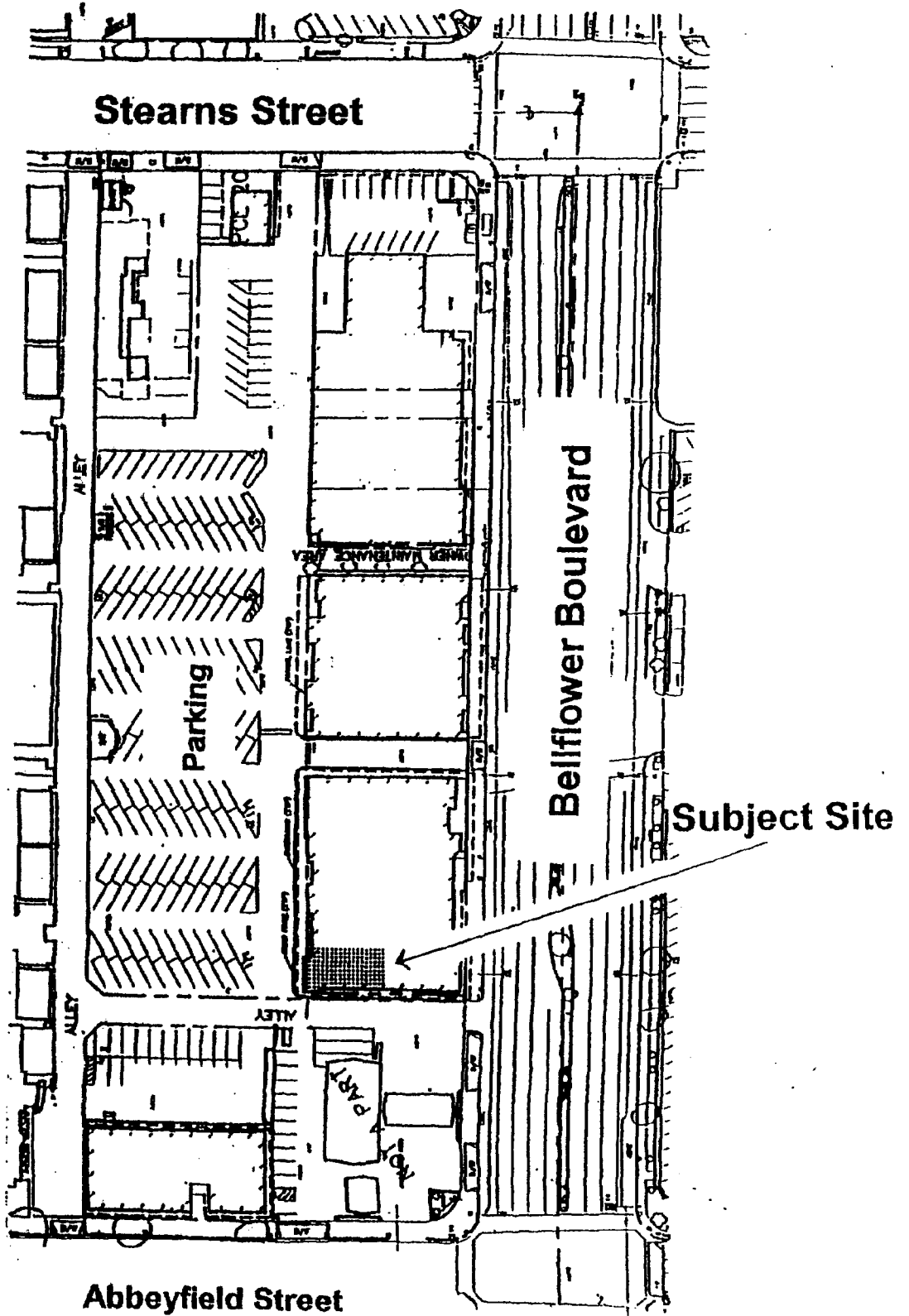


# EXHIBIT A





# CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802

RECEIVED  
CITY CLERK  
LONG BEACH, CALIF.  
02 AUG - 1 AM 11:48

August 6, 2002

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

SUBJECT: Lease With the Edward and Joyce Hunt 1985 Trust for Office Space at 2117 North Bellflower Boulevard to House a Police Community Storefront/Bike Patrol Station and the Fourth Council District Field Office (District 4)

## DISCUSSION

In the early 1990's, the City opened its first of four Police Department Community Storefronts (Storefront) to provide resources to the respective surrounding neighborhood. The Storefront gives area residents convenient access to the Police Department and a location for community meetings. The Storefront allows for the facilitation of referrals of requests and questions to other City departments and identifies a location for police reporting in the field. There are no Storefronts located in the East Division of the Long Beach Police Department (East Division).

