

# Agenda Report

**DATE:** AUGUST 9, 1999  
**TO:** CITY COUNCIL  
**FROM:** CYNTHIA J. KURTZ, CITY MANAGER  
**SUBJECT:** NEIGHBORHOOD CONNECTIONS LEASE AGREEMENT

**RECOMMENDATION:**

It is recommended that the City Council authorize the City Manager to secure a lease agreement for Neighborhood Connections under the terms described in Attachment A. The Lease shall be for occupancy in the Walnut-Hill Center, located at 1384 E. Walnut Street, Pasadena.

**BACKGROUND**

The Neighborhood Connections program was created in July of 1986 to foster better communications between City residents and local government, and to help facilitate resolution of neighborhood issues. As a program of the Human Services, Recreation and Neighborhoods Department, Neighborhood Connections currently serves over 80 neighborhood groups. The goal is to promote communication and foster participation among neighborhood organizations, elected representatives, City staff and community-based organizations. As such, Neighborhood Connections operates as a neutral liaison to facilitate resolution of neighborhood problems.

Neighborhood Connections' current location at the extreme north end of the City restricts its ability to service the entire City. This location at Hen's Teeth Square on the corner of Los Robles Avenue and Woodbury Road, lacks adequate public transportation, has poor public parking and does not have satisfactory restroom facilities.

As a result of the above considerations Hen's Teeth management has offered a reduced rental rate of \$1.24 per square foot. However, Neighborhood Connections is seeking a more appropriate, centralized mid-Pasadena location. The proposed occupancy at the corner of Walnut Street and Hill Avenue meets these requirements. This highly visible space encourages walk-in visitors, has excellent transportation corridor access, and offers ample on-site parking.

Originally, Neighborhood Connections' occupancy was negotiated as part of the K-PAS agreement comprising some 5,600 square feet. This lease has come to the end of a 12-year term and Neighborhood Connections requires a new facility, based on the factors discussed above.

The proposed Walnut/Hill location provides improved accessibility for neighborhood organizations in the development stage seeking the leadership, support and assistance that Neighborhood Connections provides. Key amenities within the proposed unit include a favorable combination of office space, meeting rooms, materials display space, flexible work space, and private restroom facilities.

The proximity of the Walnut-Hill Center to educational opportunities like Pasadena City College, job training (Women At Work), other social services (One-Stop Career Center) and related businesses further promotes the association of Pasadena neighborhoods to these opportunities and advances these services throughout the City.

While Neighborhood Connections' staffing, allocation of resources and commitment to Northwest Pasadena will not change, approval of staff's recommendation will enable Neighborhood Connections to provide all Pasadena residents and community organizations its services in an advantageous, centralized location.

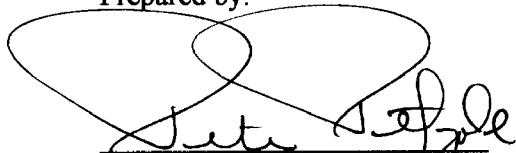
**FISCAL IMPACT**

Funding for this lease is currently available in the approved Neighborhood Connections budget. When the cost of the existing facility of \$1,357 per month is compared to the rent of the proposed facility (\$1,275 per month), there is a savings of \$82 per month. Furthermore, analysis of the rent being paid for comparable mid-Pasadena space discloses that the rental rate at the proposed location is advantageous (see Attachment B). Costs of modifications to the facility, to bring it into compliance with the Americans With Disabilities Act will not exceed \$6,500. Funds have been identified in the Neighborhood Connections budget to meet this expenditure.

Respectfully submitted,

  
**CYNTHIA J. KURTZ**  
City Manager

Prepared by:

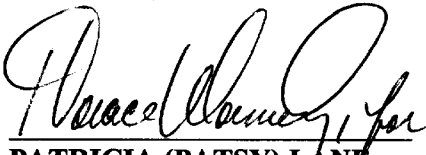
  
**PETER E. PETZOLD**  
Assistant Property Manager

Concurrence:



**MANUEL NEGRETE JR.**  
Real Property Manager

Approved by:



**PATRICIA (PATSY) LANE**  
Director, Human Services,  
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