

# CITY OF LOS ANGELES

CALIFORNIA



KAREN BASS  
MAYOR

Agenda Item No. 7

TONY M. ROYSTER  
GENERAL MANAGER  
AND  
CITY PURCHASING AGENT

DEPARTMENT OF  
GENERAL SERVICES  
ROOM 701  
CITY HALL SOUTH  
111 EAST FIRST STREET  
LOS ANGELES, CA 90012  
(213) 928-9555  
FAX No. (213) 928-9515

July 31, 2025

Honorable City Council  
City of Los Angeles  
c/o City Clerk  
Room 395, City Hall  
Los Angeles, CA 90012

Attention: Adam Lid, Legislative Assistant

**REQUEST AUTHORITY TO NEGOTIATE AND EXECUTE  
A NEW LICENSE AGREEMENT WITH DE 100 WILSHIRE, LLC  
AT 100 WILSHIRE BOULEVARD SANTA MONICA, CA 90401**

Under the direction of Information Technology Agency (ITA), the Department of General Services (GSD) requests authority to negotiate and execute a license agreement with DE 100 Wilshire LLC (Landlord), for rooftop communication space at 100 Wilshire, Santa Monica, CA. The current license agreement expired on October 31, 2023 and is currently in holdover status. GSD engaged in both negotiating rent agreements and partnering with the City's Information Technology Agency (ITA) to guarantee the terms and conditions align with the City's needs.

**BACKGROUND**

The City of Los Angeles, since 1998, has maintained communication equipment for emergency operations on the rooftop of 100 Wilshire. The commercial building, 100 Wilshire, hosts a radio tower and communications rooms that support the City's Public Safety Communication Systems for the Los Angeles Police Department, Los Angeles Fire Department, and 22 other City Departments (e.g., Transportation, Zoo, Sanitation, Recreation and Parks, General Services, and ITA). As a vital piece of the radio system, the microwave tower site at 100 Wilshire is one of 10 radio towers that handle Citywide emergency communications, and this site comprises a major component in the emergency interoperations communications structure. After protracted negotiations, the Landlord provided their best and final offer.



Currently, 100 Wilshire houses a comprehensive array of equipment across three rooftop suites at the tower site. This includes:

- **Radios:** 58
- **Antennas:** 14
- **Routers:** 8
- **Receivers:** 4
- **Combiners:** 18
- **Multicoupler:** 1
- **GPS Units:** 4
- **Control Units:** 2
- **Channel Banks:** 2
- **Power Conversion Panels:** 5
- **Patch Panels:** 6
- **Switches:** 6
- **Inverters:** 3
- **Batteries:** 44
- **Battery Rectifiers:** 9
- **Punch Blocks:** 19

Within the next two years, ITA plans to initiate improvement projects on the site's tower, power, shelter, and heating, ventilation, and air conditioning (HVAC) systems, which will be funded through ITA's budget. ITA confirms that the continued use of this site is necessary to provide communication services to service this area. Furthermore, there are currently no City owned sites that are viable in the area.

### **TERMS AND CONDITIONS**

The proposed amendment is a 60-month modified gross license agreement for approximately 649 square feet of roof antenna space. The term is retroactive to November 1, 2023, which was the expired date of the current contract with a base rent of \$15,455.18 per month or \$185,462.17 annually subject to 3% annual increases. The agreement also requires a separate utility charge in the amount of \$592.25 per month. The City also retains two, 10-year options to extend with 3% annual increases.

A complete set of terms and conditions are outlined on the attached term sheet.

### **MAINTENANCE/UTILITIES/LANDSCAPING**

Under the current agreement and proposed extension, the Landlord remains responsible for the general maintenance, repair, and replacement of all portions of the building structure, common areas, and public areas including the roof, except when damage is caused by the City. This includes, but is not limited to the building foundation, conduits, roof penetrations, floor/ceiling slabs, roof, curtain wall, exterior glass, and mullions.

The City has agreed to pay additional rent for utilities and is responsible for maintaining its own equipment. (See Attachment: 100 Wilshire - Antenna List)

**MARKET ANALYSIS**

The price per square foot (sf) current market analysis for this type of space range is limited due to its use. The negotiated rate was based on the current agreement and the annual escalation tied to the project. GSD compared the rate to the State of California guidelines/rates which are listed below. The City’s equipment is listed as well for comparative purposes.

