

INFORMATION, TECHNOLOGY, AND GENERAL SERVICES COMMITTEE REPORT relative to lease agreement with Extra Hubbard, LLC, for office space for use by Council District 7 as a field office.

Recommendation for Council action:

AUTHORIZE the Department of General Services (GSD) to negotiate and execute a real property lease agreement with Extra Hubbard, LLC, for 1,934 square feet of office space located at 14117 Hubbard Street, Unit E, for use by Council District 7 as a field office, for an annual rental rate of \$78,907, pursuant to the terms and conditions substantially outlined in the GSD report dated December 21, 2017 (attached to the Council file).

Fiscal Impact Statement: The GSD reports that the annual expense for the first year of the lease contract would total approximately \$78,907 including the common area maintenance charge. This will be an increase of \$4,079 over the \$74,825 that is currently budgeted. GSD will pay for the cost of this lease from the Leasing Account and request additional funding if necessary.

Community Impact Statement: None submitted.

TIME LIMIT FILE - FEBRUARY 7, 2018

(LAST DAY FOR COUNCIL ACTION - FEBRUARY 7, 2018)

SUMMARY

In the report to Council dated December 21, 2017, GSD requests authority to renew an existing lease agreement for the field offices of Council District 7. GSD reports that is ideal for communicating with area constituents and business people. The field office location is also most suitable for travel throughout the Council District and to and from downtown Los Angeles City Hall as it is equidistant to the 210, 118, and the 5 freeways.

GSD reports that retail and commercial spaces are more expensive due to location, access, and provision of adequate free parking. Retail and commercial base rents in the Sylmar area average about \$2.50 per square foot. Because the landlord pays for utilities and services in the proposed agreement, the modest increase from the current \$2.75 per square foot to \$2.95 per square foot falls below many retail base rents not including expenses.

On December 21, 2017, the Municipal Facilities Committee (MFC) approved GSD's request.

At its meeting held January 23, 2018, the Information, Technology, and General Services Committee recommended that Council authorize GSD to negotiate and execute a lease with Extra Hubbard, LLC, for office space for use by Council District 7 as a field office, as recommended by the MFC.

Respectfully Submitted,

INFORMATION, TECHNOLOGY, AND GENERAL SERVICES COMMITTEE

A handwritten signature in black ink that reads "Monica Rodriguez". The signature is written in a cursive, flowing style.

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

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-NOT OFFICIAL UNTIL COUNCIL ACTS-