm; Thu, Fri 12:30 to 5:30pm	TBD Subject to availability	Need to complete "Application for Use of Facility" and "Application for Facility Fee Waiver". Forms available at www.lapl.org/facilities/policies	(323) 292-4328 or (323) 296- 3508 fax	Free for Governmental Agencies such as NC	8	South Los Angeles
	Ascot - 256 W 70th St, 90003	Meeting Room, 29' X 18'9" capacity 35, Mon, Tue 12:30- 8pm; Wed, Thu 12:30 to 5:30pm; Fir Sat 10am to 6pm	TBD Subject to availability	Same as above	(323) 759-4817 ro (213) 612- 0438fax	Free for Governmental Agencies such as NC	9	South Los Angeles
	Atwater Village - 3379 Glendale Blvd, 90039	Meeting Room, 19' X 23', Capacity 40, Mon,Wed 10am to 8pm; Tues, Thu 12pm to 8pm; Fir Sat 10am to 6pm	TBD Subject to availability	Same as above	(323) 664-1353 or (323) 913- 4765fax	Free for Governmental Agencies such as NC	13	East Los Angeles
	Benjamin Franklin - 2200 E 1st Street, 90033	Meeting Room, 25'X 19', Capacity 60 Schedule 1 Mon, Wd 10am to 8pm; Tue,Thur 12 to 8pm; Sat, Fri 10am to 6pm	TBD Subject to availability	Same as above	(323) 263-6901 or (323) 526- 3043fax	Free for Governmental Agencies such as NC	14	East Los Angeles
	Baldwin Hills - 2906 S La Brea Ave, 90016	Meeting Room, 40 X 32, Capacity 85, Mon, Wed 10am to 8pm; tue, Thur 12 to 8pm; Fri, Sat 10am to 6pm	TBD Subject to availability	Same as above		Free for Governmental Agencies such as NC	10	South Los Angeles
	Brentwood- 11820 San Vicente Blvd., 90049	Meeting Room, 21 X 35, Capacity 49, Schedule 1	TBD Subject to availability	Same as above	(310)-575-8273 or (310)575- 8276fax	Free for Governmental Agencies such as NC	11	West Los Angeles
	Cebuena - 4501 Santa Monica Blvd	Meeting Room, 35 X 27	TBD Subject to	Same as above	323 664 6418 or	Free for	12	Central

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Chinatown - 536 W. College St., 90012	Meeting Room, 30X20 Capacity 50, Schedule 1 Hours	TBD Subject to availability	Same as above	213-620-0925 or 213 612-0401fax	Free for Governmental Agencies such as NC	1	Central
Cypress Park - 3320 Pepper Ave, 90065	Meeting Room 29 X 15 Capacity 25, Schedule 2 Hours	TBD Subject to availability	Same as above	213-612-0460 or 213612-0420fax	Free for Governmental Agencies such as NC	1	East Los Angeles
Eagle Rock - 5027 Casper Ave., 90041	Meeting Room, 32 X 36 Capacity 65, Schedule 1 Hours	TBD Subject to availability	Same as above	323-2588078 or 323 478-9530fax	Free for Governmental Agencies such as NC	14	East Los Angeles
Echo Park - 1410 W Temple, 90026	Meeting room, 40 X 28, Capacity 80, shcedule 1 Hours	TBD Subject to availability	Same as above	213-250-7808 or 213 580-3744fax	Free for Governmental Agencies such as NC	1	Central
Exposition Park - 3665 S. Vermont Ave, 90007	Meeting room, 30 X 27 9", Capacity 50 Schedue 1 Hours	TBD Subject to availability	Same as above	323732-0169 or 213 612-0540fax.	Free for Governmental Agencies such as NC	8	South Los Angeles
Goldwyn Hollywood - 1623 Ivar Ave.,	Meeting Room, 18 X 20, Capacity 25 Schedule 1 Hours	TBD Subject to availability	Same as above	323 856-8260 or 323 4675707fax	Free for Governmental Agencies such as NC	13	Central
Granada Hills, 10640 Petit Ave., 91344	Meeting Room, 27 X 36, capacity 80 Schdule 1 Hours	TBD Subject to availability	Same as above	818 368-5687 or 323 756-9286fax	Free for Governmental Agencies such as NC	12	North Valley
John C Fremont - 6121 Melrose Ave., 90038	Meeting Room, 30 X 20, Capacity 60, schedule 2 Hours	TBD Subject to availability	Same as above	(323 962-3521 or 323 962-4553fax	Free for Governmental	4	Central