**STATE OF CA FY 2023-2024 ANNUAL FEES\***

<b>I. VAULT RACK SPACE (Ultra Urban - Over 50,000 Population: Public/Non-Commercial)</b>			
<b>Type</b>	<b>Number of City Equipment</b>	<b>Annual Rent per equipment</b>	<b>Total (if Charged State Rates)</b>
Rack Space (2’ width x 2’ depth, 7’ height)	<b>32</b>	\$12,066	\$386,112
<b>II. ANTENNAS (Public/Non-Commercial and Commercial)</b>			
<b>Type</b>	<b>Number of City Equipment</b>	<b>Annual Rent per equipment</b>	<b>Total (if Charged State Rates)</b>
YAGI	1	\$1,566	\$1,566
Panel Antenna	4	\$1,732	\$6,928
Microwave Dishes - 2’ Diameter	2	\$408	\$816
3’ Diameter	7	\$936	\$6,552
4’ Diameter	1	\$1,680	\$1,680
8’ Diameter	1	\$6,732	\$6,732
<b>Potential Annual Market Rent Total</b>			<b>\$410,386</b>

*\*The Proposed annual rate for 100 Wilshire is \$192,569.16.*

Based on the proposed State guidelines and the City’s current equipment at 100 Wilshire, the rent based on the 2023 - 2024 rent estimates for the rack and antennas, the potential annual market rent would be approximately \$410,386. Furthermore, there was no State guideline rate for certain City equipment at this site.

**FISCAL IMPACT**

Funding in the amount of \$209,560 was included in the General Fund Leasing Account Budget for FY 2025-26 for this agreement. Rent is paid on an annual basis every November. Projected FY 2025-26 Rent and utilities costs after two years of escalations are \$203,864 due in November 2025. Additional retroactive rent and utilities costs from the prior FY totaling \$5,771 are also due in November. There is a projected funding shortfall of \$75 for this agreement this FY which will be noted in the first Quarterly Leasing Account Update report. There is no consequential projected General Fund impact.

Subsequent fiscal year budget requests will include 3% rent escalations.

<b>Proposed Lease Expenses - 100 Wilshire</b>						
	Annual Proposed Rent Retroactive to 11/23	2024-25 Retroactive Rent Due	2025-26 Projected New Rent Costs*	2025-26 Total Projected Costs**	2025-26 Budget	2025-26 Budget Balance
Rent	\$185,462	\$5,564	\$196,757	\$202,321	\$202,660	\$339
Utilities	\$7,107	\$207	\$7,107	\$7,314	\$6,900	-\$414
<b>TOTAL</b>	\$192,569	\$5,771	\$203,864	\$209,635	\$209,560	-\$75

\*Rent escalations after two years of the agreement

\*\*FY 2025-26 Projected New Rent + 2024-25 Retroactive Rent Due

**RECOMMENDATION**

That the Los Angeles City Council, subject to the approval of the Mayor, authorize the Department of General Services to negotiate and execute a license agreement with DE Wilshire 100, LLC at 100 Wilshire Boulevard Santa Monica, 90401 for rooftop space for the Information Technology Agency (ITA) under the terms and conditions substantially outlined in this report.

 for

Tony M. Royster  
General Manager

Attachments: Term Sheet  
Scope Of Work (SOW) Update  
Antenna List

## LEASING TERM SHEET

MFC DATE	July 31, 2025
LANDLORD	DE 100 Wilshire LLC
ADDRESS	100 Wilshire Boulevard
TENANT	City Of Los Angeles-GSD
ADDRESS	111 East 1 <sup>st</sup> Street, Los Angeles, CA 90012
LOCATION	100 Wilshire Blvd. - Roof
AGREEMENT TYPE	License
USE	Antenna/Communication Rooms
SQUARE FEET	Approximately 649 SF
TERM	60 months from 11/1/23
RENT START DATE	11/1/23
LEASE START DATE	Lease effective date upon City Clerk's Attestation
OPTION TERM	Two successive additional periods of 10 Years each with 3% annual increase
HOLDOVER	Month-to Month after lease term expiration
SUBLET/ ASSIGNMENT	Right to Assign – Landlord approval without unreasonable delay
TERMINATION	None
RENTAL RATE	\$15,455.18/month or \$185,462.17 annual
ESCALATION	3% Annual Increase
RENTAL ABATEMENT	None
ADDITIONAL RENT	Utilities - Electrical - \$592.25/mo. With 3% annual escalation

