

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

December 11, 2025

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **AUTHORIZE LICENSE FOR THE WEST VALLEY/SAFE PARKING LA PROJECT**

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners (Board):

1. Award a license, substantially in the form on file, to Safe Parking LA for the West Valley/Safe Parking LA Program.
2. Authorize the City Librarian and the City Attorney to make technical and clerical corrections, if needed, to the license.
3. Authorize the City Librarian or his designee to execute the license upon completion of all required approvals.
4. Adopt the attached Resolution regarding the award and execution of the license agreement between the Library and Safe Parking LA for the West Valley/Safe Parking LA Program.

B. BACKGROUND:

1. On December 6, 2016, a Safe Parking Program pilot and framework was established by the City of Los Angeles to allow for unhoused individuals and families who currently reside in their vehicles to do so legally in designated parking lots within the City. By 2018, two Library branch parking lots (Edendale and West Valley Regional branches) were identified as potential locations for these Safe Parking activities.
2. In 2019, the Library entered into an agreement with Los Angeles Homeless Services Authority to utilize these parking lots for the Safe Parking Program. That agreement has since expired and Safe Parking LA, the operator of the program, has requested to partner directly with the Library to reinstate this program identifying continued need in these areas.
3. This service will be free of charge to the Library and the Library will not charge a site use fee for this program.

4. Staff recommends that the Board award a license to Safe Parking LA for a term of three years. The license shall be subject to earlier termination by the Library.
5. The license has been reviewed by the City Attorney and is ready to be transmitted for processing.

Attachments

Project Manager: Joyce Cooper, Director of Branch Library Services

Prepared by: Emily Wooten, Management Analyst

Reviewed by: Claudia Aguilar, Senior Management Analyst
Madeleine M. Rackley, Business Manager
Susan Broman, Assistant City Librarian

LIBRARY RESOLUTION NO. 2025-XX (C-XX)

WHEREAS, The City of Los Angeles established a Safe Parking Program pilot to allow for unhoused individuals and families who currently reside in their vehicles to do so overnight legally in designated parking lots within the City;

WHEREAS, The Library entered an agreement in 2019 with the Los Angeles Homeless Services Authority to utilize parking lots at the Edendale and West Valley Regional branches for the Safe Parking Program Pilot; and

WHEREAS, The Library now wishes to license the use of the West Valley branch parking lot by Safe Parking LA for the Safe Parking Program.

THEREFORE, BE IT RESOLVED, That the Board adopts the award and execution of the license agreement between the Library and Safe Parking LA for the West Valley/Safe Parking LA Program.

FURTHER RESOLVED, That the Board hereby authorizes the City Librarian and the City Attorney to make technical and clerical corrections as deemed necessary.

This is a true copy:

Lynda Achi
Commission Executive Assistant

Adopted by the following votes:

AYES:

NOES:

ABSENT:

**CITY OF LOS ANGELES
LOS ANGELES PUBLIC LIBRARY**

REVOCABLE LICENSE

The City of Los Angeles (City), through its Library Department (Los Angeles Public Library, LAPL, or Library), hereby issues this revocable license (License) to Safe Parking LA (Licensee), granting temporary access to the Premises for the purpose of administering the Safe Parking LA Program, which allows unhoused individuals and families who currently reside in their vehicles to do so legally in designated parking lots within the City.

This License is issued subject to the conditions set forth herein.

Premises. The area for which this License is granted is a portion of LAPL property located at the West Valley Branch Library at 19036 Vanowen Street, Reseda, CA 91335, specifically the parking lot on the south side of the property at Vanalden Avenue (Premises). This location is marked on the map attached hereto as Attachment 1.

Personnel. Licensee personnel who may enter the Premises and perform the activities authorized herein include: employees and volunteers from Safe Parking LA, Socal Industries sanitation employees, Allied Security employees. City Library staff, patrons, and custodial staff may continue to enter premises after hours.

License. Licensee and its authorized personnel are granted a revocable and temporary license to administer the Safe Parking LA Program on the Premises, subject to the following terms and conditions:

1. Licensee may access the parking lot of the West Valley Branch Library 7 days a week, including on City Holidays, between the hours of 8:30 PM to 7:30 AM. Licensee personnel and Safe Parking LA participants will vacate the Premises outside of these hours.
2. Licensee may utilize up to 25 parking spaces to park one non-recreational vehicle per parking space. The number of participants may not exceed the number of vehicles multiplied by the number of seats per vehicle.
3. Licensee will vet participants to ensure that no registered sex-offenders will be allowed to participate. Participants are to sign and adhere to a Code of Conduct that will be provided by the Licensee.
4. Licensee will place one (1) ADA-accessible portable bathroom, one (1) ADA-accessible portable washing station, and one (1) small trash receptacle adjacent to the walking path on the south side of the library entrance, in a location to be approved by the Library. The washing station is to be covered with a tarp during the day when not in use.

