

0150-13170-0000


TRANSMITTAL

TO The City Council	DATE 03-25-26	COUNCIL FILE NO. -
FROM Municipal Facilities Committee		COUNCIL DISTRICT 1

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

Adoption of the report recommendations would authorize GSD to negotiate and execute a parking license agreement with 104 North Avenue 56, LLC, at 115 1/2 North Avenue 55 to support the field office operation at 5601 North Figueroa Street. The term of the license agreement commences upon City Clerk's attestation, ending on January 31, 2027 to be coterminous with the field office lease term at 5601 North Figueroa Street. There is no option to extend.

Fiscal Impact: There is no General Fund impact. Funding for this purpose is authorized as part of the Fiscal Year 2025-26 Citywide Leasing Account budget.



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

MWS:AW:05260115

CAO 649-d

CITY OF LOS ANGELES

CALIFORNIA

TONY M. ROYSTER
GENERAL MANAGER
AND
CITY PURCHASING AGENT



KAREN BASS
MAYOR

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March 26, 2026

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

Attention: Adam Lid, Legislative Assistant

REQUEST AUTHORITY TO NEGOTIATE AND EXECUTE A LICENSE AGREEMENT WITH 104 NORTH AVENUE 56 LLC FOR COUNCIL DISTRICT ONE FIELD OFFICE PARKING AT 115 ½ NORTH AVENUE 55, LOS ANGELES, CA 90042

The Department of General Services (GSD) requests authority to negotiate and execute a parking lot license agreement with 104 North Avenue 56, LLC (Landlord) for two reserved parking spaces located at 115 ½ North Avenue 55, Los Angeles, CA 90042 in Council District One (CD 1) to support their proposed district office at a nearby property.

BACKGROUND

The Council office requires two off-site parking spaces to support staff operations at the proposed Council District 1 (CD1) field office located at 5601 North Figueroa Street. The building identified for the field office does not provide on-site parking.

To address this operational need, GSD negotiated with 104 North Avenue 56, LLC, which owns a nearby parking lot located at 115 ½ North Avenue 55, within close proximity to the proposed field office location. The subject property consists of an approximately 33,000 square-foot parcel improved as a surface parking lot. The site is paved with asphalt and provides approximately 15 parking spaces, which are available for authorized users.

The Council Office requires two (2) dedicated parking spaces to support its operational needs, including the secure parking of City or staff vehicles utilized for field operations and community outreach activities. The parking facility is secured by perimeter fencing and a wrought iron vehicular gate, providing controlled and restricted access.



The availability of reserved parking within a gated facility will allow staff to safely store the City fleet vehicle and ensure reliable access for daily operations, particularly during evening meetings, community events, and other off-site activities that extend beyond normal business hours.

While not a part of this request but for informational purposes, GSD notes that additional off-site parking spaces are available at a nearby Department of Transportation Lot No. 635 at the stated rates for staff and the public. This is an open lot and is available to the general public. Additionally, metered street parking is available along North Figueroa Street and nearby streets, providing further short-term parking options for visitors to the Council District office.

TERMS AND CONDITIONS

The parking license term for the two parking spaces will commence upon City Clerk attestation and will continue through January 31, 2027, consistent with the duration of the proposed field office lease term.

The monthly license fee will be \$300 per parking space, for a total monthly cost of \$600 for the two spaces. No rent increases are proposed during the initial license term, and no security deposit is required. The agreement will include a month-to-month holdover provision, should the City require continued use of the parking spaces beyond the initial term. Any holdover occupancy will be subject to the Licensor's approval and may be subject to an adjusted license fee to be mutually agreed upon by the parties at that time.

In addition, property management has agreed to provide two (2) designated reserved parking spaces for the Council office, and will install appropriate signage identifying the reserved spaces to ensure availability for authorized staff use.

A complete set of the proposed terms and conditions is outlined in the attached Term Sheet.

