

Agenda Report

March 22, 2010

TO: Honorable Mayor and City Council
FROM: Planning and Development Department
SUBJECT: **Police Department Lease at 221 E. Walnut Street, Suite 112, Pasadena**

RECOMMENDATION:

It is recommended that the City Council:

- 1.) Find that the leasing of office space for the Pasadena Police Department located at 221 E. Walnut Street from PARK CENTER LIMITED PARTNERSHIP, ("Park Center") is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15301 (Existing Facilities); and
- 2.) Authorize the City Manager to execute a two year lease with eight 12-month options with Park Center for the Traffic Section of the Police Department to lease 221 E. Walnut Street, Suite 112, incorporating the terms and conditions generally described below, and any other documents necessary to carry out the lease.

BACKGROUND:

The Pasadena Police Department operates a number of specialized sections, including the Special Enforcement Section ("SES"). SES is responsible for a variety of programs including the SWAT team, the group of officers assigned to gang activities and the narcotics unit. Unfortunately, there is insufficient space to house all the Department's operations in the main police building and as a consequence, the SES has been in rented space, located at the southwest corner of Woodbury Road and Los Robles Avenue, for approximately the last nine years.

Specialized operations like SES are best managed when they are housed within the main Police facility thus allowing greater levels of oversight as well as promoting enhanced opportunities for daily contact with Patrol, Detectives and Community Services personnel.

In order to accommodate SES's move back to the Police Building relocation of the Traffic Section out of the building is being recommended. Several available sites were considered in the Civic Center area. Office space immediately north of the main Police Building has been identified as the preferred site given the reasonable lease rates and close proximity to the main Police Building. This 4,082 square foot space is located at 221 E. Walnut Street, Suite 112. This site is also convenient to the City's Transportation Department (also in this building) and the Courthouse.

The Walnut Street space will accommodate 13 motor officers, traffic support services, Community/Briefing area for educational programs required by State Grants, and an investigation room for fatal collision and hit and run investigations.

Staff is also evaluating long term plans to increase available office space at the police heliport (2175 Yucca Lane). It is anticipated that any approved build-out will take two to three years to complete. Once any heliport improvement project is finished, the Police Department's Traffic Section would likely relocate to this facility.

Following are the basic terms proposed for the Police Department lease at 221 East Walnut:

- a) Area: 4,082 square feet (3,000 sf leased plus 1,082 sf of free space);
- b) Term: Two years commencing April 1, 2010 and terminating on March 31, 2012;
- c) Rent: \$6,750 per month (\$2.25 per square feet based on a 3,000 square feet need), plus a CPI increase in the second year with a 3% cap;
- d) Options to Extend: The City shall have eight 12-month options to extend the lease term through March 31, 2020, each with an annual CPI increase;
- e) Furniture Rental: \$300 per year, \$600 of which is payable in advance;
- f) Operating Expenses: Park Center is responsible for operating expenses including repairs, maintenance, utilities, property taxes, janitorial, security, landscaping and the City is responsible for its telephone usage and general liability insurance;
- g) Tenant Improvements: Park Center to build out men's and women's locker rooms, provide private restrooms, paint and clean the carpet; and
- h) Parking: Six spaces at no charge.

Rather than subdivide an existing ground floor suite to accommodate the Police Department's 3,000 square feet two year requirement, Park Center has agreed to provide an additional 1,082 square feet at no charge along with private restrooms.

Renting cubicle furniture from Park Center for a nominal fee of \$300 per year will save money in that the Police Department will not have to purchase or relocate furniture. In the event a City department identifies a need to use this space after the two year term, the annual option periods are brief providing maximum flexibility. This will also give the Police Department the same option in the event relocating the Traffic Division to the heliport does not materialize. The rental rate is within range of competitive fair market rental rates for Class B buildings in the Civic Center area.

