

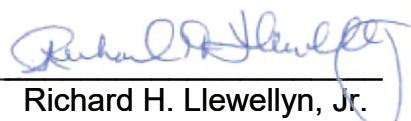
0150-11870-0003

**T R A N S M I T T A L**

TO Council	DATE 04-06-21	COUNCIL FILE NO.
FROM Municipal Facilities Committee		COUNCIL DISTRICT CD 12

At its meeting held on March 25, 2021, the Municipal Facilities Committee (MFC) approved the recommendation of the attached General Services Department (GSD) report, which is hereby transmitted for Council consideration. Adoption of the report recommendation would authorize GSD, on behalf of the Police Department, to negotiate and execute a new month-to-month license agreement with the Judicial Council of California for office space at the Chatsworth Courthouse located at 9425 Penfield Avenue, with a retroactive start date of July 1, 2020.

There is no additional General Fund impact for the current year beyond monies budgeted within the citywide leasing account. Of the total cost of \$8,400 for this lease, \$7,638 was budgeted for this purpose as part of the 2020-21 City Budget. The remaining \$762 in unbudgeted costs will be offset using a contingency reserve set aside for projected increases in multiple courthouse leases, which will be fully depleted once all pending courthouse lease executions are authorized and become effective.

  
Richard H. Llewellyn, Jr.  
City Administrative Officer

RHL:DFB:05210107

# CITY OF LOS ANGELES

CALIFORNIA

TONY M. ROYSTER  
GENERAL MANAGER  
AND  
CITY PURCHASING AGENT



ERIC GARCETTI  
MAYOR

DEPARTMENT OF  
GENERAL SERVICES  
ROOM 701  
CITY HALL SOUTH  
111 EAST FIRST STREET  
LOS ANGELES, CA 90012  
(213) 928-9555  
FAX No. (213) 928-9515

March 25, 2021

Honorable City Council  
City of Los Angeles  
c/o City Clerk  
Room 305, City Hall  
Los Angeles, CA, 90012

Attention: Michael Espinosa, Legislative Assistant

## **REQUEST AUTHORITY TO NEGOTIATE AND EXECUTE A NEW LICENSE AGREEMENT WITH JUDICIAL COUNCIL OF CALIFORNIA FOR SPACE AT THE CHATSWORTH COURTHOUSE - 9425 PENFIELD AVE, LOS ANGELES**

The Department of General Services (GSD) requests authority to negotiate and execute a new license agreement with the Judicial Council of California (State) for approximately 280 square feet of space at the Chatsworth Courthouse located at 9425 Penfield Ave, Los Angeles, California 91311 for use by the Los Angeles Police Department (LAPD).

### **BACKGROUND**

On August 1, 2010, the City of Los Angeles executed license agreement C-120602, (CF 11-1519) for the use of several courthouse office spaces including the one at the Chatsworth Courthouse which is used for court-related LAPD business. The lease is currently in a month-to-month holdover status.

In June 2017, the State requested to renew all courthouse licenses under new terms and conditions including paying custodial costs and accurate square footage. The County of Los Angeles provides custodial at the courthouses but the City previously did not pay separate custodial costs. The square footage measurements were resolved in February 2018. However, the custodial costs were never clearly defined in dollar amounts and initial proposals were higher than the proposed rents. In December 2019, the State agreed to limit custodial costs to approximately 25% of license costs with payments to be made directly to the Los Angeles County Superior Court under a separate Memorandum of Understanding (MOU). Authority to enter into this MOU will be requested in a separate report.



**TERMS AND CONDITIONS**

The new proposed license will reflect a corrected square footage area which increased from 260 to 280 sf but decreased monthly rent from \$589.55 to \$560 due to newly negotiated rates. The additional custodial charge of 25% of total rent, or \$140 monthly, will result in a total rent amount of \$700 monthly effective retroactively starting July 1, 2020.

Any increase or decrease in square footage will result in an increase or reduction in rent with a 30-day notice to the landlord based on the current cost per square foot rate.

Complete terms and conditions are included in the attached Term Sheet. The City will enter into a separate MOU agreement with the Los Angeles County Superior Courts to pay custodial costs.

**MARKET ANALYSIS**

Lease comparables for this courthouse are included in the table below.

Note: Comparable rent is within one mile of the courthouse evaluated from 2019 to present.

