



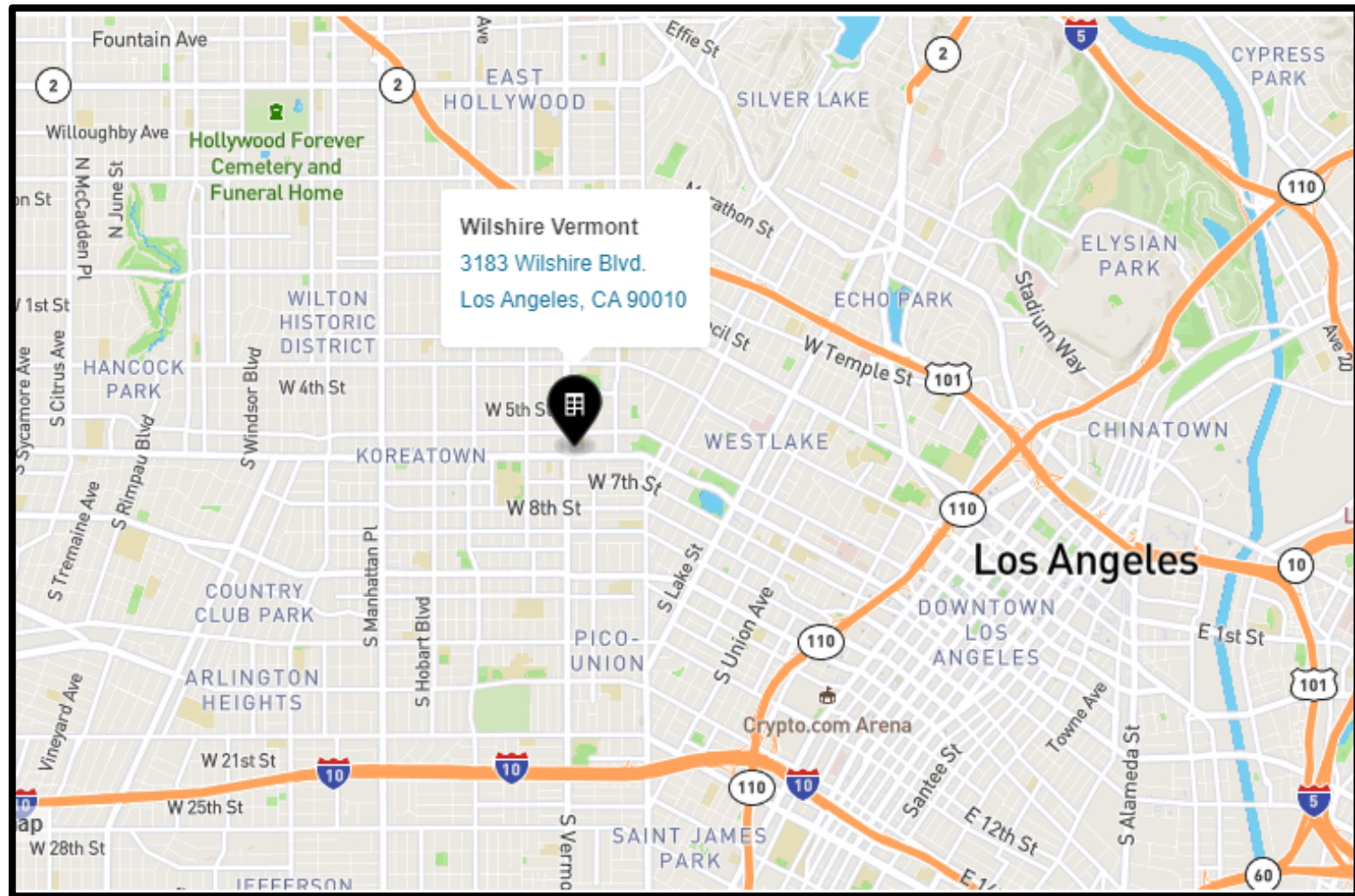
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**Finance, Budget & Audit Committee - July 18, 2024**  
**Legistar File #2024-0246**

