



Staff Report

City of Manhattan Beach

TO: Honorable Mayor Wilson and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Bruce Moe, Finance Director
Richard Thompson, Community Development Director
Neil Miller, Public Works Director

DATE: January 4, 2005

SUBJECT: Approval of Leasing Plan for Available Garage Floor Space at the Metlox Public Parking Structure

RECOMMENDATION:

Staff recommends that the City Council approve the leasing plan for the available garage floor space at the Metlox parking structure, and authorize the City Manager to negotiate and execute those leases.

FISCAL IMPLICATION:

Staff estimates that revenues totaling approximately \$2,100 per month may be generated by leasing the available space within the Metlox structure. This estimate is based upon public storage rates in neighboring communities. Higher lease rates may be attainable due to location and convenience for tenants. Planned improvements to the spaces will cost approximately \$6,400 and will be absorbed in the current Public Works budget within the Parking fund.

BACKGROUND:

The Metlox Public Parking Structure was constructed by the City in 2003. It includes 460 metered parking spaces for use by the public, and serves the entire downtown area. The design of the structure has resulted in several open non-parking areas that may be adapted for storage purposes (see Attachment "A"). The City is planning on using some of those spaces for our own storage needs, and recommends that the remaining spaces be leased out at fair market value.

DISCUSSION:

The following is a list of spaces. The first two are being reserved for City use. The remaining spaces are available for leasing:

<u>Location</u>	<u>Diagram ID</u>	<u>Square footage</u>	<u>Use</u>
Plaza Level	A	140	Reserved for City Storage
Garage P1 Level	B	530	Reserved for City Storage
	C	300	Available
	D	300	Available
Garage P2 Level	E	240	Available