5. Licensee will provide servicing, including cleaning and emptying of the bathroom and washing stations on Mondays, Wednesdays, and Fridays, including holidays. If the portable restroom vendor cannot provide services on a particular holiday, the bathroom will be serviced on the next business day. If needed, extra servicing of the bathroom facilities will be scheduled by the Licensee to accommodate holidays. Licensee personnel will lock the bathroom and washing station so they are restricted to the use of Safe Parking LA Program participants.
6. Licensee will clean the parking lot if the need arises due to the use of the lot by the Licensee. The pressure-washing will be provided at no cost to the LAPL.
7. Licensee will provide an unarmed, private, bonded security guard to check participants into the location, remain on site throughout the operating hours, and check participants out in the morning. The guard will allow access to the Premises lot for custodians, maintenance, and LAPL staff to provide services for the Premises. The Safe Parking LA guard will unlock and lock the gates at the Premises.

Term. The term of this License shall be for three years from the date of its execution, unless earlier terminated.

Termination. LAPL may immediately terminate this License if, in the reasonable determination of LAPL, Licensee fails to comply with any of the License conditions. LAPL in its sole discretion may permit Licensee to correct any deficiencies in lieu of termination. LAPL may also terminate this License without cause upon providing Licensee with 10 days of written notice.

Maintenance of Premises. Licensee and its personnel shall maintain the Premises in a clean and orderly condition during the term of this License, including but not limited to, regularly pressure washing the parking lot. Licensee hereby warrants and covenants that no improvements or other natural features on Premises will be disturbed due to the activities authorized under this License. Licensee will also take whatever measures are necessary to ensure the safety of the public on the Premises during the term of this License.

Restoration and Final Inspection. Licensee shall restore the Premises and all property that is damaged, moved, or altered as a result of the permitted activity at the Premises to its original condition. Said restoration shall take place immediately upon the termination of this License and shall be performed to the satisfaction of LAPL and at the sole expense of Licensee.

Conduct in Conformance with the Law. Licensee agrees at all times to conduct Licensee's operations in full conformity with all laws, ordinances, and requirements of all governmental authorities. The dispensing or consuming alcohol shall not be permitted on the Premises at any time.

Insurance. Licensee, at its own cost and expense, and in the name of Licensee, shall, prior to any use of the Premises, obtain insurance and furnish the City with evidence of

such insurance from insurers in a form acceptable to City Risk Management for the coverage and minimum limits of insurance indicated on Attachment 2, which shall be maintained by Licensee throughout the duration of this License. Licensee shall ensure that all its personnel are in compliance with this condition. Licensee shall comply with State of California automobile insurance requirements when its personnel drive a vehicle as part of their use of this License.

Proof of insurance must be approved by the City of Los Angeles Risk Manager prior to execution of this License. If insurance is not posted and approved, the City may purchase insurance at the Licensee's expense or cancel the License.

Indemnification. Except for the active negligence or willful misconduct of City, or any of its boards, officers, agents, employees, assigns and successors in interest, Licensee, jointly and severally, shall defend indemnify and hold harmless City and any of its boards, officers, agents, employees, assigns, and successors in interest from and against all lawsuits and cause of action, claims, losses, demands and expenses, including, but not limited to, (1) attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by City, including but not limited to, costs of experts and consultants), (2) damages or liability of any nature whatsoever, (3) for death or injury to any person, including Licensee's employees and agents, or (4) damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of an act, error, or omission by Licensee, Subcontractors, or their boards, officers, agents, employees, assigns, and successors in interest. The rights and remedies of City provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this License. This provision will survive expiration or termination of this License.

Contacts.

LAPL Contact:

Joyce Cooper, Director of Branch Library Services
Office: (213) 228-7570
Email: jcooper@lapl.org

Licensee Contact:

Matthew Teclé
Executive Director, Safe Parking LA
Cell: (323) 210-3375
Email: MatthewT@safeparkingla.org

Right of Inspection. Authorized representatives, agents, and employees of LAPL and the City will have the right to enter the Premises at any time.

Delegation to and by City Librarian. The Board of Library Commissioners has delegated authority to the City Librarian to administer this License on behalf of the Department and to approve amendments to the scope of the License. The City

Librarian may delegate his duties, discretion, and authority under this License to one or more Library employees. Such delegation shall be memorialized in writing, and, as appropriate, notice thereof provided to Licensee.

CITY OF LOS ANGELES:

LICENSEE:

By: _____
JOHN F. SZABO
City Librarian
Los Angeles Public Library

By: _____
NAME

Date: _____

Date: _____
NAME

APPROVED AS TO FORM:

HYDEE FELDSTEIN SOTO, City Attorney

By: _____
JOSHUA M. TEMPLET
Deputy City Attorney

Date: _____



Vanowen St.

West
Valley
Branch

West Valley Branch
Parking Lot

Vanalden Ave.