

# access

REVISED

SPECIAL MEETING  
BOARD OF DIRECTORS  
MONDAY, OCTOBER 12, 2009  
Closed Session: 10:30 - 11:30 P.M.  
General Session: 11:30 - 12:30 P.M.  
707 Wilshire Boulevard, 6<sup>th</sup> Floor  
Los Angeles CA 90017

## *MISSION STATEMENT*

*Access Services promotes access to all modes of transportation and provides quality ADA paratransit service on behalf of public transit agencies in Los Angeles County.*

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	<u>DISPOSITION</u>
1. CALL TO ORDER	ACTION
2. PUBLIC COMMENT WITH RESPECT TO CLOSED SESSION ITEMS	
3. CLOSED SESSION	DISCUSSION/ POSSIBLE ACTION
A) CONFERENCE WITH LEGAL COUNSEL: CAL. GOV. CODE §54956.9	PRESENTATION
II. <u>Anticipated Litigation:</u> Gov. Code §54956.9 (b)	
(i) Significant exposure to litigation pursuant to subdivision (b) of Gov. Code §54956.9	
(ii) Initiation of Litigation pursuant to subdivision (c) of Gov. Code §54956.9	
B) CALIFORNIA GOV. CODE §54957 - PERSONNEL ISSUES	
C) CALIFORNIA GOV. CODE § 54956.8 -REAL PROPERTY NEGOTIATIONS	
4. GENERAL PUBLIC COMMENT	INFORMATION

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| <p>5. <b>APPROVAL OF ADMINISTRATIVE OFFICE SPACE LEASE</b><br/> <b>-Revised</b> (page 4)</p> <p>[Staff Recommendation: Authorize staff to enter into a lease agreement with one of the following facilities - <b>A.</b> The Alhambra Office Community, LLC for office space located at 1000 So. Fremont, Alhambra, CA. The total commitment over a 7-year period, assuming a commencement date of April 1, 2010, will not exceed \$4,222,000.00 or <b>B.</b> 700 So. Flower, LLC for office space located at 700 South, Los Angeles, CA. The total commitment over a 7-year period, assuming a commencement date of April 1, 2010, will not exceed \$4,165,000.00.]</p> | <p><b>ACTION</b><br/> [Vote Required: majority of quorum by roll call]</p> |
| <p>6. <b>NEW BUSINESS SUBSEQUENT TO THE POSTING OF THE AGENDA</b></p>   | <p><b>DISCUSSION/<br/> POSSIBLE ACTION</b></p>                             |
| <p>7. <b>ADJOURNMENT</b></p>  | <p><b>ACTION</b></p>   |

Access Services does not discriminate on the basis of disability. Accordingly, Access Services seeks to ensure that individuals with disabilities will have an equal opportunity to participate in the range of Access Services events and programs by providing appropriate auxiliary aids and services to facilitate communication. In determining the type of auxiliary aids and services for communication that will be provided, primary consideration is given to the request of the individual with disabilities. However, the final decision belongs to Access Services. To help ensure availability of those auxiliary aids and services you require, please make every effort to notify Access Services of your request at least three (3) business days (72 hours) prior to the meeting in which you wish to utilize those aids or services. You may do so by contacting (213) 270-6000.

Note: ASI board meetings are held pursuant to the Ralph M. Brown Act [Cal. Gov. Code §54950] and are open to the public. The public may view and obtain all written information supporting this agenda provided to the board both initially and supplementally prior to the meeting at the agency's offices located at 707 Wilshire Blvd., 9<sup>th</sup> Floor, Los Angeles California and on its website at <http://asila.org>. Documents, including Power Point handouts distributed to Board Members by staff or Board members at the meeting will simultaneously be made available to the public. Three opportunities are available for the public to address the board during a board meeting: (1) before closed session regarding matters to be discussed in closed session, (2) before a specific agenda item is debated and voted upon regarding that item and (3) general public comment. The exercise of the right to address the board is subject to restriction as to time and appropriate decorum. All persons wishing to make public comment must fill out a yellow Public Comment Form and submit it to the Secretary to the Board. Public comment is generally limited to three (3) minutes per speaker and the total time available for public comment may be limited at the discretion of the Chairperson. Persons whose speech is impaired such

that they are unable to address the board at a normal rate of speed may request the accommodation of a limited amount of additional time from the Chair but only by checking the appropriate box on the Public Comment Form. Granting such an accommodation is in the discretion of the Chair.

