



**Metro**

Los Angeles County  
Metropolitan Transportation Authority

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metro

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**OPERATIONS COMMITTEE  
FEBRUARY 18, 2010**

**SUBJECT: ACCESS SERVICES, INC. (ASI) FY10 MEMORANDUM OF UNDERSTANDING (MOU) AMENDMENT AND EXECUTION OF LEASE AGREEMENT**

**ACTION: APPROVE MOU AMENDMENT AND EXECUTE LEASE AGREEMENT**

**RECOMMENDATION**

Authorize the Chief Executive Officer (CEO) to:

- A. Authorize the CEO to amend the FY10 MOU with Access Services Incorporated (ASI) to reduce its annual funding for FY11 and each consecutive year by \$600,000 annually in exchange for the use of office space at Division 9 in El Monte.
- B. Execute a month-to-month lease which, after certain conditions are met, will convert to a five-year lease agreement between ASI and LACMTA for providing office space at 3449 Santa Anita Ave, El Monte, CA.

**DISCUSSION**

The CEO has instructed staff to be vigilant in looking for opportunities to reduce expenses because of the structural deficit and focus on providing quality service. ASI's lease is due for renewal and an opportunity is available for ASI to move its offices to our Division 9 Transportation building in El Monte, CA due to the centralization of sector staff to Metro headquarters.

ASI currently leases 19,000 square feet in the Aon Building located at 707 Wilshire Blvd in downtown Los Angeles and pays an annual rent of \$600,000. Under the existing MOU between LACMTA and ASI, this annual cost is passed onto LACMTA and is reimbursed to ASI. By providing office space to ASI, the actual cost required for rental of office space will not be incurred and we will save \$600,000 each year.

ASI's lease is set to expire on March 31, 2010. If ASI's offices were to relocate to El Monte, we propose they occupy the second and third floors except for the





