



VENTURA COUNTY TRANSPORTATION COMMISSION

**AIRPORT LAND USE COMMISSION
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
CONSOLIDATED TRANSPORTATION SERVICE AGENCY
CONGESTION MANAGEMENT AGENCY**

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ADMINISTRATIVE/FINANCE COMMITTEE AGENDA

**Office of Supervisor Linda Parks
625 W. Hillcrest Drive
Thousand Oaks, CA**

**MONDAY, OCTOBER 28, 2019
1:00 PM**

1. CALL TO ORDER
2. PUBLIC COMMENTS
3. COMMISSION MEETING SECURITY NEEDS
4. VCTC OFFICE SPACE
5. ADJOURNMENT



Item #3

October 28, 2019

MEMO TO: ADMINISTRATIVE COMMITTEE
FROM: DARREN KETTLE, EXECUTIVE DIRECTOR
SUBJECT: COMMISSION MEETING SECURITY NEEDS

RECOMMENDATION:

Discuss Commission Meeting Security Needs

DISCUSSION:

The purpose of this agenda item is for the Administrative Committee to discuss the appropriate level of security for Commission meetings.

The Committee will recall that at the Commission meeting of September 6, 2019 the meeting experienced a significant and unsettling public disturbance that required the Commission Chairman to adjourn the meeting prematurely. VCTC has never arranged for public safety related services at Commission meetings although on occasion sworn peace officers, CHP, Sheriff deputies, or City police officers, have been in attendance in the event the Commission had an item related to the respective law enforcement agencies. Following the incident, VCTC staff consulted with City of Camarillo staff and the Ventura County Sheriff's office on how to respond in the future given the lengthy response time to this particular disturbance. Based on that input, prior to a Commission meeting the VCTC Executive Director now designates a Director or Manager on VCTC staff who is sitting in the audience to contact 911 should the need arise.

I have received some input from several Commissioners that having a staff member at the ready to call 911 is not sufficient to ensure the safety of Commissioners, staff, and public in attendance at the meeting. In response to this concern, I have contacted with the Ventura County Sheriff's Office about the possibility of arranging for a sworn officer to attend every Commission meeting for the duration of the open session. As of the writing of this item the Sheriff's office has not provided a cost estimate for sworn officer services but I would expect that the annual cost of service would be less than \$20,000 so within the Executive Director's signature authority.



Item #4

October 28, 2019

MEMO TO: ADMINISTRATIVE COMMITTEE - VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: DARREN KETTLE, EXECUTIVE DIRECTOR

SUBJECT: VCTC OFFICE SPACE

RECOMMENDATION:

Receive report and provide guidance on preferred VCTC office space location.

BACKGROUND:

The Commission occupies 6750 square feet of office space at 950 County Square Drive, a professional office building known as Lincoln's Inn. VCTC has been at this location since its inception in 1989 and actually assumed space of its predecessor agency, the Ventura County Association of Governments. Originally, VCTC's staff of 2-3 employees occupied one office suite. Over time as VCTC took on additional responsibilities and added personnel space needs expanded accordingly. The office space is on two floors and has three different entrance points. The space and floor plan is very inefficient with a substantial amount of square footage being under-utilized yet still part of per square foot lease rate. The current monthly rate is \$12,100 (\$1.79/square foot). VCTC's current lease expires January 31, 2020.

The Commission initiated the process of purchasing office space in early 2013 at a time when Southern California was coming out of the "great recession" and property and construction costs were relatively low. VCTC had been working toward the purchase and renovation of a new main office located at 2220 Ventura Boulevard in Camarillo. When VCTC entered into the purchase agreement with the City of Camarillo for the 2220 Ventura Boulevard, the opportunity with the City to purchase the building for \$1 and renovate for \$3.5 million was a very good deal for the 12,500 square foot building. The primary funding source for the renovation construction is State Transit Assistance (STA) funds. Unfortunately, the estimated cost of the project increased significantly and several financial risk factors arose that lead to VCTC formally notifying the City of Camarillo it would not move forward with the purchase and renovation of the building.

In summer 2019, at no cost to VCTC, I retained office space real estate broker Tom Dwyer with CBRE to facilitate VCTC's search for new office space. Mr. Dwyer has provided office space location services for a number of public and quasi-public agencies including most recently the Ventura County Employee Retirement Association.

The parameters I provided Mr. Dwyer was the need of approximately 6000 square feet of professional office space within ½ mile of the US 101 corridor within the cities of Camarillo, Oxnard, or Ventura. Mr. Dwyer's Initial market survey consisted of 38 properties for lease and 2 properties for sale. After qualifying availability of the 40 properties, 31 properties were available. Of the 31 available properties, VCTC toured eight properties and ultimately sent four Request for Proposals (the "RFPs") to the properties that best met VCTC needs, two in Camarillo, one in Oxnard, and one in Ventura. Three of the four responded with proposals with the property in Ventura electing not to respond to the RFP due to VCTC being a quasi-government entity and the requirement of prevailing wage labor. During the counter proposal process, one of the Camarillo properties elected not to respond to a counter proposal due to family issues that took the principal away from business matters. In addition, during the counter proposal period The Collection in Oxnard provided an updated proposal to lease to VCTC but due to the lease rate and other project economics The Collection was determined to be too expensive for VCTC. All told, the broker and Executive Director analyzed five locations in earnest. See the attached map.

After the exchange counter proposals two properties remained in the process, 751 Daily Drive (4th Floor), Camarillo and 300 Esplanade (14th Floor), Oxnard. Both spaces start at \$2.15 per square foot and have a 3% annual inflation escalation.

The 751 E. Daily Drive premises consists of 6,514 rentable square feet / 5,677 usable square feet and is located on the 4th floor of a multi-tenant office building accessible by multiple elevators and two stair stairwells. In summary, the final terms consist of a seven (7) year lease term with a one-time right to terminate the lease at the end of the fifth year and an option to renew the lease for five (5) years. The base rental obligation for the term is \$1,203,732 which reflects six (6) months of free rent provided during months two (2) through seven (7). This is a Full Service Gross lease which includes the cost of utilities and janitorial provided by the landlord. Prevailing wage labor will be used for the improvements and the landlord is providing a build allowance equal to \$423,410.00. Following completion of the improvements and prior to the rent commencement date, VCTC is provided thirty (30) days access to install its furniture, fixtures and equipment free of charge. Furthermore, VCTC will receive prominent exterior building signage facing the Ventura (101) Freeway.

The 300 E. Esplanade Drive premises consists of 6,603 rentable square feet / 5,644 usable square feet and is located on the 14th floor of a multi-tenant office building accessible by multiple elevators and two stairwells. In summary, the final terms consist of a seven (7) year lease term with a one-time right to terminate the lease at the end of the fifth year and an option to renew the lease for five (5) years. The base rental obligation for the term is \$1,219,965 which reflects twelve (12) months of 50% rent abatement provided during months two (2) through thirteen (13). This is also a Full Service Gross lease. Prevailing wage labor will be used for the improvements and the landlord is proposing to build the improvements at their cost. The Landlord's capital contribution to these improvements are not known as of yet and will be determined once a final Pricing Plan is agreed upon between VCTC and this landlord. Following completion of the improvements and prior to the rent commencement date, VCTC is provided thirty (30) days access to install its furniture, fixtures and equipment free of charge. Exterior signage is not available.

VCTC TARGET BUILDINGS