PROPERTY TAX	None
OPEX	None
CAM	None
OTHER	None
SECURITY DEPOSIT	None
MAINTENANCE/ REPAIR	City maintains its own equipment, LL to supply utilities, T shall reimburse as above utility rent.
MAINTENANCE/ REPAIR DETAILS	Landlord shall be responsible for general maintenance of the Premises Tenant is responsible for its own equipment
TENANT IMPROVEMENTS	City of LA is funding the improvements and its staff and contractors will perform the work at the site subject to Landlord's approval
PARKING	None
UTILITIES	Landlord shall be responsible for all utilities. Tenant reimburses through the lease. Tenant may elect to install a submeter.
CUSTODIAL	None
SECURITY	N/A
PROP 13 PROTECTION	N/A
INSURANCE (City)	City is self-insured.
OTHER:	Equipment Modification - Tenant may modify equipment with Landlord's consent and approval.

PRINT:

DE 100 Wilshire, LLC,  
a Delaware limited liability company

SIGNATURE:

By: Douglas Emmett Management, LLC,  
its agent and authorized signatory

By:   
Name: Sandi Winton  
Title: Regional Director

## **100 Wilshire (GTE) Project Scope:**

### **Purpose:**

The City of Los Angeles has multiple communications rooms located at the rooftop of 100 Wilshire that supports and houses LAFD, LAPD and Microwave Radio system equipment (Shown in Exhibit A). In order to ensure uninterrupted Radio Communication systems to support LAPD and LAFD's 911 Operations, ITA Communications Services Division (CSD) team is working to upgrade the power, tower and HVAC to meet the Public Safety standard and new City codes and regulations.

### **Scope of Work (SOW):**

City of L.A. is asking the following modification on the new design of the communications room located at the roof-top (penthouse):

1. A load study is needed to analyze the current situation and provide the solution to meet the existing and future equipment requirements to support the Public Safety 911 Communication Systems. (Note: The preferred building contractor has already conducted a load study but no significant information was provided. The Property Manager saw that their preferred contractor was incapable of the study and agreed that a new load test is still needed with the City contractor approved by the Property Manager.)
  - a. Com Plus was mutually decided upon by both the City and Property Management to conduct and interpret the load study.
  - b. A contract between the City and Com Plus with the necessary insurance requirements will be utilized for the execution of the work.
2. The new ATS unit(s) need to have remote monitoring capabilities. The approved contractor with ITA Engineers will provide the best course of action and solution to meet the requirements of the new ATS. The Property Management has affirmed the need for a new ATS unit(s) for their property. Property Management will have to agree in writing that the City will provide the ATS as part of their overall upgrade but the responsibility and liability of the unit will be transferred to the Property Management once it has been installed. This ATS to be installed will service the entirety of 100 Wilshire and the purpose of the installation is to connect the LA City rooms to the backup generator of the building. Per coordination with the authorized building contractor, a step-down transformer will be implemented to match the LAFD electrical panel sizing. Both the Microwave Radio Network and LAFD Circuit Breakers need to be connected and fed from the Building Emergency Generator.
  - a. The transformer electrical panel will then be feeding both LAFD room (located under equipment N and M) and the Microwave Radio Network room panels (located under M16)

