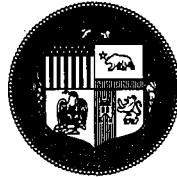


CITY OF LOS ANGELES
CALIFORNIA

ALVIN Y. BLAIN
GENERAL MANAGER



JAMES K. HAHN
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March 31, 2005

Approved on 3/31/05 by
The Municipal Facilities Committee

City Council
City of Los Angeles
c/o City Clerk
Room 360, City Hall
Los Angeles, CA 90012

Attention: Alan Alietti, Legislative Assistant

CD 9

REQUEST TO EXECUTE LEASE FOR OFFICE OF THE
CITY ATTORNEY AND POLICE DEPARTMENT AT THE
CRIMINAL COURTS BUILDING LOCATED AT 210 WEST TEMPLE STREET

The Department of General Services (GSD) requests authority to execute a lease agreement for the Office of the City Attorney and the Los Angeles Police Department (LAPD) at the Clara Shortridge Foltz Criminal Justice Center (CJC) building located at 210 West Temple Street, Los Angeles.

BACKGROUND

Staff from the Office of the City Attorney has occupied leased office space at the CJC before and after court appearances on a daily basis since July 1987. The most recent lease expired on June 21, 2002. On December 17, 2004, the City Council approved renewal of this 450 square feet for the City Attorney's use (C.F. 03-2459). The County refused to move forward with this renewal when they realized that the City was actually utilizing a total of 2,334 square feet at this location.

Over the years, LAPD began sharing the CA space. Programs were implemented to improve the process of the filing of criminal cases and to increase the efficiency of the use of officers' time in testifying in court cases. The County provided space to LAPD for these purposes without benefit of a lease nor any request for additional rent. In a letter dated January 5, 2005, the County Chief Administrator Office Real Estate Division requested confirmation from the

GSD Asset Management Division (AMD) of all space being occupied by the City at CJC with the intent of revising its lease with the City to charge rent for all 2,334 square feet. Through a site visit with LAPD, AMD confirmed that this space is being fully utilized by LAPD and CA.

LAPD staff assigned to CJC serves the following functions:

- 1) Liaison to both the County District Attorney's Office (DA) and the City Attorney's Office (CA) and operational support for the Fax Filing Program. The Fax Filing Program allows officers to file criminal cases by fax, resulting in timely arraignments of suspects, and prevents the officers from having to file the cases in person, allowing officers to be more productive elsewhere; more than 50% of the criminal cases are now filed through the Fax Filing Program;
- 2) The Court on Call (COC) Unit staff tracks cases in which officers are subpoenaed and monitors the check-in roster for the attorneys when an officer has multiple cases in trial on the same date. The COC also tracks the court cases on a daily basis so that officers can continue to work in the field and only come to court as needed;
- 3) LAPD Narcotic Liaison Unit puts up cases that are to be processed and submitted to the District Attorney for filing consideration.

Recently, the CA and the DA sent letters (see attached) supporting the presence of LAPD at this location. The City continues to pay the current rent on the initial 450 square feet on a month-to-month basis.

The new lease agreement will be as follows:

<u>Location</u>	210 West Temple Street
<u>Square Footage</u>	2,334 Square Feet
<u>Rate</u>	\$5,000 per month plus annual CPI increases
<u>Term</u>	Five (5) years with one (1) five-year option

Fiscal Impact

Under this new lease contract the rent will increase from \$12,000 to \$60,000, or an additional \$48,000, annually.

RECOMMENDATION

It is recommended that the Los Angeles City Council authorize the Department of General Services to negotiate and execute the lease renewal for office space at 210 West Temple Street, for use by the Office of the City Attorney and the Los Angeles Police Department, under the terms and conditions substantially as outlined above.

A handwritten signature in black ink, appearing to read 'Alvin Y. Blain', is written over the printed name and title.

Alvin Y. Blain
General Manager

Attachments