

INFORMATION, TECHNOLOGY, AND GENERAL SERVICES COMMITTEE REPORT relative to a new Lease Agreement between the City and Mama Moti LLC and YHK 18 LLC, for a Council District (CD) 8 Field Office located at 5462 Crenshaw Boulevard.

Recommendation for Council action:

AUTHORIZE the Department of General Services (GSD) to negotiate and execute a new Lease Agreement between the City and Mama Moti LLC and YHK 18 LLC, for a CD 8 Field Office located at 5462 Crenshaw Boulevard, Los Angeles, California, for a five-year term with two five-year options to extend, and under the terms and conditions substantially outlined in the subject Municipal Facilities (MFC) report dated September 3, 2020, attached to Council File No. 20-1122.

Fiscal Impact Statement: The MFC reports that there is no additional impact to the General Fund, as sufficient funding budgeted for a Crenshaw Field Office is available within the GSD's City-wide leasing account to fully fund current year leasing expenses, along with associated costs of utilities and janitorial services, and one-time costs including moving expenses and tenant improvements.

Community Impact Statement: None submitted.

TIME LIMIT FILE - NOVEMBER 2, 2020

(LAST DAY FOR COUNCIL ACTION - OCTOBER 30, 2020)

SUMMARY

At its regular meeting held on September 23, 2020, the Information, Technology, and General Services Committee considered the MFC report dated September 3, 2020 relative to authorizing the GSD to negotiate and execute a new Lease Agreement between the City and Mama Moti LLC and YHK 18 LLC, for a CD 8 Field Office located at 5462 Crenshaw Boulevard, for a five-year term with two five-year extension options. The proposed Lease Agreement includes approximately 5,400 square feet of office space which can accommodate up to 12 staff members, and the right to use six individual or 12 tandem parking spaces at no extra cost in the building's parking structure. The landlord will provide HVAC maintenance and the estimated \$1400 per month in custodial services, with the City contributing \$400 for the overall cost. The City will pay for all utilities and its proportionate share of property taxes above the 2020 base year. The Lease Agreement can be terminated by the City with a 60-day written notice.

After providing an opportunity for public comment, the Committee moved to approve the recommendation contained in the MFC report, as detailed above.

Respectfully Submitted,

INFORMATION, TECHNOLOGY, AND GENERAL SERVICES COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
LEE:	YES
BLUMENFIELD:	YES
RODRIGUEZ:	ABSENT

AXB
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-NOT OFFICIAL UNTIL COUNCIL ACTS-