F

240

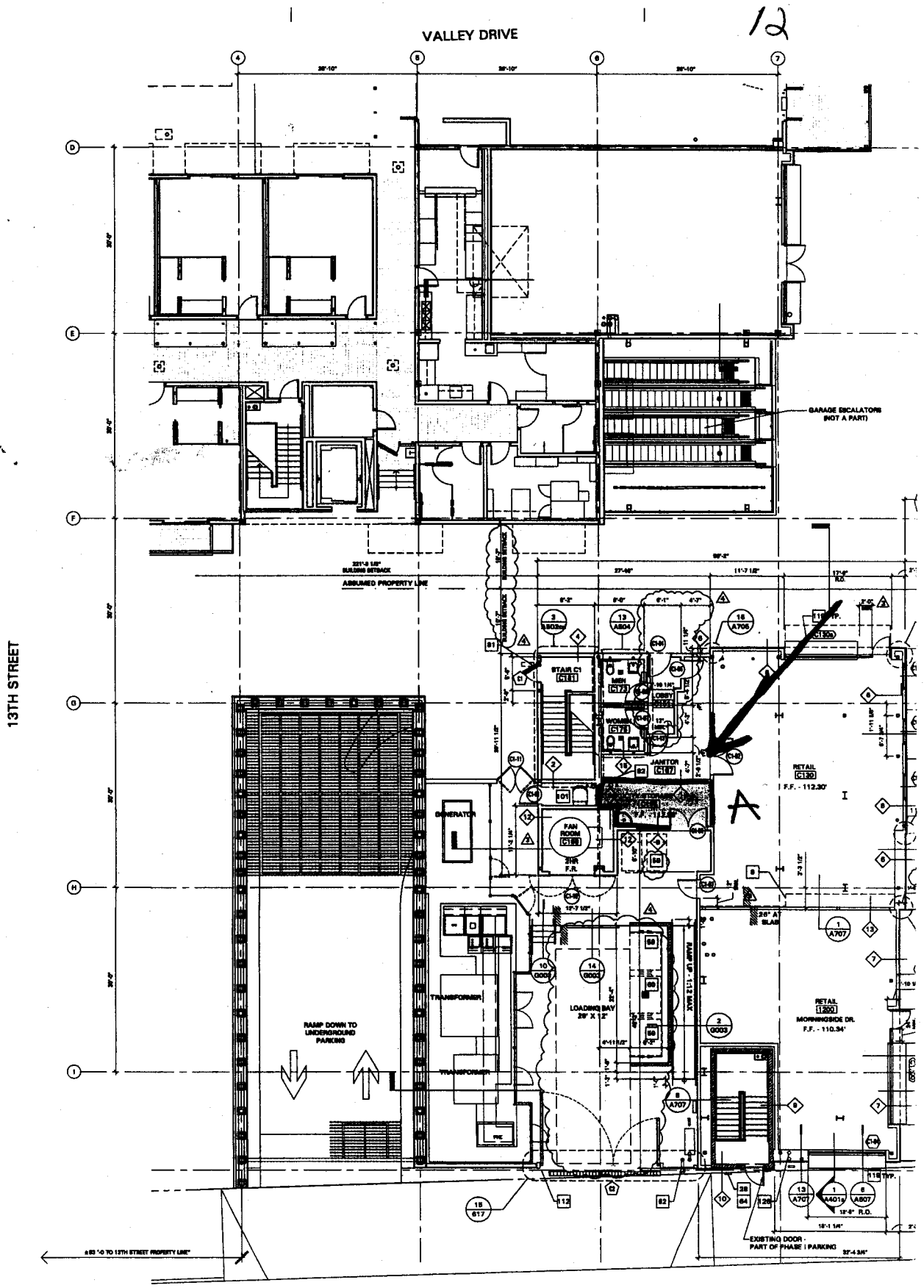
Available

We have received inquiries from Metlox tenants interested in leasing space in the garage. After reviewing the requests, and considering our options, we recommend the following leasing plan be implemented:

- ❖ Allocate two of the four storage spaces for hotel use. Those spaces will be used for storage of equipment and supplies including bicycles, tables and chairs for catering, and other materials which are important to providing planned services;
- ❖ Lease the remaining two spaces on a negotiated basis at the discretion of the City Manager;
- ❖ The City Manager is authorized to negotiate all leases on the remaining spaces (and future vacancies). The City Attorney will approve all contracts as to form.
- ❖ All leases will be at fair market value.

The spaces to be leased will require some type of barrier in which to secure the materials to be stored. The City will provide those improvements to ensure that they are consistent and built to the City's standards and expectations. We have estimated the cost of building all identified enclosures at \$6,400. This figure is for basic chain link fencing with screening inserts so as to block the view of the stored materials. A locking gate or gates will be provided as well. No electricity or water service will be provided. These storage spaces are for basic materials and are not designed for food or perishable goods, and will not be climate controlled.