# Recommendation

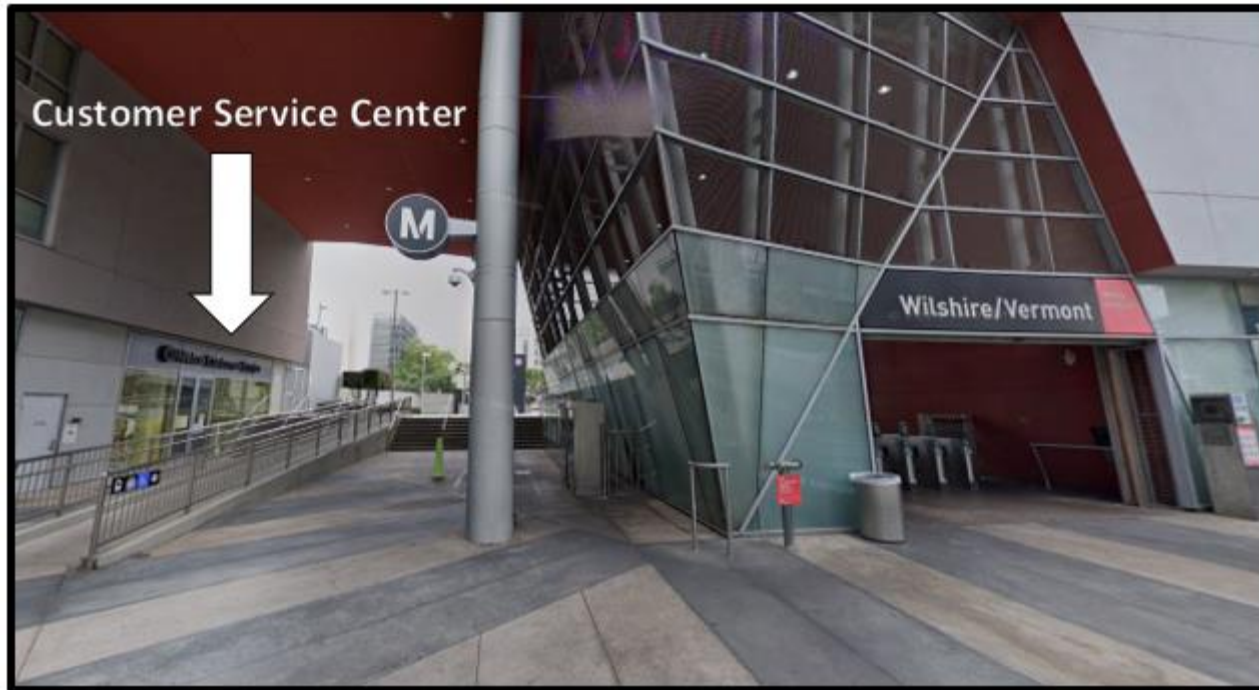
AUTHORIZE the Chief Executive Officer (CEO), or their designee, to execute the First Amendment to the Lease Agreement (First Amendment) or any other documents with DWF V Wilshire/ Vermont LP, (Lessor), to extend the lease by five years (First Option) commencing September 1, 2024, for the customer service center located at 3183 Wilshire Boulevard, Suite 174 (Site) in Los Angeles consisting of 2,469 square feet at a rate of approximately \$10,001.93 per month for a total of \$600,115.80 over the First Option term.



# Wilshire Vermont Customer Service Center Location Map



# Wilshire Vermont Customer Service Center Plaza View



# Wilshire Vermont Customer Service Center (CSC) Considerations

The major points of this Amendment are as follows:

- The extended term is for five (5) additional years.
- The rent over the extended term is estimated at \$10,002 per month.
- No rent increases over the extended term.
- The rent is a market rental rate for similar space in the area.
- No improvements are needed to enhance operations of the term.
- The size of the Premises (2,469 SF) is an ideal size for the CSC.
- The CSC is ideally located just outside the Wilshire Vermont Station.

# Financial Impact & Next Steps

## Financial Impact

The table below outlines the annual costs to Metro assuming the maximum increase of 15%:

<u>PERIOD</u>	<u>MONTHLY RATE</u>	<u>MONTHLY RENT</u>	<u>ANNUAL RENT</u>
9/1/2024 to 8/31/2025	\$4.05	\$10,001.93	\$120,023.15
9/1/2025 to 8/31/2026	\$4.05	\$10,001.93	\$120,023.15
9/1/2026 to 8/31/2027	\$4.05	\$10,001.93	\$120,023.15
9/1/2027 to 8/31/2028	\$4.05	\$10,001.93	\$120,023.15
9/1/2028 to 8/31/2029	\$4.05	\$10,001.93	\$120,023.15
<b>Total Rent</b>			<b><u>\$600,115.77</u></b>

## Upon Board approval:

Staff will complete negotiations of an agreement to extend the lease subject to review and approval by County Counsel.