

**INFORMATION, TECHNOLOGY, AND GENERAL SERVICES COMMITTEE REPORT
relative to the lease of office space for use by the Fifth Council District.**

Recommendation for Council action:

AUTHORIZE the Department of General Services (GSD) to negotiate and execute a real property lease agreement with Douglas Emmett 1998, LLC, for 2,182 square feet of office space located at 15760 Ventura Boulevard for approximately \$6,328 per month for use by the Fifth Council District, pursuant to the terms and conditions substantially as outlined in the GSD report to Council dated July 27, 2017, and as amended to extend the lease agreement term through 2022, with an option to extend the term for an additional two years.

Fiscal Impact Statement: The GSD reports that the current annual rent for this property is \$86,148 which includes four parking spaces per year. The negotiated annual rent which includes a 3.5 percent increase for the base year plus four parking spaces per year is approximately \$88,810. The increase to the leasing account for the base year of the term is approximately \$2,662.

Community Impact Statement: None submitted.

SUMMARY

In the July 27, 2017, report to Council, GSD requests authority to execute a lease with Douglas Emmett 1998, LLC, for office space for use by the Fifth Council District. According to GSD's market analysis, the negotiated rental rate of \$2.90 is consistent with area rents along Ventura Boulevard for office space. At its meeting held July 27, 2017, the Municipal Facilities Committee (MFC) approved GSD's request.

At its meeting held October 10, 2017, the Information, Technology, and General Services Committee discussed this matter with a representative of GSD. Department staff recommended an extension of the lease agreement term through 2022, with an option to extend the term for an additional two years. It was stated that the amended lease term will coincide with the duration of the term of office of the Fifth District Councilmember. Committee recommended that Council approve GSD's request to execute the lease, as recommended by the MFC, as amended to incorporate the proposed amendment extending the term of the lease.

Respectfully Submitted,

INFORMATION, TECHNOLOGY, AND GENERAL SERVICES COMMITTEE



MEMBER VOTE
RODRIGUEZ: YES
BLUMENFIELD: YES

O'FARRELL: YES

jaw

-NOT OFFICIAL UNTIL COUNCIL ACTS-