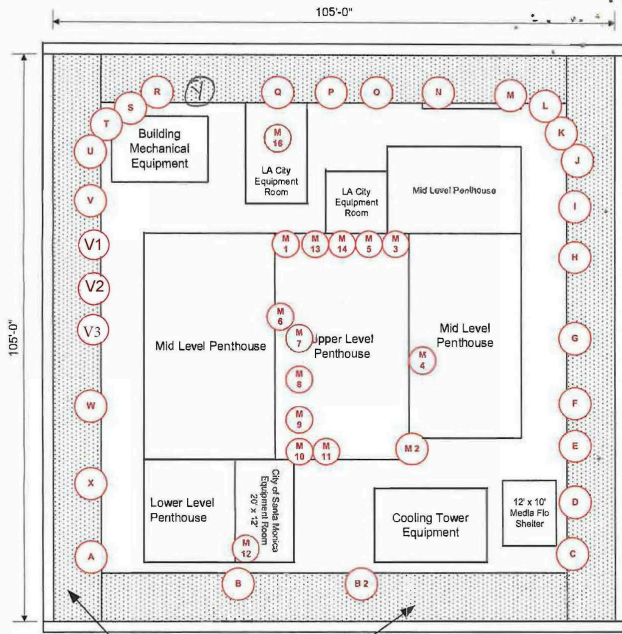
3. LAFD City 911 Communications rooms need to upgrade the singular HVAC unit independent of the Building HVAC System and have remote monitoring capabilities that will require Internet connection.
4. There is a need for an approved building contractor's Structural Engineer for the upgrade of components for the stabilization of the antenna's steel tower (M1) at this site (e.g. galvanized steel cables, nuts & bolts). As property of the City, the City is responsible for the proper maintenance and adherence to safety standards of the antenna steel tower located at 100 Wilshire.

**Conclusion/Expectation:**

This Site Upgrade project requires the support of the Property Management to facilitate the communication between ITA, City vendors/contractors, GSD Real Estate and the authorized building contractor. It will be very helpful if the Property management can share the building electrical and structural drawings/documents for our information and reference.

Other documents like the building contractor's Certificate of Insurance (COI), Building Safety Inspection Permit, etc. may be requested as needed.

# EXHIBIT A



9' wide steel grate catwalk @ 16' above main roof level on all 4 sides  
All equipment is pole mounted to catwalk railing



*Below m/s - Replicate any cables*

### Rooftop Equipment Legend

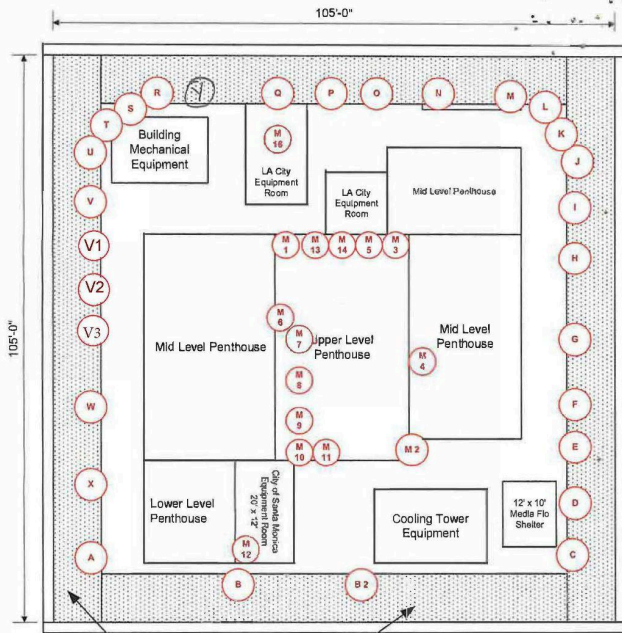
All labeled equipment identified in Green  
Tower type mounting structures in Blue

