


0150-13083-0000

TRANSMITTAL

TO The City Council	DATE 09/29/25	COUNCIL FILE NO. 25-0670
FROM Municipal Facilities Committee	COUNCIL DISTRICT 7	

At its meeting held on September 25, 2025, the Municipal Facilities Committee approved the attached Economic and Workforce Development Department (EWDD) report, which is hereby transmitted for Council consideration. Adoption of the report recommendation would authorize EWDD to negotiate and execute a non-profit lease agreement with North Valley Caring Services (NVCS) for food distribution services at 10801/10807 San Fernando Road and 13269 Van Nuys Boulevard. The term of the lease agreement is one year, with two six-month options to extend.

Fiscal Impact: There is no General Fund impact as this is a no-cost lease agreement. NVCS is responsible for tenant improvements, maintenance, repairs, utilities, security, and custodial costs.


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

MWS:AW:05260044

CAO 649-d

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN HULL
GENERAL MANAGER



KAREN BASS
MAYOR

ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT

444 S. FLOWER ST., 14TH FLOOR
LOS ANGELES, CA 90071

September 25, 2025

Council File: 25-0670
Council District: 7
Contact Person: Fred Jackson
Phone: (213) 744-9723

Matthew W. Szabo, City Administrative Officer
Chair of the Municipal Facilities Committee
Room 1500, City Hall East

**REQUEST AUTHORITY TO NEGOTIATE AND EXECUTE A NON-PROFIT
LEASE AGREEMENT WITH NORTH VALLEY CARING SERVICES AT
10801 & 10807 SAN FERNANDO ROAD AND 13269 VAN NUYS BLVD.
LOS ANGELES, CA 91331**

The Economic and Workforce Development Department (EWDD) requests authority to negotiate and execute a lease agreement North Valley Caring Services (NVCS), a 501(C)3 nonprofit organization for use as a temporary location for food pantry and social services which include food distribution, homelessness support, education, youth programs, and outreach at 10801 & 10807 San Fernando Road and 13269 Van Nuys Boulevard, Los Angeles, CA 91331 in CD7.

BACKGROUND

Pursuant to the City Council motion, C.F. 25-0670, adopted on June 25, 2025, the City Council directed EWDD to negotiate and execute a short term non-profit lease agreement with NVCS for their use of vacant City-owned commercial space for their outreach and social services. The contiguous locations are 10801 & 10807 San Fernando Road and 13269 Van Nuys Boulevard, totaling approximately 8,596 square feet.

NVCS began in 1978 as a small soup kitchen in North Hills, Los Angeles, founded by

community members who saw a growing need to support low-income and unhoused residents and then expanding its services to include food distribution, homelessness support, education, youth programs, and outreach. NVCS now operates the largest single-site food pantry in the San Fernando Valley, serving over 2,000 families weekly and more than 300,000 individuals annually. Current services include breakfast & shower, homeless outreach, motel outreach, safe parking, youth & teen programs, food pantry, volunteer/workforce development, and meal distributions.

A portion of the leased space NVCS currently occupies in North Hills is not being renewed. This City-owned property will be used as a temporary location until NVCS can secure a long-term lease in their service area. The Economic and Workforce Development Department (EWDD) manages a City-owned property at 13263 Van Nuys Boulevard which was recently purchased for a potential future mixed-use development. NVCS will use three suites located at the site for storage and preparation of food pantry boxes for off-site distribution.

TERMS AND CONDITIONS

The proposed license agreement is for a zero rent, one year lease agreement with two, six-month options to renew at the City's sole discretion. Either party may terminate the license agreement upon ninety (90) days written notice. NVCS will pay a portion of the CAM charges for the space, and will make a security deposit equal to one month portion of CAM charges. The complete set of terms and conditions are outlined on the attached term sheet.

MAINTENANCE, UTILITIES AND LANDSCAPING

Lessee shall be financially responsible for expenses, including tenant improvements, maintenance, utilities, security, and custodial, as enumerated in the lease agreement. The City shall be responsible for the exterior maintenance of the building which includes but is not limited to common areas as well as other related building maintenance. Any repairs, alterations or other improvements required from the specific use of their portion of their commercial space shall be performed by the Tenant at their sole cost and expense, and upon City's review and approval.

COMMUNITY BENEFIT

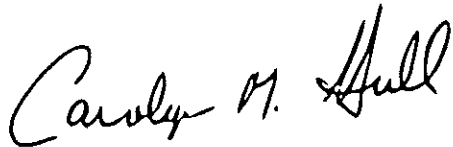
The City Administrative Office (CAO) completed the attached Community Benefit Analysis (CBA) which supports the recommendations for approval of the proposed terms and conditions. The community benefits estimated at \$2,204,502 annually exceed the market value of \$335,244 for the leased office space by \$1,869,258. See the attached CBA.