<b>Chatsworth</b> 9425 Penfield Ave, Los Angeles	Monthly Rent (per square foot)
20417 Nordhoff Street	\$2.00
9045 Corbin Ave	\$1.85
9301 Oakdale Ave	\$2.35
Total Average	\$2.07
<b>Proposed State Rent*</b>	<b>\$2.00</b>

\*Proposed State Rent is lower than average comparables

**FISCAL IMPACT**

The Leasing Account is funded \$7,637.76 in FY 2020-21. Estimated new costs total \$8,400 resulting in a funding shortfall of \$762.24.

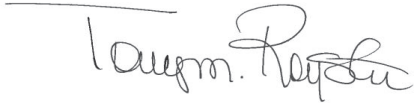
Rent Increases are due mainly to the new monthly fee for custodial service. The base rent is decreasing from \$589.55 to \$560 monthly and the new monthly custodial fee is approximately \$140. Total rent is \$700 compared to previous total rent of \$589.55. These new costs are retroactive to July 1, 2020.

Please note that the first year of this new General Funded lease including custodial will cost \$700 monthly, or \$8,400 annually, with annual increases of 3%. There is an unfunded amount of \$762.24 for FY 2020-21 as detailed in the chart below.

<b>FY 20-21 Funding- 9425 Penfield -Chatsworth Courthouse</b>					
	Monthly Proposed Costs	One-Time Costs	2020-21 Estimated Expense	2020-21 Available Funding	2020-21 Estimated Balance
Rent	\$560.00		\$6,720.00		
Custodial	\$140.00		\$1,680.00		
<b>TOTAL</b>	<b>\$700.00</b>	<b>\$0</b>	<b>\$8,400.00</b>	<b>\$ 7,637.76</b>	<b>(\$762.24)</b>

**RECOMMENDATION**

That the Los Angeles City Council, subject to the approval of the Mayor, authorize GSD to negotiate and execute a license agreement with the Judicial Council of California for the continued use of office space at the Chatsworth Courthouse located at 9425 Penfield Ave., Los Angeles, CA for LAPD use under the terms and conditions substantially outlined in this report.

A handwritten signature in black ink, appearing to read "Tony M. Royster". The signature is written in a cursive style with a horizontal line above the first few letters.

Tony M. Royster  
General Manager

Attachment: Term Sheet

## LEASING TERM SHEET

MFC DATE	03/25/2021
LANDLORD	Judicial Council of California-Facilities Services
ADDRESS	455 Golden Gate Avenue, San Francisco, CA 94102
TENANT	City of Los Angeles-General Services
ADDRESS	111 E 1st Street, Los Angeles CA 90012
LOCATION	Chatsworth Courthouse-9425 Penfield Ave, Los Angeles, CA 91311-1st floor
AGREEMENT TYPE	Gross Modified
USE	Office Space- LAPD-1st floor
SQUARE FEET	280
TERM	Month to Month
RENT START DATE	7/1/20-Retroactive Rent
LEASE START DATE	7/1/20
OPTION TERM	N/A
HOLDOVER	Yes
SUBLET/ ASSIGNMENT	Right to Sublease - Landlord approval
TERMINATION	30 day notice by either party
RENTAL RATE	\$2.00 per square foot-\$560.00 monthly, \$ 6,720.00 annually plus custodial
ESCALATION	3% annual increases
RENTAL ABATEMENT	None
ADDITIONAL RENT	Yes
PROPERTY TAX	None
OPEX	None
CAM	None

OTHER	Late fee \$50 or 5% of license fee whichever is greater
SECURITY DEPOSIT	None
MAINTENANCE/ REPAIR	Landlord  
MAINTENANCE/ REPAIR DETAILS	Landlord fixes all common areas and general maintenance of site
TENANT IMPROVEMENTS	N/A
PARKING	As needed by tenant
UTILITIES	Tenant pays
CUSTODIAL	Custodial up to 25% of rent-approximately \$140.00 monthly, \$1,680.00 annually
SECURITY	None
PROP 13 PROTECTION	City is Exempt  
INSURANCE	City shall indemnify and hold harmless Landlord
OTHER:	<p>Total rent including custodial is approximately \$ 700.00 monthly or \$8,400.00 yearly</p> <p>Rent \$560.00 monthly</p> <p>+ \$140.00 monthly(Custodial approximately)</p> <p>= \$700.00 monthly(approximately)</p>