The Board of Directors will not and cannot respond during the meeting to matters raised under general public comment. Pursuant to provisions of the Brown Act governing these proceedings, no discussion or action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. However, the board may direct staff to investigate and/or schedule certain matters for consideration at a future Board of Directors Meeting and the staff will respond to all public comment in writing prior to the next board meeting.

["Alternative accessible formats available upon request."](#)

OCTOBER 7, 2009

TO: BOARD OF DIRECTORS  
FROM: F SCOTT JEWELL, DIRECTOR OF ADMINISTRATION  
RE: APPROVAL OF ADMINISTRATIVE OFFICE SPACE LEASE

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**ISSUE:**

Access' lease for its existing administrative office space (707 Wilshire Blvd., 9th Floor) expires in March 2010. In order to avoid having to negotiate an extension on the current Access office lease, it is necessary to authorize a new lease in October 2009.

**RECOMMENDATION:**

Authorize staff to enter into a lease agreement with one of the following facilities -

- A. The Alhambra Office Community, LLC for office space located at 1000 S. Fremont, Alhambra, CA. The total commitment over a 7-year period, assuming a commencement date of April 1, 2010, will not exceed \$4,222,000.00.

OR

- B. 700 S. Flower, LLC for office space located at 700 South Flower, Los Angeles, CA. The total commitment over a 7-year period, assuming a commencement date of April 1, 2010, will not exceed \$4,165,000.00.

**IMPACT ON BUDGET:**

Both agreements abate rent for the last three months of the fiscal year and hence do not impact the current FY09/10 budget. The total commitment represented above includes -

- Monthly rental rate
- Annual Operating Costs
- Monthly Parking Costs
- Estimated Improvements and Additional Costs
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These rates do not include moving costs and furniture costs, which were included in the approved FY 2010 budget. Staff has budget those costs to be \$290,000.00

There is a 3.0% escalator on the rental rate on each subsequent anniversary date of each lease agreement. Within the Estimated Improvement and Additional Costs

Access may contribute up to \$160,000, which has been approved as part of the FY09/10 budget for information technology related capital improvements.

**ALTERNATIVES CONSIDERED:**

With the assistance of its broker, Jones Lang LaSalle, Staff surveyed and reviewed a number of different properties and options including the option of remaining within its current office space. The current office space at Aon Tower does not allow room for growth unless staff doubles up in existing offices or the entire space were reconfigured. This location does not have a meeting room facility large enough to accommodate our Board meetings. Additionally the total commitment for this option was the highest of the received proposals at \$4,645,000.

**EFFECT OF APPROVAL OF STAFF RECOMMENDATION:**

If this staff recommendation is approved by the board, the staff will be authorized, but not required, to negotiate and enter into a lease with either the Alhambra Office Community, LLC or 700 S. Flower, LLC for office space under terms that are no less favorable to Access Services than those proposed above. Access Services would not be legally bound to this contract unless it is incorporated into a formal written agreement executed by all parties thereto and approved as to form by this entity's legal counsel.

**BACKGROUND:**

The lease on Access' administrative offices expires March 31, 2010. In February 2009 staff engaged the services of Jones Lang LaSalle to identify potential real estate options in the downtown and surrounding areas.