Attachments: A. Map of Metlox Storage Areas



MORNINGSIDE DRIVE
60 FT. WIDE

PLAZA
LEVEL

12

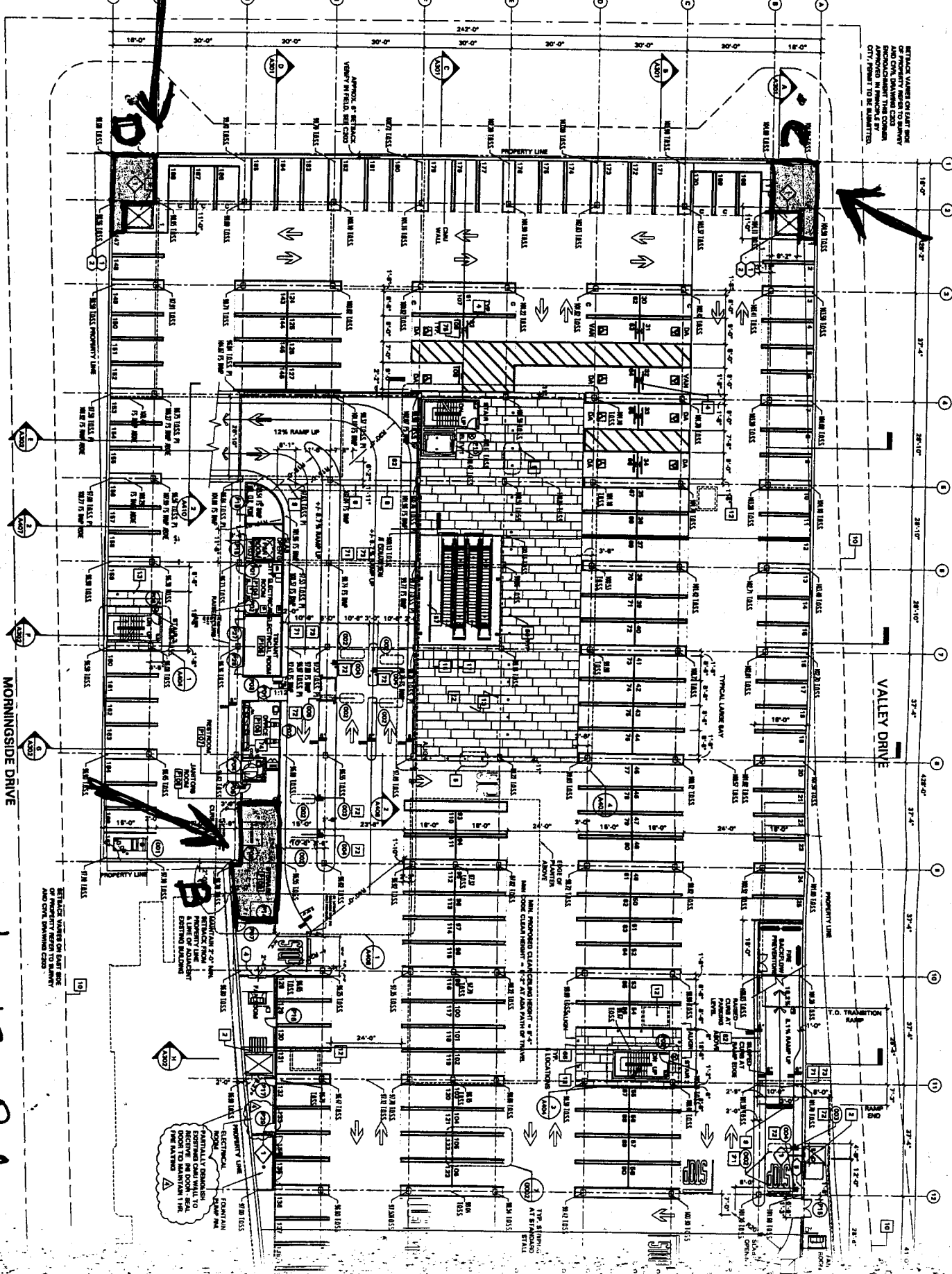
13TH STREET

1 P1 FLOOR PLAN

MICHAEL BAKER ASSOCIATES

ROLLAND

RETRACT VALLERS ON EAST SIDE OF PROPERTY REFER TO THE ARCHITECTURAL DRAWING FOR APPROXIMATE LOCATION OF CITY PERMIT TO BE SUBMITTED.