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John Muir - 1005 W 64th St., 90044	Meeting Room, 16' 10" X 17' 6", Capacity 25, Schedule 1 Hours	TBD Subject to availability	Same as above	323 789-4800 or 323 789-5758	Free for Governmental Agencies such as NC	8	South Los Angeles
Junipero Serra - 4607 S Main St., 90037	Meeting Room, 33' 10" X 35", Capacity 80, Schedule 1 hours	TBD Subject to availability	Same as above	323 234-1685 or 323 846-5389fax	Free for Governmental Agencies such as NC	9	South Los Angeles
Lincoln Heights - 2530 Workman St., 90031	Meeting Room, 36 X 24, Capacity 80, Schedule 1 Hours	TBD Subject to availability	Same as above	323 226-1692 or 323 226-1691fax	Free for Governmental Agencies such as NC	1	East Los Angeles
Los Feliz - 1874 Hillhurst Ave., 90027	Meeting Rooms, 28 X 25 Capacity 75, Schedule 1 Hours	TBD Subject to availability	Same as above	323 913-4710 OR 323 913- 4714FAX	Free for Governmental Agencies such as NC	4	Central
Memorial - 4625 W Olympic Blvd., 90019	Meeting Rooms, 25 X 28 Capacity 50, Schedule 2 Hours	TBD Subject to availability	Same as above	323 938-2732 or 323 938-3378fax	Free for Governmental Agencies such as NC	4	Central
Mid Valley - 16244 Nordoff St., 91343	Meeting Rooms, 42 X 27, Capacity 100, Schedule 1 Hours	TBD Subject to availability	Same as above	818 895-3650 or 818 895 3660 fax	Free for Governmental Agencies such as NC	12	North Valley
Panorama City - 14345 Roscoe Blvd, 91402	Meeting Room, 24 X 15, Capacity 60, schedule 1 Hours	TBD Subject to availability	Same as above	818 895-2642 or 818 895 6482fax	Free for Governmental Agencies such as NC	6	North Valley
Pacoima - 13605 Van Nuys Blvd., 91331	Meeting Room, 33 X 25, Capacity 55, Schedule 1 Hours	TBD Subject to availability	Same as above		Free for Governmental	7	North Valley

City Meeting Facilities and Availability						ATTACHMENT F	
Platt - 23600 Victory Blvd., 91367	Meeting room, 21 X 28, Capacity 80, Schedule 1 hours	TBD Subject to availability	Same as above	818 340-9386 or 818 340-9645fax	Free for Governmental Agencies such as NC	3	South Valley
Porter Ranch - 1171 Tampa Ave, 91326	Meeting Room, 30 X 20, Capacity 60, Scheule 1 Hours	TBD Subject to availability	Same as above	818 360-5706 OR 818 360-3106FAX	Free for Governmental Agencies such as NC	12	North Valley
R.L. Stevenson - 803 Spence St., 90023	Meeting , 31 X 17, Capacity 40, Schedule 2 Hours	TBD Subject to availability	Same as above	323 268-4710 or 213 612-0425fax	Free for Governmental Agencies such as NC	14	East Los Angeles
Robertson - 1719 S Robertson Blvd., 90035	Meeting Room, 23 X 40, Capacity 40, Schdule 1 Hours	TBD Subject to availability	Same as above	310 840-2147 or 310 840-2156fax	Free for Governmental Agencies such as NC	5	Central
San Pedro - 931 S Gaffey St., 90731	Meeting Room , 33' 4" X 43' 8", Capacity 100	TBD Subject to availability	Same as above	310 548-779 or 310 548-7453fax	Free for Governmental Agencies such as NC	15	Harbor
Studio City - 12511 Moorpark St., 91604	Meeting Room, 36 X 36 Capacity 80, Schedule 1 hours	TBD Subject to availability	Same as above	818 755-7874 or 818 755-7878fax	Free for Governmental Agencies such as NC	2	South Valley
Sunland-Tujunga - 7771 Foothill Blvd., 91042	Meeting Room, 25 X 19, Capacity 60, Schedule 1 Hours	TBD Subject to availability	Same as above	818 352-4481 or 818 952-2501fax	Free for Governmental Agencies such as NC	2	North Valley
Van Nuys - 6250 Sylmar Ave, 91401	Meeting room, 46 X 32, Capacity 70, Schedule 2 Hours	TBD Subject to availability	Same as above	818 756-8453 or 818756-9291fax	Free for Governmental Agencies such as NC	6	South Valley