In 1996, the East Division Bike Patrol (Bike Patrol) was formed to serve as ambassadors to citizens and business owners in the East Division by solving problems specific to the area and encouraging participation in the department's crime prevention programs. Composed of four officers who patrol the shopping areas of the Anaheim Corridor, Belmont Shore, the Long Beach Towne Center, and the Los Altos Marketplace, the Bike Patrol's presence in the community has allowed these officers to quickly respond to incidents while becoming more approachable and accessible to residents.

In February 2002, the Property Services Bureau was asked to survey East Long Beach for potential space to accommodate the Bike Patrol including an office for police reporting. A vacant 780-square foot retail space was identified at 2117-2119 North Bellflower Boulevard which had previously served as the shipping and receiving center for a textbook store (see Exhibit "A").

The size and location of this site allows for a dual City-use with the addition of a Fourth Council District Field Office (Field Office). During 1998 and 1999, the Fourth Council

HONORABLE MAYOR AND CITY COUNCIL

August 6, 2002

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District had a temporary field office operated from a trailer in Stearns Park. In 2000, this temporary location was closed because it did not have adjacent parking for accessibility to the community nor adequate facilities such as restrooms for the staff.

To accommodate the Storefront/Bike Patrol and Field Office, a lease has been negotiated for 780 rentable square feet of retail space at 2117 North Bellflower Boulevard. The proposed lease contains the following major provisions:

- Length of Term: Three years commencing on August 15, 2002.
- Option to Renew: One three-year option to renew.
- Use: General offices for use as the Community Storefront/Bike Patrol Station and Fourth Council District Field Office.
- Rent: The monthly base rent for the leased premises shall be \$1,755 (\$2.25 per rentable square foot) for Year 1. Rent will be adjusted annually by the Consumer Price Index and will be no less than 3 percent and no more than 6 percent.
- Rent Concession: 90-day free rent period commencing upon the full execution of the Lease.
- Utilities, Services and Taxes: Tenant shall pay its monthly pro-rata share of common area maintenance (CAM). CAM is currently \$0.23 per rentable square foot or \$179.40 per month. CAM includes common area maintenance, repairs, house electric, business license, water, trash, property taxes, blanket building insurance policy, and Parking Association expenses. Tenant shall be responsible for its separately metered electricity and gas.
- Parking: Shared parking with other retail tenants is available in the rear of the building. Cost is included in monthly CAM charges.
- Security Deposit: None.
- Monies Paid at Execution: Upon execution of the Lease, Tenant shall pay the first two months of rent and the first five months (includes 90-day free rent period) of operating expenses for a total of \$4,407.
- Tenant Improvements: Tenant shall accept the space "as is" and shall be solely responsible for all expenses for tenant improvements to convert the space to general office use. JCM Facilities Planning and Management has provided a preliminary estimate of \$55,000 for demolition, electrical, drywall and paint, repairs to ceiling, replacement of carpeting, heating, ventilation, and air conditioning, ADA improvements to restrooms, doors, and hardware, and construction fees.

HONORABLE MAYOR AND CITY COUNCIL  
August 6, 2002  
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This letter was reviewed by Deputy City Attorney James N. McCabe and Budget Bureau Manager Annette Hough on July 29, 2002.

TIMING CONSIDERATIONS

City Council action is requested on August 6, 2002 in order to meet an August 15, 2002, target lease execution date.

FISCAL IMPACT

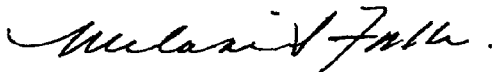
Assuming the lease commences on August 15, 2002, rental payments will be \$3,510 and CAM payments will be \$897 in FY 02 for a total of \$4,407. One-time tenant improvement costs will be approximately \$55,000. Total estimated costs for FY 02 are \$59,407.

This expense will be absorbed within the current appropriation in the General Fund (GP) of the Police Department (PD). The total ongoing costs will be approximately \$20,452 for FY 03. The FY 03 Proposed Budget does not include these costs, which the Police Department will attempt to absorb.

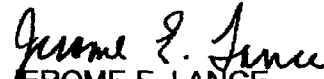
IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to execute a Lease with the Edward and Joyce Hunt 1985 Trust for office space at 2117 North Bellflower Boulevard for use as a Police Community Storefront/Bike Patrol Station and the Fourth Council District Field Office for a three-year term, at a beginning rental rate of \$1,755 per month, with scheduled increases, with one three-year option to extend.

Respectfully submitted,



MELANIE S. FALLON  
DIRECTOR OF COMMUNITY DEVELOPMENT



JEROME E. LANCE  
CHIEF OF POLICE

MSF:JMLR:neb  
Attachments: Exhibit "A"

8.6.02ccitr2117Bellflower.doc

APPROVED:



HENRY TABOADA  
CITY MANAGER

**EXHIBIT A**