FISCAL IMPACT

There is no anticipated impact to the General Fund. No revenue will be generated from this lease agreement to the General Fund during the term period as the agreement contains zero rent.

RECOMMENDATION

That the Municipal Facilities Committee recommend that the Los Angeles City Council, subject to the approval of the Mayor, authorize the Economic and Workforce Development Department to negotiate and execute a new lease agreement with North Valley Caring Services for food pantry and social services use at 10801 & 10807 San Fernando Road and 13269 Van Nuys Boulevard, Los Angeles, CA 91331 under the terms and conditions substantially as outlined in this report.

A handwritten signature in black ink, reading "Carolyn M. Hull". The signature is fluid and cursive, with the first name "Carolyn" and middle initial "M." written in a larger, more prominent script than the last name "Hull".

Carolyn M. Hull
General Manager

ATTACHMENT: 1. Term Sheet
 2. Community Benefit Analysis, prepared by the Office of the
 City Administrative Officer

LEASING TERM SHEET

MFC DATE

LANDLORD

ADDRESS

TENANT

ADDRESS

LOCATION

AGREEMENT TYPE

USE

SQUARE FEET

TERM

RENT START DATE

LEASE START DATE

OPTION TERM

HOLDOVER

SUBLET/
ASSIGNMENT

TERMINATION

RENTAL RATE

ESCALATION

RENTAL ABATEMENT

ADDITIONAL RENT

PROPERTY TAX

OPEX

CAM

OTHER

SECURITY DEPOSIT

MAINTENANCE/
REPAIR

MAINTENANCE/
REPAIR DETAILS

TENANT
IMPROVEMENTS

PARKING

UTILITIES

CUSTODIAL

SECURITY

PROP 13
PROTECTION

INSURANCE

OTHER:

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

I. Proposed Lease Terms and Conditions	
Facility Location:	10801 and 10807 San Fernando Road and 13269 Van Nuys Boulevard (Commercial Spaces) in Pacoima, Council District 7
Lessee:	North Valley Caring Services (NVCS)
Council File Reference:	C.F. 25-0670 (Adopted by City Council on June 25, 2025) C.F. 14-1174-S97 (Adopted by City Council on February 28, 2025)
Space Assignment:	Approximately 8,596 square feet (APN# 2619-017-001)
Term and Renewal Option:	One-year term commencing upon execution, with two six-month options to extend.
Market Rate:	\$3.25 per square foot or \$335,244 annually
Proposed Rental Rate:	\$0.00 during the initial term, and rates are subject to re-negotiation at the discretion of the City.
Tenant Improvements, Maintenance, Utilities, Security, and Custodial Costs:	Lessee shall be financially responsible for all expenses, including tenant improvements, maintenance, utilities, security, and custodial.
II. History and Current Services	
Mission:	The mission NVCS is to empower neighborhood residents to build a vision of their community's future and to actively engage in solving local problems.
Vision:	The Vision of NVCS is to create a thriving, self-sufficient community where every individual has access to basic needs, education, and opportunities for a better future. NVCS envisions a safe and inclusive space where neighbors support one another and solutions are built from within the community. Through compassion and collaboration, NVCS aims to break cycles of poverty and uplift generations.

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Community Benefits Analysis for Proposed Non-Profit Lease**

