

Agenda Report

TO: CITY COUNCIL Date: MAY 18, 1998
FROM: CITY MANAGER
SUBJECT: LEASE AGREEMENT BETWEEN THE CITY OF PASADENA AND THE
STATE OF CALIFORNIA FOR THE ONE-STOP CAREER CENTER

RECOMMENDATION:

It is recommended that the City Council:

1. Approve the attached Lease Agreement between the City of Pasadena and the State of California for property located at 1207 E. Green Street in Pasadena.
2. Authorize the City Manager to execute the Agreement on behalf of the City and to do any and all things necessary to complete the obligations of the City under said Agreement.

BACKGROUND:

The Career Services Division of the Human Services, Recreation, and Neighborhoods Department administers the federal Job Training Partnership Act (JTPA) programs on behalf of the Foothill Private Industry Council (FPIC). In order to improve services to JTPA eligible clients, Career Services applied for and received a grant from the State Job Training Partnership Division (JTPD) to open a One-Stop Career Center.

Career Services staff in cooperation with the Housing and Development Real Estate staff reviewed several sites as the potential home for the Foothill One-Stop Career Center. After this review, it was determined that the office building owned and occupied by the State Employment Development Department (EDD) is the best choice. This conclusion was made for several reasons. First, the lease cost is significantly below the market rate. Second, this arrangement will allow us to co-locate and coordinate with our primary employment and training partner—the EDD Job Service. Third, the location is accessible to our clientele. Fourth, the site is close to other education and employment service providers such as Pasadena Unified School District and Pasadena City College. Fifth, the building has undergone a recent complete renovation.

In moving into the EDD location, the Career Services Division will be consolidating its administrative office (located at 234 East Colorado Boulevard) and its client services office (located at 377 South Oak Knoll).

Elements of the Lease

The site is available because EDD has reorganized. The Unemployment Insurance (UI) function is now automated and conducted by telephone. Several of the EDD staff at the facility have been relocated to other EDD locations. There will be approximately fifteen (15) to twenty (20) EDD staff remaining in the building.

The agreement will be for 6,114 square feet of the facility. With a cost per square foot of \$.82, the monthly rental payment shall be \$5,013.48. There are no cost increases included in the Agreement. The lease shall be for a term of five years. The lease contains an early termination clause that allows either party to terminate by giving a ninety (90) day notice. The State may not terminate until after April 30, 2000 unless the premises must be vacated due to sale, demolition, or seismic retrofit.

The State shall be responsible for payment of utilities including electric, gas, sewer, trash disposal, and water. The State shall be responsible for provision of janitorial services and normal repair and maintenance. The City shall only be responsible for its portion of telephone service.

Use of the Facility

The facility shall be used as a One-Stop Career Center.

There have been a number of changes in employment and training at the national and state level. Foremost among these changes is the move toward consolidation of programs and coordination of services. One of the outgrowths of this movement is the emphasis on one-stop delivery of services. Based on the State of California's One-Stop Vision, all fifty-two Private Industry Councils in the State are moving toward a one-stop delivery of service.

The Foothill PIC One-Stop Career Center will have a variety of services for job seekers as well as employers. The services to job seekers include:

- Directory of services via electronic kiosks, customized interactive software, and the Internet
- Self-screening program eligibility for JTPA, UI, and other related programs
- Referral to other community resources
- Job services including access to computer work stations to update resumes, submit job applications electronically, a phone bank to contact prospective employers, video equipment for mock interviews, job search workshops

- Access to labor market information including local demand occupations, entry levels wages by industry. This information will be available through EDD publications, and computerized LMI software
- Staff assisted intake/assessment of skills, interests, aptitudes
- Development of an Individual Service Strategy to assist job seekers reach their specific employment goal
- Unemployment insurance benefit information and eligibility

Services to employers include:

- Direct access to a pre-screened applicant pool selected based upon a job match system
- Information regarding OJT reimbursement and tax credits
- Customized plant closure or massive layoff assistance
- Applicant recruitment assistance
- Connection of businesses with local economic development
- Access to the Center's two job match systems including local EDD job match system
- Labor market information including economic forecasting

Career Service's relationship with the local EDD Job Service will be more than one of a tenant and landlord; we will be partners in delivering the above services. Over the past several months, Career Services and EDD staff have been actively working on the following:

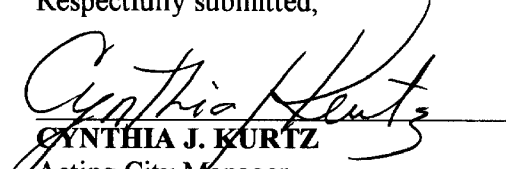
- Designating roles and responsibilities for conducting the services listed above
- Redesign of the floor plan
- Interior design
- Development of a cost sharing plan

Fiscal Impact:

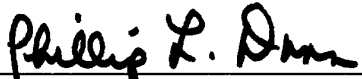
All costs associated with this Lease Agreement will be paid with federal JTPA funds. The costs of moving and tenant improvements will also be paid from federal funds.

There is no impact on the City General Fund.

Respectfully submitted,



CYNTHIA J. KURTZ
Acting City Manager

Prepared by:



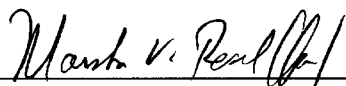
PHILLIP L. DUNN
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Approved by:




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Reviewed by:




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JAY GOLDSTONE
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Concurrence:



MICHAEL ESTRADA
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