

INFORMATION, TECHNOLOGY, AND GENERAL SERVICES COMMITTEE REPORT
relative to negotiating a lease for office space at 1901 West 6th Street for use by Council District
1 as a field office.

Recommendation for Council action, pursuant to Motion (Cedillo – Rodriguez):

INSTRUCT the Department of General Services (GSD), with the assistance of the City Attorney,
to negotiate a lease for office space at 1901 West 6th Street, for use as a field office for Council
District 1.

Fiscal Impact Statement: Neither the City Administrative Officer (CAO) nor the Chief Legislative
Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

SUMMARY

On December 8, 2017, Council considered Motion (Cedillo – Rodriguez) relative to leasing
office space use by Council District 1 as a field office. Motion states that the Council Office
needs a new field office in the Westlake District in order to better serve their constituents in that
area. Office space has been identified at 1901 West 6th Street. The space is approximately 900
square feet, includes parking, and needs tenant improvements. Council District 1 will work with
GSD and the CAO to determine what improvements are needed and to identify potential funding
sources to pay for associated costs. Motion recommends that Council instruct GSD to negotiate
a lease for the office space. Council referred Motion to the Information, Technology, and General
Services Committee for consideration.

At its meeting held January 23, 2018, the Information, Technology, and General Services
Committee recommended that Council approve Motion's instruction.

Respectfully Submitted,

INFORMATION, TECHNOLOGY, AND GENERAL SERVICES COMMITTEE



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

jaw

-NOT OFFICIAL UNTIL COUNCIL ACTS-