MARKET ANALYSIS

The negotiated parking rate of \$300 per space per month was agreed to by the parties based on the limited availability of off-street parking in the immediate vicinity of the proposed Council District 1 Field Office and the operational needs of the office. While the City did not conduct a formal parking rate survey for this transaction, the negotiated rate was determined to be reasonable given the location of the parking facility and the lack of comparable off-street parking options in the surrounding area.

The surrounding commercial corridor along North Figueroa Street primarily relies on metered street parking, which is limited in supply and subject to time restrictions. As a result, there are few dedicated off-street parking options available nearby, making the negotiated spaces at 115 ½ North Avenue 55 a practical and necessary solution to support the daily operations of the Council District 1 Field Office.

MAINTENANCE/UTILITIES/LANDSCAPING

The Landlord shall be responsible for maintaining the parking lot in good condition, including general maintenance of pavement, striping, lighting, and access areas.

The City shall have no maintenance, utilities or landscaping obligations for the parking facility.

FUNDING

Funding for the parking license agreement will be provided through the General Fund Municipal Leasing Account associated with the CD1 Field Office lease (included in another MFC report this month).

FISCAL IMPACT

As noted in the CD1 Field Office report, monthly parking costs for two spaces is \$600 per month. The anticipated start date for the license is June 1, 2026 resulting in one month of anticipated costs for FY 2026-27. There is no additional impact to the General Fund.

RECOMMENDATION

That the Los Angeles City Council, subject to the approval of the Mayor, authorize the Department of General Services to negotiate and execute a parking lot license agreement with 104 North Avenue 56, LLC for two (2) parking spaces located at 115 ½ North Avenue 55, Los Angeles, CA 90042, under the terms and conditions substantially outlined in this report.



Tony M. Royster
General Manager

Attachments: Parking Term Sheet
Parking Site Map

LEASING TERM SHEET

DATE	March 2026
LANDLORD	104 N. Avenue 56, LLC
ADDRESS	2202 S. Figueroa Street #522 LA, CA 90007
TENANT	City of Los Angeles - GSD
ADDRESS	111 East First Street, Room 201, Los Angeles, CA 90012
LOCATION ADDRESS	2 Parking Spaces at 115 ½ N. Avenue 55 LA, CA 90042
USE	Parking
SQUARE FEET	2 parking spaces
EARLY POSSESSION	N/A
TERM	Up to 7 months until 1/31/2027
LEASE COMMENCEMENT DATE	Upon City Clerk Attestation
LEASE EXPIRATION DATE	January 31, 2027
RENT START DATE	Upon City Clerk's attestation
RENT	\$300/mo. For each space, up to 2 spaces
AGREEMENT TYPE	Parking License Agreement
RENT INCREASES	None
HOLDOVER	MTM
SUBLET/ ASSIGNMENT	With landlord approval

RENEWAL OPTION

OPTION	None
DATES	None
OPTION RENT / ESCALATION	None
OPTION RENT - RENT SCHEDULE	None
RENT ABATEMENT	None
OPEX - CAM	None
LATE FEE	None
PROPERTY TAX	None
PROPERTY INS.	City is self insured
ADDITIONAL RENT	N/A
PARKING - NUMBER OF PASSES	Two
MONTHLY PARKING COST	\$300.00/month/space
SECURITY DEPOSIT	None
MAINTENANCE/ REPAIR: LANDLORD	Landlord responsible for all maintenance of premises
MAINTENANCE/ REPAIR: TENANT	None
TENANT IMPROVEMENTS: ALLOWANCE/SCOPE	N/A
UTILITIES	Landlord
CUSTODIAL / LANDSCAPING	Landlord
SECURITY	N/A

PROP 13

N/A

INSURANCE
(CITY)

City is self insured

INSURANCE
(OTHER PARTY)

To be further defined in the agreement

OTHER:

N/A

PRINT:

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SIGNATURE:

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Council District 1 Off-Site Parking

Unreserved two (2) Parking Spaces to support CD#1 Field Office
Parking Ownership: 104 N. Avenue 56 LLC
Parking Lot Address: 115 1/2 N. Avenue 55, Los Angeles, CA 90042