Staff, in conjunction with Jones Lang LaSalle, narrowed the potential sites to five and then proceeded with initial test fits. This allowed a further narrowing to three sites (1000 S. Fremont [Alhambra], 700 S. Flower, and our current facility at 707 Wilshire) which then led to an exchange of proposals and counter-proposals with the potential landlords.

At the September 28, 2009 Board meeting the Board requested staff to provide more detail on each of the proposals, including an opportunity for Board members to visit each site. Those visits occurred the week of 10/5-10/9. Due to the ongoing negotiations with each of the landlords, specific financial data will only be disclosed during the closed session portion of the Board meeting on October 12, 2009.

Both The Alhambra and 700 South Flower meet the long-term needs of Access Services. Both facilities offer adequate space for staff and a meeting room large enough to accommodate Board of Director, Transportation Professionals Advisory Committee, Community Advisory Committee, and CTSA training classes. Each facility offers additional office space on the same floor for expansion. To further assist the Board in its decision, staff has compiled the following matrix to highlight key evaluation criteria.

REVISED

Access Services  
Real Estate Comparison Matrix

Criteria	1000 S. Fremont Alhambra	700 S. Flower Macy's Plaza
Parking (Visitors)	Parking is available on both sides of the facility within easy walking distance. Parking cost is \$3.00/day with a 20-minute grace period.	Parking is located either at the SW corner above Macy's or valet under the Sheraton hotel which is on the opposite side of the complex. Parking cost is up to \$28/day.
Parking (Agency vehicles)	Assigned spots near facility entrance. Estimated annual cost of \$13,000/yr	Assigned tandem spots below building. Estimated annual cost of \$60,000/yr
Entrance	Primary entrance next to main parking lot with accessible ramp. No separate security screening Doors will be automated for entry/exit.	Primary entrance on 7 <sup>th</sup> St. within Macy's Plaza with separate security desk for screening prior to entry to elevator bank. One set of doors will be automated for entry/exit.
Security	Security at all parking lot entrances with roaming patrols on campus. Visitors/staff may request escort in off hour situations.	Security at floor entry to building elevators. As this is a major retail center there is no security point at the main entry points but roaming security patrols do occur.
Access Pick-up/drop-off location	Location will be immediately outside of the main entrance and is visible from the offices. Allows for easy staging of vehicles for meetings at Access. 20 minute parking grace period allows for minimal to no parking charges.	Only viable location is on the opposite side of the plaza on Hope St. This is due to the one-way direction of Flower and no stopping restrictions on 7 <sup>th</sup> Street. Location is not within view of the offices.
Electrical/Network Dependency	Will be connected to existing emergency generator system and also is located within same complex as The California ISO operating center (State of California power grid).	The building will provide a backup generator that will maintain key operating systems in the event of a loss of power.
Boardroom/ Conference	1,795 sq ft, contiguous to the office space.	1,675 sq ft., contiguous to the office space.

facilities		
Location	6 miles from current location. Located off of the 10 freeway Fremont exit (1 mile) or terminus of the 710 freeway (0.8 mile)	2 blocks from current location; across from the 7 <sup>th</sup> /Metro Station.
Transit	Served by the Metro 485 line from Union station (21 minutes including walking to/from nearest bus stop) and Alhambra Community Transit from the CSULA Metrolink station (13 minutes including walking to/from nearest bus stop).	Accessible from multiple transit and rail lines.
Cost	Total Commitment - \$4,222,000.00.	Total Commitment - \$4,165,000.00
Employee Shuttle	An employee shuttle IS NOT included in the total cost. If a shuttle to operate a potential scenario would be to run 4-5 four times each in the morning and afternoon centered on commute times to provide a ten-minute connection between Union Station and the facility. Estimated cost is \$80,000/yr but would likely only occur for the first 1 or 2 years.	Not necessary.

In reviewing the travel modes for the Board of Directors, Transportation Professionals Advisory Committee, and Community Advisory Committee:

- 19 members drive with parking validation
- 15 members utilize Access Services
- 14 members use public transit