- A. (4) 9' Horizontal Yagi- (1) 1/2" coax
- B. City of Santa Monica (1) 2' Omni (1) 7/8" coax
- B2. (1) 7' Omni (1) 1/2" coax
- C. (1) Camera pointing at Pier (1/2") Flex conduit
- D. XM Radio (1) GPS antenna (1) CAT-5
- E. City of Santa Monica (1) 14' Omni (1) 7/8" coax
- F. (3) 2' MW dishes (1) 1" panel antenna (4) CAT-5
- G. City of Santa Monica (1) 2' MW dish (1) ODU (1) CAT-5
- H. (2) 2' MW dishes (2) 6" MW dishes (1) 1" panel antenna (2) CAT-5
- I. KTTV (1) 2' MW dish (1) 1" MW dish (1) 3/8" coax (1) CAT-5
- J. KTTV (2) 2' MW dishes (1) 3/8" coax (1) CAT-5
- K. KTTV (4) 1.5' MW dishes (8) 3/8" coax
- L. Fireline (City of LA) (2) 1.5' panel antennas (2) CAT-5
- M. City of LA Not city of LA (1) 2' MW dish (3) 16" MW dishes (4) 3/8" coax (3) CAT-5
- N. (1) Camera Not City of LA (1) 12' MW dish (1) 2' MW dish (1) 2" CAT-5
- O. Fireline (City of LA) (1) 2' MW dish Not City of LA (2) 12" MW dishes (4) CAT-5
- P. (2) 1.5' MW dishes (1) 6" MW dish (2) CAT-5
- Q. City of LA Not City of LA (1) 2' MW dish (1) CAT-5
- R. (2) 1.5' MW dishes Not City of LA (1) 6" MW dish (2) CAT-5
- S. Building In House Radios? (1) 7' Omni antenna (1) 1/2" coax
- T. (1) 16" MW dish (1) 3/8" coax
- U. (2) 3.5' panels / Stacked (2) 1/2" coax
- V. Building in House Radios? (1) 3" Yagi antenna (1) 3/8" coax
- W. City of LA (2) 12' Omni antenna (2) 7/8" coax
- X. City of LA (2) 12' Omni antenna (2) 7/8" coax
- Y. (3) 3' Yagi (1) 7/8" coax
- M1. 23' tall pole structure City of LA (PD & FD) (1) 10' Omni antenna (2) 3' panel antennas (3) 7/8" coax (3) 1/2" coax
- M2. 32' tall pole structure City of LA (6) 3' MW dishes (6) EW90 coax
- M3. 59' tall guyed tower City of LA (2) 8' omni antennas (1) 22' omni antenna (5) 7/8" coax
- M4. XM Radio (1) 3.5' panel antenna (1) 1.5/8" coax
- M5. City of LA City Of LA (1) 4' MW dish (1) EW90
- M6. XM Radio (1) 3.5' panel antenna (1) 1.5/8" coax
- M7. (1) 14' omni antenna (1) 1/2" coax
- M8. (1) 10' omni antenna (1) 7/8" coax
- M9. (1) 10' omni antenna (1) 7/8" coax
- M10. (1) 8' omni antenna City Of LA (PD) (1) 7/8" coax
- M11. (1) 8' omni antenna City of LA (PD) (1) 1/2" coax
- M12. XM Radio (1) 2' MW dish (1) 7/8" coax
- M13. (1) 3' omni antenna City of LA (PD) (1) 1/2" coax
- M14. (1) 3' yagi antenna City of LA (PD) (1) 1/2" coax
- M16. City of LA City of LA 16' tall pole structure atop 10' tall building (1) 3' MW dish (1) 2' MW dish (1) 12" MW dish (3) 3/8" coax

- V1. City of LA (1) Panel antenna
- V2. City of LA (1) Omni Antenna
- V3. City of LA (2) Panel Antenna

<b>American Tower Corporation</b>		<b>100 Wilshire</b>	
<b>Rooftop Equipment Layout</b>			
Lance Snyder	SIZE B	DATE 2/17/2017	DWG NO. US-CA-0097
Field Ops Tech	SCALE 1" = 20'	SHEET	REV 2
		1 of 1	

# Antenna List



9' wide steel grate catwalk @ 16' above main roof level on all 4 sides  
All equipment is pole mounted to catwalk railing



