

INFORMATION, TECHNOLOGY, AND GENERAL SERVICES COMMITTEE REPORT relative to a lease agreement with Jessica Lee and Yong Woo Park (d.b.a. Plaza Cards and Gifts) for the use of City-owned property at Figueroa Plaza.

Recommendation for Council action:

AUTHORIZE the Department of General Services (GSD) to negotiate and execute a new lease agreement with Jessica Lee and Yong Woo Park (d.b.a. Plaza Cards and Gifts) for the use of City-owned property located at 201 North Figueroa Street, Suite 199, for approximately \$1,488 per month, pursuant to the terms and conditions substantially as outlined in the GSD report to Council dated August 31, 2017.

Fiscal Impact Statement: The GSD reports that the annual base revenue generated to the General Fund from this retail location will be \$17,854. This results in an annual increase of \$4,398 over the current lease. Under the current lease terms, the tenant pays a monthly base rent of \$1,121. Additional rent(s) include common area maintenance charges as applicable.

Community Impact Statement: None submitted.

#### SUMMARY

In the August 31, 2017, report to Council, GSD requests authority to execute a lease with Jessica Lee and Yong Woo Park (d.b.a. Plaza Cards and Gifts) for the use of City-owned property at Figueroa Plaza. GSD reports that the tenant operates a convenience snack and gift shop offering a range of everyday items such as snack foods, confectionery, soft drinks, tobacco products, over-the-counter drugs, toiletries, newspapers, and magazines. GSD believes that Plaza Cards and Gifts is a valuable tenant to Figueroa Plaza and the building occupants are very satisfied with the convenience store. The negotiated rental rate of \$3.27 per square foot is consistent with area rents for this use according to GSD's market analysis. At its meeting held August 31, 2017, the Municipal Facilities Committee (MFC) approved GSD's request.

At its meeting held October 10, 2017, the Information, Technology, and General Services Committee recommended that Council approve GSD's request to execute the proposed lease, as recommended by the MFC.

Respectfully Submitted,

INFORMATION, TECHNOLOGY, AND GENERAL SERVICES COMMITTEE



| <u>MEMBER</u> | <u>VOTE</u> |
|---------------|-------------|
| RODRIGUEZ:    | YES         |
| BLUMENFIELD:  | YES         |
| O'FARRELL:    | YES         |

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**-NOT OFFICIAL UNTIL COUNCIL ACTS-**