VALLEY DRIVE

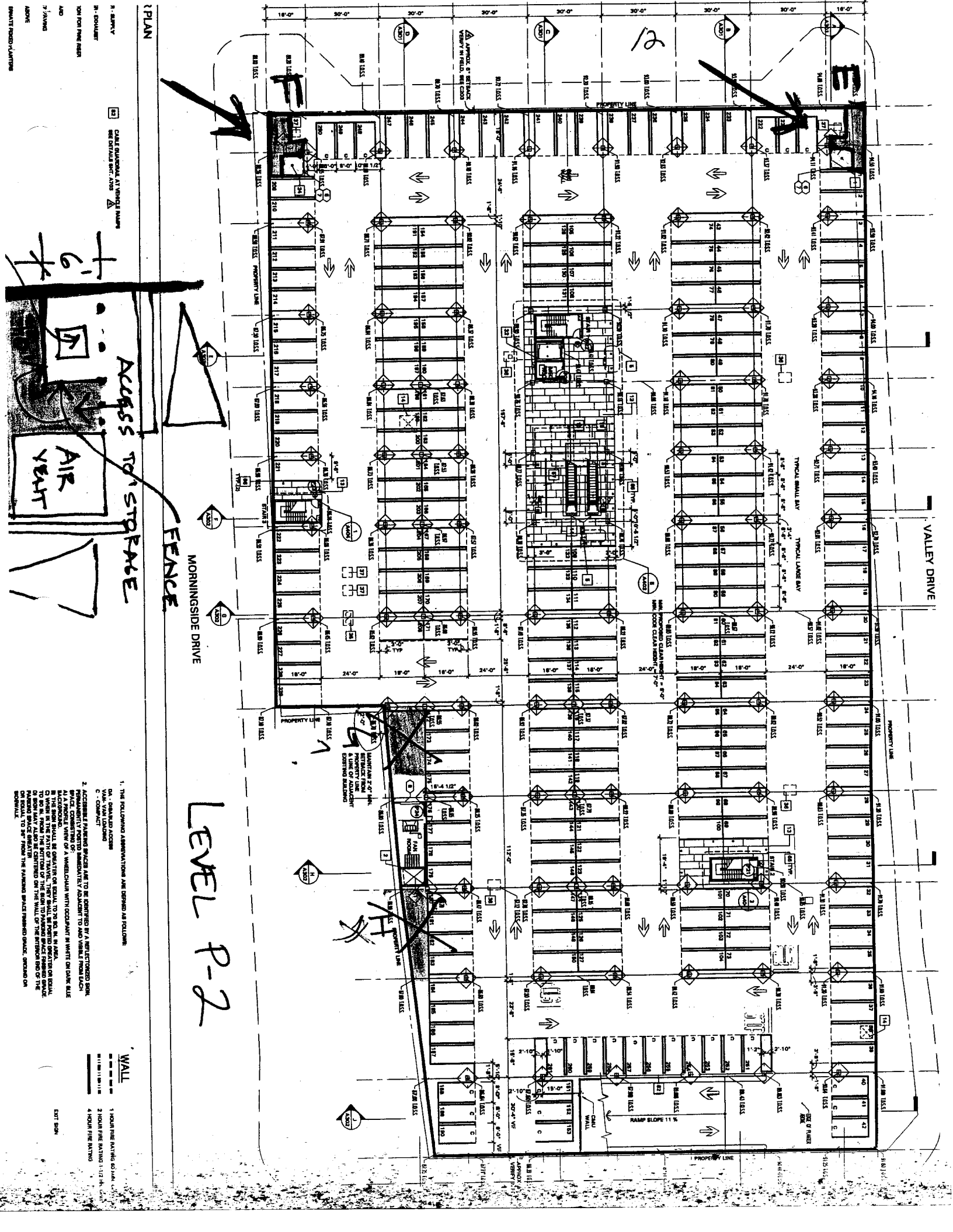
MORNINGSIDE DRIVE

RETRACT VALLERS ON EAST SIDE OF PROPERTY REFER TO THE ARCHITECTURAL DRAWING FOR APPROXIMATE LOCATION OF CITY PERMIT TO BE SUBMITTED.

LEVEL P-1

1. THE FOLLOWING APPROPRIATIONS ARE DEPICTED AS FOLLOWS:

P1 FLOOR PLAN



PLAN

1. GARAGE
2. SHELF
3. SHOOTING
4. FOR PAINT
5. HOLES

CAUTION AT VEHICLE REPAIRS
SEE DETAILS SHEET A-30

ACCESS FOR STORAGE
AIR YEAT

FENCE
MORNINGSIDE DRIVE

LEVEL P-2

1. THE FOLLOWING ASSUMPTIONS ARE MADE AS FOLLOWS:
a. GARAGE ACCESS
b. APPROVED PARKING SPACES ARE TO BE IDENTIFIED BY A MARKED/STORED SIGN, PERMANENTLY MOUNTED IMMEDIATELY ADJACENT TO AND VISIBLE FROM EACH SPACE. CONSTRUCTION OF A MARKER/CHAIN WITH OCCUPANT IN WHITE OR DARK BLUE IS NOT PERMITTED.
c. THE SIGN SHALL BE GRAY/WHITE OR DARK/WHITE IN COLOR.
d. THE SIGN SHALL BE PLACED ON THE WALL OF THE PAVEMENT SPACED FROM THE EDGE OF THE SIGN TO THE BOTTOM OF THE SIGN TO PARKING SPACES. THE SIGN SHALL BE PLACED ON THE WALL OF THE INTERSECTION OF THE SIGN TO BE IN THE PLANNING SPACES PERMANENTLY. THE SIGN SHALL BE PLACED ON THE WALL OF THE INTERSECTION OF THE SIGN TO BE IN THE PLANNING SPACES PERMANENTLY.

WALL
1 HOUR FIRE RATING 4 HOUR
2 HOUR FIRE RATING 3 HOUR
4 HOUR FIRE RATING

8 FT SIGN