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Venice - 501 Venice Blvd., 90291	Meeting Room, 20 X 34, Capacity 80, Schedule 1 Hours	TBD Subject to availability	Same as above	310 821-1769 or 310 306 -9124fax	Free for Governmental Agencies such as NC	11	West Los Angeles
Vermont Square - 5401 S Figueroa St., 90037	Meeting Room, 28' 6" X 27' 6", Capacity 80, Schedule 1 Hours	TBD Subject to availability	Same as above	323 290-7405 or 323 2907408fax	Free for Governmental Agencies such as NC	9	South Los Angeles
Vernon - 4504 S. Central Ave., 90011	Meeting Room, 30 X 30' 6', Capacity 50, Schedule 1 Hours	TBD Subject to availability	Same as above	323 234-9106 or 323 231-4291fax	Free for Governmental Agencies such as NC	9	South Los Angeles
Washington Irving - 4117 W Washington Blvd., 90019	Meeting Room, 30 X 33, Capacity 65, Schedule 1 Hours	TBD Subject to availability	Same as above	323 734-6303 or 213 731-2416fax	Free for Governmental Agencies such as NC	10	South Los Angeles
Watts - 10205 Compton Ave., 90002	Meeting Room, 29' 2" X 21' 2", Capacity 60, Schedule 1 Hours	TBD Subject to availability	Same as above	323 789-2850 or 323 789-2859fax	Free for Governmental Agencies such as NC	15	South Los Angeles
West Los Angeles - 11360 Santa Monica Blvd., 90025	meeting Room, 22 X 32, Capacity 40, Schedule 1 Hours	TBD Subject to availability	Same as above	310 575 8323 or 310 575-5475fax	Free for Governmental Agencies such as NC	11	West Los Angeles
Wilimington - 1300 N Avalon Blvd., 90744	meeting Room, 27X21, Capacity 50, Schedule 1 Hours	TBD Subject to availability	Same as above	310 834-1082 or 310 548-7418fax	Free for Governmental Agencies such as NC	15	Harbor
Wilshire - 149 N St Andrews Pl.	Meeting Room, 18 X 22, Capacity 30, Schedule 2 Hours	TBD Subject to availability	Same as above	323 957-4550 or 323 957-4555fax	Free for Governmental Agencies such as NC	4	Central

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The Port of Los Angeles	Department Main Office - 425 S Palos Verdes Street, San Pedro, CA 90731	Board Hearing Room-HAB, Capacity 200, Seat Area total 138 includes Audience 124, Press area 8, staff seat 6	TBD Subject to availability		Property Management (310) 732-3860	Free for Governmental Agencies such as NC	15	Harbor
	Liberty Hill Plaza	Training Room, Capacity 51, Seat for 30	TBD Subject to availability		Human Resources (310) 732-3860	Free for Governmental Agencies such as NC	15	Harbor
	Liberty Hill Plaza	Multipurpose Room, 9000 sq ft.Capacity 700, Seating at tables for 450	TBD Subject to availability	For fundraising events the fee is 100.00	Boys 7 Girls Club of San Pedro (310) 833-1322	Free for Governmental Agencies such as NC	15	Harbor
LA Convention Center	Department Main Office, 1201 S Figueroa Street, 90015	64 Meeting rooms please floor plan on website at www.lacclink.com	TBD Subject to availability	most processs a rental waiver with city council 60-90days prior to use or pay for usage, Convention Center is a full service facility	Claudia Brett (2213) 741-1151 Ext. 534 or Yolanda Stephens (213) 741-1151 Ext 5343	Free for Governmental Agencies such as NC	9	Central
LAUSD	Department Main Office, 5607 Capistrano Ave, Woodland Hills CA 91367	All LAUSD Schools	TBD Subject to availability	Must be reserved through the master Calendar at each school site	Evan Morris or Kathryn L Friedman (818) 904-2164	Free for Governmental Agencies such as NC Fee apply for Fundraising Events	3	South Valley

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Recreation and Parks	100 Recreation Centers, www.laparks.com	Center finder at: www.laparks.org/dos/reccenter or www.laparks.org/dos/reccenter/ reccenter.htm(by Council District) Most Centers run from 10:00am to 9pm Monday thru Friday and 5:00pm to 6pm on Weekend and Holidays	TBD Subject to availability	Ellen Oppenheim General Manager (818) 243-2831 For reservation contact Local center staff	There may be a Employee Reimburseme nt fee at \$12.50/hr if the meeting is outside of regular business hours.	Citywide	Citywide
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Neighborhood Council Office & Meeting Space Acquisition, Leasing and Procurement Program

November 18, 2003

Program Description:

The Neighborhood Council Office & Meeting Space Acquisition, Leasing and Procurement Program ("Program") will be administered by staff (Management Analyst II) from the Department of Neighborhood Empowerment (DONE), acting as the Program Administrator. This will be accomplished with the assistance of the Field Operations Staff (Project Coordinators).

