

INFORMATION, TECHNOLOGY, AND GENERAL SERVICES COMMITTEE REPORT relative to a lease agreement with Brickstar Capital, LLC for office space located at 120 South San Pedro.

Recommendations for Council action, SUBJECT TO APPROVAL OF THE MAYOR:

1. AUTHORIZE the Department of General Services (GSD), on behalf of the Office of Finance, to negotiate and execute a lease with Brickstar Capital, LLC to use office space located at 120 South San Pedro, 4th Floor, for a term of five years with two one-year options to renew for the Office of Finance's Contact Center operations.
2. INSTRUCT the Controller to transfer \$452,890 in Capital Improvement Expenditure Program (CIEP) funds to GSD's budgetary account for the Office of Finance's Contact Center relocations activities as follows:

	Fund/Dept Account Title	Amount
From: 100/54	00P301 Office of Finance Contact Center TI's	\$452,890
To: 100/40	006030 Leasing	\$452,890

Fiscal Impact Statement: The Municipal Facilities Committee (MFC) reports that there is no current-year impact on the General Fund as \$570,000 in prior-year savings transferred from the Office of Finance's Fiscal Year (FY) 2017-18 operational budget to the CIEP Fund, will be used to fund all associated expenses to be incurred in FY 2018-19. Total costs projected for the current year totals \$452,890, that includes: lease costs with rental abatement credits (\$32,208); security deposit (\$18,125); janitorial services (\$2,370); one-time communication, furniture, and moving expenses associated with relocation activities (\$390,187); and, a potential price increase for furniture items (\$10,000). Any unspent funds remaining at the close of the FY would revert to the General Fund as part of year-end reversions following completion of tenant improvements to be carried out by Brickstar based on a negotiated space plan. Future leasing costs would be addressed in the annual City Budget through the GSD leasing account.

Community Impact Statement: None submitted.

TIME LIMIT FILE - JANUARY 28, 2019

(LAST DAY FOR COUNCIL ACTION - JANUARY 25, 2019)

SUMMARY:

At its regular meeting held on December 11, 2018, the Information, Technology, and General Services Committee considered a MFC report relative to authorizing the GSD, on behalf of the Office of Finance, to negotiate and execute a lease agreement with Brickstar Capital, LLC to use office space located 120 South San Pedro, 4th Floor, for a term of five years with two one-year options to renew for the Office of Finance's Contact Center operations.

After providing an opportunity for public comment, the Committee moved to approve the

recommendations contained in the MFC report, as detailed above. This matter is now transmitted to the Council for its consideration.

Respectfully Submitted,

INFORMATION, TECHNOLOGY, AND GENERAL SERVICES COMMITTEE



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

LC 12/11/18

-NOT OFFICIAL UNTIL COUNCIL ACTS-