COUNCIL POLICY CONSIDERATION:

Provision of the Police Department site is consistent with the City Council's Strategic Plan goal of supporting and ensuring public safety and quality of life, by securing the safety and wellbeing of the residents of the City of Pasadena, by providing a location that facilitates and enhances the quality of their policing goals.

ENVIRONMENTAL ANALYSIS:

The City's leasing of 221 E. Walnut Street, Suite 112 is categorically exempt from CEQA pursuant to State CEQA Guidelines Section 15301 (Existing Facilities). This exemption applies to the continued operation of existing facilities involving negligible or no expansion of use. Neither the tenant improvements nor the new lease for the Police Department will result in any expansion of the existing use.

FISCAL IMPACT:

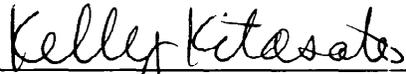
Considering potential annual Consumer Price Index adjustments, the rental expenses for the two year term will cost a maximum of \$165,030. Comparatively, the existing SES site would total \$59,040 for the same period of time. Sufficient funds for the current fiscal year are available in the Police Department's FY2010 Operating Budget and will be included in subsequent recommended operating budgets.

Respectfully submitted,



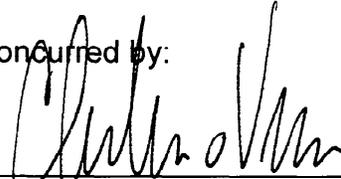
STEVE MERMELL
Assistant City Manager

Prepared by:



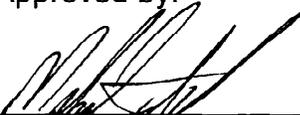
KELLY KITASATO
Real Property Manager

Concurred by:



CHRISTOPHER O. VICINO
Interim Chief of Police

Approved by:



MICHAEL J. BECK
City Manager

**Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Act
Pasadena City Charter, Article XVII**

- I. Does the value of this application/project *have the potential* to exceed \$25,000? Yes No (Applicant *must* mark one)
- II. Is the application being made on behalf of a government entity? Yes No
- III. Is the application being made on behalf of a non-profit 501(c) organization? Yes No
 If yes, please indicate the type of 501(c) organization: 501(c)(3) 501(c)(4) 501(c)(6)

Applicant's name: Larry Sue, Partner Date of Application: 3/17/10
 Owner's name: Park Center Limited Partnership
CALIFORNIA FOREFRONT, INC Contact phone number: 626-577-6883
 (for questions regarding this form)

Project Address: 221 E. WALNUT ST
 Project Description: POLICE DEPARTMENT LEASE AT PARK CENTER

IV. Applicant and Property Owner must disclose all joint owners, trustees, directors, partners, officers and those with more than a 10% equity, participation or revenue interest in owner and/or project. If any of these are an organization/entity, include the name of the organization/entity and the first and last names of all parties of interest of that organization/entity. (List all parties below and use additional sheets as necessary, or provide all parties on an attachment) Please print legibly.
 Have any additional sheets or an attachment been provided? Yes No

Names of Owner(s), Trustees, Directors, Partners, Officers of Owner/Project	Names of Owner(s), Trustees, Directors, Partners, Officers of Owner/Project (continued)	Those with more than a 10% equity, participation or revenue interest in Owner and/or project
LILY Y WONG		
WYMAN ID		

I hereby certify that I am the owner or designated agent and that the statements and answers contained herein, and the information attached, are in all respects true, accurate and complete to the best of my knowledge and belief.

Signature of Owner or Designated Agent: Anastacia B Date: 3/17/10

For Office Use Only

Type of Application: Variance (all types) Adjustment Permit Sign Exception Temporary Use Permit Expressive Use Permit
 Conditional Use Permit (excluding Master Plan) Master Plan Amendment Planned Development Other

Assigned Planner: _____ PLN#: _____

Attached Address: _____ No Attached Address

Appealed: Yes No Appeal PLN# _____ Application Withdrawn

Final Decision: Approved Denied Decision Date: _____ Decision Maker: _____
 (Name and Title, or Name of Commission/Committee)

Votes in favor (please print):