Neighborhood Councils desiring office/meeting space will work directly with their assigned Project Coordinator, with the assistance of the Program Administrator, and locate space based on the Guidelines for the Acquisition of Neighborhood Council Office Space ("Guidelines"). At this juncture, the Program Administrator will facilitate and coordinate the attendant processes for the acquisition of space for Neighborhood Councils within the current city framework for locating, identifying and securing space.

Assuming that Council approves additional ordinances/resolutions with respect to the delegation of authority to DONE for all matters attendant to Neighborhood Council space acquisition and corresponding agreements, the Program Administrator will likewise be responsible for direct implementation and timely responses to Neighborhood Council requests and reporting regularly to City Council and the Mayor on Program status.

Processes:

- A copy of the Guidelines will be disseminated to all Neighborhood Councils via posting on the DONE website such that the Neighborhood Council can share this information with prospective landlords prior to identifying potential leasable office space. DONE can also post notice for Neighborhood Councils looking for space.¹
- After the Neighborhood Council or its designee identifies an office space, then a three way meeting should occur as soon as possible with the owner or an authorized agent, the Neighborhood Council liaison/designee, and the City staff member handling the Neighborhood Council lease negotiations.² City staff should

¹Realtors and landlords must be advised that no commission will be paid by any neighborhood council; that is, under a direct agreement. Landlords will pass the cost of the Realtors commission onto the tenant through the rental agreement.

²It is imperative that the neighborhood council designee and the City staff member negotiate as a team with the owner/agent on all aspects of the lease. The neighborhood council leadership will be kept informed of the status of the lease, firsthand and currently.

describe the Citywide System of Neighborhood Councils to the owner/agent and review the City Guidelines again.

- City staff and the Neighborhood Council designee should determine the following:
 1. Authority of Property Manager/Agent/Broker to Negotiate
 2. Any Zoning Issues
 3. Security/Access Issues
 4. Environmental, including asbestos
 5. Parking
 7. Tenant Improvement issues
 8. Phones, faxes, copying agreements re: City Facilities or donated space

This list is not exhaustive but serves as an example of the types of things that may be covered in negotiations and/or in the lease.

- Consideration of a joint Neighborhood Council use of the office space should be developed at this time. If the location and parties are amenable to a joint use and it is agreeable to owner/agent, then a separate Memorandum of Understanding should be developed to address the joint Neighborhood Council use. Pooling of resources is encouraged by the Charter, however, the maximum allowable rent of \$19,999 still pertains because if one of two Neighborhood Councils is decertified under a joint use, the other Neighborhood Council conceivably could be held liable for rental payments of up to \$39,998, if \$19,999 is pooled times two.
- City staff with the Neighborhood Council designee will present a draft of the Standard Neighborhood Council Lease to the owner/agent. Staff will describe to the owner/agent the simplicity of the City lease and explain why it is drafted in that manner.
- Prior to move-in, City staff should inform Neighborhood Council designee and, thereafter, the Neighborhood Council board, in writing, the general parameters regarding the rights and responsibilities under the Neighborhood Council lease, including issues concerning Fixtures Law; in short, any equipment, fixture, or thing permanently attached in the office space that cannot be removed upon termination of the lease without causing damage (more than minor blemishes) becomes the property of the owner and remains in the space.
- City staff should caution and advise the Neighborhood Council, in writing, that meetings or gatherings in the space of a quorum of the governing board or standing committee may be construed as a violation of the Brown Act unless the meeting is

noticed per the Act.

- Staff should address process issues and payment via the Funding Program for costs not included in the Agreement such as utilities, equipment, etc. Staff should also address how the City can assist with additional resource procurement for the space.
- The Program Administrator will present a realistic picture to the Neighborhood Council regarding approximate move-in, etc., given the tempo of the negotiations and all other considerations, including the fact that many owners may need to review and discuss the City's contract with their own legal counsel.

This exhibit is not meant to be an exhaustive list regarding the process but, should serve to emphasize that DONE staff will take the lead to keep the Neighborhood Councils informed (through its designee, or otherwise) on the status of securing space and finalizing agreements, regardless of the type of space desired.