Background / History:	NVCS began in 1978 as a small soup kitchen in North Hills, Los Angeles, founded by community members who saw a growing need to support low-income and unhoused residents. Over time, it evolved into a comprehensive nonprofit organization and officially became a 501(c)(3), expanding its services to include food distribution, homelessness support, education, youth programs, and outreach. NVCS now operates the largest single-site food pantry in the San Fernando Valley, serving over 2,000 families weekly and more than 300,000 individuals annually. Its deep roots in the community, combined with a commitment to dignity and equity, have made it a trusted hub for life-changing resources and support.																		
Current Services:	Current services include breakfast & shower, homeless outreach, motel outreach, safe parking, youth & teen programs, food pantry, volunteer/workforce development, and meal distributions.																		
III. Community Benefits Analysis																			
Value of Direct Services:	<p>A. <u>Value of Dedicated Staff</u>: \$392,002.00</p> <table> <tr> <th>Staff/Benefit</th><th>Annual Value</th></tr> <tr> <td>5 Outreach Staff – Average \$24.40 per hour, 40 hours per week, 52 weeks</td><td>253,760.00</td></tr> <tr> <td>Fringe Benefits</td><td>51,130.00</td></tr> <tr> <td>5 Warehouse Staff – Average \$23.60 per hour, 8 hours per week, 52 weeks</td><td>49,088.00</td></tr> <tr> <td>Operations Manager – Approximately \$38.46 per hour, 8 hours per week, 52 weeks</td><td>16,000.00</td></tr> <tr> <td>Executive Director – Approximately \$52.88 per hour, 4 hours per week, 52 weeks</td><td>11,000.00</td></tr> <tr> <td>1 Case Manager – \$28 per hour, 4 hours per week, 52 weeks</td><td>5,824.00</td></tr> <tr> <td>1 Community Liaison – \$25 per hour, 4 hours per week, 52 weeks</td><td>5,200.00</td></tr> <tr> <td style="text-align: right;">Total</td><td>\$392,002.00</td></tr> </table>	Staff/Benefit	Annual Value	5 Outreach Staff – Average \$24.40 per hour, 40 hours per week, 52 weeks	253,760.00	Fringe Benefits	51,130.00	5 Warehouse Staff – Average \$23.60 per hour, 8 hours per week, 52 weeks	49,088.00	Operations Manager – Approximately \$38.46 per hour, 8 hours per week, 52 weeks	16,000.00	Executive Director – Approximately \$52.88 per hour, 4 hours per week, 52 weeks	11,000.00	1 Case Manager – \$28 per hour, 4 hours per week, 52 weeks	5,824.00	1 Community Liaison – \$25 per hour, 4 hours per week, 52 weeks	5,200.00	Total	\$392,002.00
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Report from
OFFICE OF THE CITY ADMINISTRATIVE OFFICER
Community Benefits Analysis for Proposed Non-Profit Lease

	<p>B. <u>Value of Services to Participants:</u> \$450,000.00</p> <table> <tr> <th>Service</th><th>Annual Value</th></tr> <tr> <td>Monthly Food Distribution – \$50 food for 500 families</td><td>\$300,000.00</td></tr> <tr> <td>Monthly Essential Item Distribution (diapers, wipes, hygiene products, and clothing) - \$25 value items for 500 families</td><td>150,000.00</td></tr> <tr> <td>Total</td><td>\$450,000.00</td></tr> </table>	Service	Annual Value	Monthly Food Distribution – \$50 food for 500 families	\$300,000.00	Monthly Essential Item Distribution (diapers, wipes, hygiene products, and clothing) - \$25 value items for 500 families	150,000.00	Total	\$450,000.00				
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Total	\$450,000.00												
Value of Operational Budget:	<p>C. <u>Value of Operational Budget:</u> \$107,500.00</p> <table> <tr> <th>Item</th><th>Annual Value</th></tr> <tr> <td>Insurance</td><td>\$60,000.00</td></tr> <tr> <td>Utilities</td><td>27,500.00</td></tr> <tr> <td>Program Supplies and Equipment</td><td>12,000.00</td></tr> <tr> <td>Auto and Fuel Expenses</td><td>8,000.00</td></tr> <tr> <td>Total</td><td>\$107,500.00</td></tr> </table>	Item	Annual Value	Insurance	\$60,000.00	Utilities	27,500.00	Program Supplies and Equipment	12,000.00	Auto and Fuel Expenses	8,000.00	Total	\$107,500.00
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Total	\$107,500.00												
Additional Offsets / In-Kind Services:	<p>D. <u>Value of Additional Offsets:</u> \$1,255,000.00</p> <table> <tr> <th>Item</th><th>Annual Value</th></tr> <tr> <td>In-Kind Support</td><td>\$1,200,000.00</td></tr> <tr> <td>Volunteer Time</td><td>45,000.00</td></tr> <tr> <td>Donated Food</td><td>10,000.00</td></tr> <tr> <td>Total</td><td>\$1,255,000.00</td></tr> </table>	Item	Annual Value	In-Kind Support	\$1,200,000.00	Volunteer Time	45,000.00	Donated Food	10,000.00	Total	\$1,255,000.00		
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Total	\$1,255,000.00												
Total Community Benefits:	<u>\$2,204,502.00</u> annually (=A+B+C+D above)												
Market Value for Leased Space:	<u>\$335,244.00</u> annually												
Benefits Finding and Recommended Action:	Community benefits estimated at <u>\$2,204,502.00</u> annually exceed the annual market value of <u>\$335,244.00</u> for the leased space by <u>\$1,869,258.00</u> .												

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

	Approval of the proposed lease terms is recommended on the basis that the value of the community benefits exceeds the market value of the leased space.
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0220-05479-0068	Aira Wada		
Work Assignment Number	Analyst	Chief	Assistant CAO

YC:AW:05260004

Release Date: _____