

12-0166  
CD 7

MOTION

Council District 7 requires office space in order to relocate the existing Sylmar District Office operations. The new space is within a new neighborhood shopping center near the intersection of Hubbard Street and Glenoaks Boulevard located at 14117 Hubbard Street. The landlord has submitted a draft floor plan as well as specific terms and conditions for a potential lease agreement.

The current office is located on a second floor, contains inadequately planned space, lacks community meeting space, and is inaccessible to the majority of Sylmar residents. Parking availability during high constituent traffic hours is scarce.

The new location will result in improved access to this Northeast Valley Community. The new venue will allow greater provision of constituent services and bring local government closer to the Sylmar community. The site is at the crossroads of two major thoroughfares, Hubbard St. and Glenoaks Blvd., which crisscross the entire community.

The new location is near major community destination points, including community shopping centers, various office and retail centers, and medical facilities. The proposed space is located on the first floor, will provide better planned space, community meeting space, and provides an opportunity to better staff a 12 square mile community having close to 80,000 residents. This locale is much more centralized within the Sylmar Community and the majority of constituents reside within 2.5 miles of the new office space.

The term of the proposed lease includes approximately 1,934 square feet of rentable space for an 18 month term plus a four year option. Based on comparable lease rates within the community, the monthly Fixed Rent shall be \$2.70 per rentable square foot per month plus traditional Common Area Maintenance (CAM) fees. The proposed lease includes more than adequate staff and constituent parking. As a result of re-locating the Pacoima district office in City facilities and this lease, District 7 will reduce the rental cost of its two district offices by \$1,187.00 per month.

I THEREFORE MOVE that the City Council authorize the General Services Department to negotiate and execute a lease for a new Council District 7 Constituent Services Office located at 14117 Hubbard Street in Sylmar, CA consistent with the proposed terms above, subject to review by the City Attorney as to form and legality.

PRESENTED BY Richard Alarcon  
Richard Alarcon  
Councilmember, 7<sup>th</sup> District

SECONDED BY [Signature]

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