*Below MS - Replicate any cables*


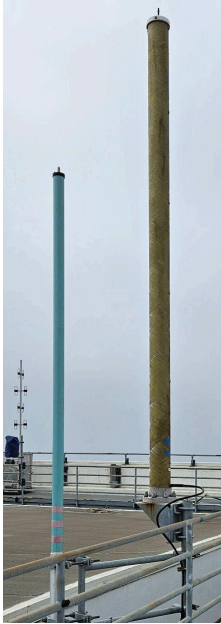
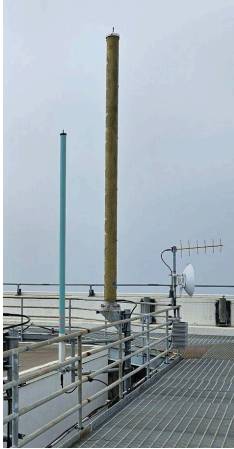
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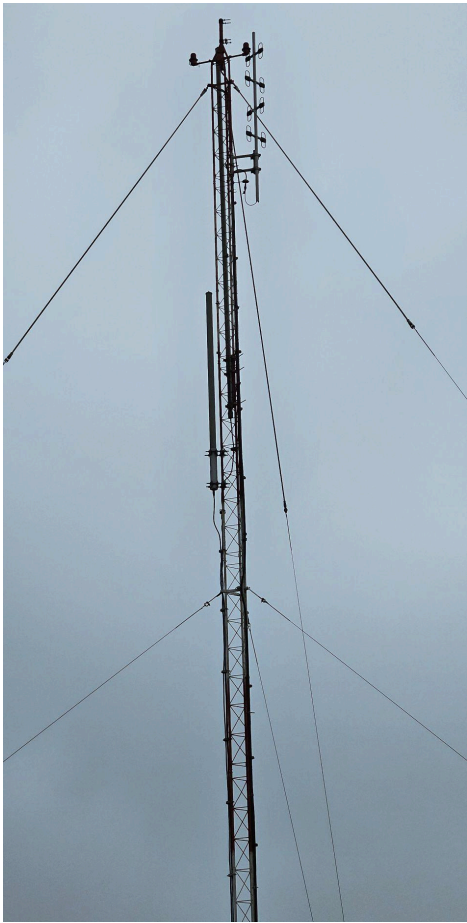
- (1) 3' Yagi
- A. (4) 9' omnidirectional Yagi - Not City of LA (1) 1/2" coax
- B. City of Santa Monica (1) 2' Omni (1) 7/8" coax
- B2. (1) 7' Omni (1) 1/2" coax
- C. (1) Camera pointing at Pier (1/2" Flex conduit
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- M6. XM Radio (1) 3.5' panel antenna (1) 1.5/8" coax
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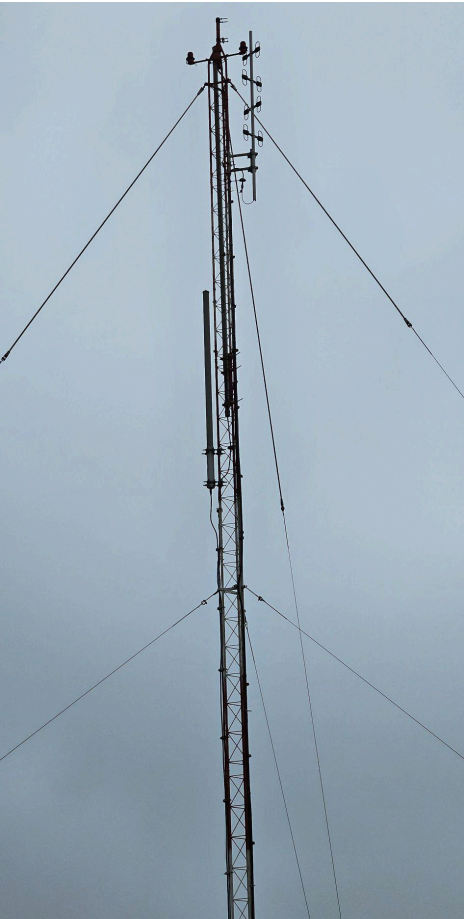
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Lance Snyder	SIZE B	DATE 2/17/2017	DWG NO. <b>US-CA-0097</b>
Field Ops Tech	SCALE 1" = 20ft	SHEET	REV 2 1 of 1

Antenna Position	Antenna Type	Count	Size	Picture
V1	Panel directional	1	3 feet	
V2	Omnidirectional	1	4 feet	

V3	Panel directional	2	3 feet	
W	Omnidirectional	2	12 feet	
X	Omnidirectional	2	12 feet	

M1	Omnidirectional	1	10 feet	
M1	Panel directionel	2	3 feet	

M2	Microwave Dish	6	3 feet	 A close-up photograph of a microwave dish antenna array. Six circular dishes are mounted vertically on a metal tower structure. The dishes are arranged in two columns of three. The background is a clear blue sky.
M3	Omnidirectional	1	20 feet	 A photograph of a tall, slender lattice tower. At the top of the tower, there is a small structure that appears to be an omnidirectional antenna. The tower is supported by several guy wires extending outwards. The background is a clear blue sky.

M3	Omnidirectional	2	8 feet	
M5	Microwave Dish	1	4 feet	
M10	Omnidirectional	1	8 feet	
M11	Omnidirectional	1	8 feet	
M13	Omnidirectional	1	3 feet	
M14	Yegi	1	3 feet	
M16	Microwave Dish	1	3 feet	
M16	Microwave Dish	1	2 feet	
M16	Microwave Dish	1	12 inches	