



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**January 18, 2022**

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**TOPIC:** Lease and License Agreement Amendments with Greyhound Lines, Inc.

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**AGENDA TITLE:**

Approve Appropriation Adjustment, Lease and License Agreement with Greyhound Lines, Inc., to Extend the term One Year, from February 1, 2022, through January 31, 2023, for a total amount of \$87,966

**RECOMMENDED ACTION**

1. Approve an appropriation adjustment to recognize Fiscal Year 2021-22 lease income in the amount of \$28,340 in the Public Works-SARTC Operations, Rental-Greyhound Lines, Inc., revenue account and appropriate the same amount in the Public Works-SARTC Operations, Contract Services-Professional expenditure account. *(Requires five affirmative votes)*
2. Authorize the City Manager to execute a second amendment to the site license agreement with Greyhound Lines, Inc., for the rental of two bus bays, and extend the term for a one-year period from February 1, 2022, to January 31, 2023, at a monthly rate of \$3,000 for the first six months and at a monthly rate of \$5,498 from August 1, 2022 to January 31, 2023, for a total amount of \$50,988, subject to non-substantive changes approved by the City Manager and City Attorney.
3. Authorize the City Manager to execute an amendment to the site lease agreement with Greyhound Lines, Inc. for rental of interior office space and extend for a one-year period from February 1, 2022, to January 31, 2023, at a monthly rate of \$2,668 for the first six months and at a monthly rate of \$3,495 from August 1, 2022, to January 31, 2023, for a total amount of \$36,978, subject to non-substantive changes approved by the City Manager and City Attorney.

**DISCUSSION**

The Santa Ana Regional Transportation Center (SARTC) was built in 1983 and is a regional transportation hub that brings together Amtrak, Metrolink, Orange County Transportation Authority, and interstate bus services. In addition, when completed, the OC Streetcar will have a dedicated platform stop at SARTC. The facility is open to the public seven days a week from 5:00 a.m. to midnight, and contains approximately 35,000

square feet of rental space, including ten bus bays, two surface parking lots, and a parking structure.

On August 16, 2016, the City Council approved a site license and site lease agreements with Greyhound Lines, Inc., to license two bus bays and ticket counter office space at SARTC. The site lease agreement was for a three-year term with two one-year renewal options, which expired on November 30, 2021, and has continued on a month-to-month term. The site license agreement continues indefinitely, subject to termination with seven days' notice. Greyhound has expressed an interest in extending the site lease agreement for one additional year, beginning February 1, 2022, through January 31, 2023. Due to the current situation, given the COVID-19 pandemic and the impacts it has had on their operations, Greyhound Lines, Inc., has asked the City for a rent reduction for the first six-month period after which the rental rate will revert to the rates established prior to the COVID-19 pandemic.

Greyhound has been a tenant at SARTC for over twenty years and has paid the monthly rent consistently. Staff recommends amending the site license and site lease agreements for a one-year period that will allow for the preparation of a new Request for Proposals for bus passenger services.

### **ENVIRONMENTAL IMPACT**

There is no environmental impact associated with this action.

### **FISCAL IMPACT**

With the approval of the requested appropriation adjustment, lease income for Fiscal Year 2021-22 in the amount of \$28,340, consisting of \$3,000 per month for five months of bus bay rental and \$2,668 per month for five months of office space rental, will be recognized in the Public Works-SARTC Operations, Rental–Greyhound Lines, Inc., revenue account (No. 06717002-53810) and appropriated into the Public Works-SARTC Operations, Contract Services-Professional, expenditure account (No. 06717650-62300) for expenditure in Fiscal Year 2021-22. The remaining revenues and expenditures will be recognized and appropriated during the Fiscal Year 2022-23 budget process.

<b>Lease and License Agreement Term <i>(February 1, 2022, through January 31, 2023)</i></b>				
<b>Fiscal Year</b>	<b>Accounting Unit – Account No.</b>	<b>Fund Description</b>	<b>Accounting Unit, Account Description</b>	<b>Amount</b>
2021-22 (Feb-June)	06717002-53810	Regional Transportation Center	Public Works-SARTC Operations, Contract Services-Professional	\$28,340
2022-23 (July- Jan)	06717002-53810	Regional Transportation Center	Public Works-SARTC Operations, Contract Services-Professional	\$59,626
Total:				\$87,966

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**EXHIBIT(S)**

1. Site License Agreement with Greyhound Lines, Inc.
2. Site Lease Agreement with Greyhound Lines, Inc.

Submitted By: Nabil Saba, Executive Dir Public Works

Approved By: Kristine Ridge, City Manager