



CITY OF LONG BEACH

Department of Parks, Recreation and Marine

2760 Studebaker Road, Long Beach, CA 90815-1697

(562) 570-3100 • FAX (562) 570-3109

C-8

August 21, 2001

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CITY OF LONG BEACH
ADMINISTRATIVE

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

SUBJECT: Sublease With the Convention and Visitors Bureau for Office Space at One World Trade Center for the Special Events Office (District 1)

DISCUSSION

In October 2000, the Special Events Office was transferred to the Parks, Recreation and Marine Department. The Special Events Office is instrumental in the issuance of permits and the coordination of City services for special events, ranging in size from small block parties to the Toyota Grand Prix of Long Beach. In addition, this office serves as the liaison between the City and location scouts to promote the City of Long Beach and to facilitate filming locations for motion pictures, commercials, and television productions. Comparable space to what they currently occupy in City Hall has been identified in the Convention and Visitors Bureau, located within the World Trade Center Building at One World Trade Center, Suite 300.

By re-locating the Special Events Office to the Convention and Visitors Bureau offices, there will be more opportunities for City staff to better coordinate promotional activities.

The proposed sublease contains the following major provisions:

- Address:** One World Trade Center, Suite 300.
- Lease Area:** Two offices and one cubicle on the third floor, consisting of approximately 500 square feet.
- Lease Term:** The term of this sublease shall be one year, commencing September 15, 2001. The agreement may be terminated at the end of the one-year term by either party with 30 days written notice, prior to the end of the contract term. If neither party notifies the other with their written intention to terminate the contract 30 days prior to expiration, the contract will automatically be extended for one year.
- Use:** Office space to accommodate the Special Events Office.
- Parking:** Parking will cost \$42 per month per employee, which will be added to the monthly rent payment. This will represent \$2,688 per year.
- Rent:** The monthly rent will be \$575 per month and equates to approximately \$1.15 per square foot.

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Miscellaneous: There will be some minor costs for use of copy machines, telephone system, and other office amenities.

This item was reviewed by Deputy City Attorney Donna Gwin on August 2, 2001, and by Budget Bureau Manager Annette Hough on August 3, 2001.

TIMING CONSIDERATIONS

City Council action on this matter is requested to accommodate the targeted relocation date of September 15, 2001.

FISCAL IMPACT

This sublease, including parking, will cost the City \$9,588 annually, plus some costs for office amenities. If approved, sufficient funding has been budgeted in the Special Revenue Fund (SR 133) in the Department of Parks, Recreation and Marine (PR) to support this activity.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to execute a sublease with the Long Beach Convention and Visitors Bureau for office space at the World Trade Center to the Special Events Office for one year, commencing September 15, 2001, with an option to renew for three separate consecutive periods of one-year each at an initial monthly rental rate of \$575 per month and \$42 per employee, per month for parking, at a total yearly cost of \$9,588, plus any additional costs for office operations.

Respectfully submitted,



PHIL T. HESTER
DIRECTOR OF PARKS, RECREATION AND MARINE

APPROVED:


HENRY TABOADA
CITY MANAGER

PTH:bgn