



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers

168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: PAR 22-030

October 18, 2022

Introduced: 10/11/2022

Current Status: Agenda Ready

Version: 1

Matter Type: Preliminary Analysis
Report

Receive a preliminary analysis report in response to **Board Referral No. 2022.22** seeking to search for and open a District Office in Supervisorial District 1 within the East Salinas Zip Code 93905 area.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive a preliminary analysis report in response to **Board Referral No. 2022.22** and:
- b. Direct that staff proceed with completion of referral based on description in this report; or,
- c. Direct that staff:
 - i. Proceed with completion of referral based on modifications by the Board; or,
 - ii. Return to Board with a more comprehensive analysis of referral and anticipated effort for completion; or,
 - iii. Rescind referral.
- d. Provide further direction, as appropriate.

PRELIMINARY ANALYSIS:

Background:

On September 27, 2022, the Board added Supervisor Alejo's Referral No. 2022.22 to the County Board of Supervisors' referral matrix. The referral is seeking to search for and open a District 1 Office in the East Salinas Zip Code 93905 area.

Proposed Project Description:

District 1 Supervisor Alejo's sole office is in the County Government Center at 168 West Alisal Street in Salinas. All other County Supervisor offices now have opened district offices in their respective districts, while also having an office at the County Government Center. The only office that does not currently have a district office is District 1. District 1 encompasses the majority of East Salinas including the 93905 Zip Code area. It is Public Works, Facilities and Parks (PWFP) staff understanding from the Board Referral, that District 1 Supervisor Alejo's objective is to provide more resources and establish a physical presence in the East Salinas Zip Code 93905 area to be more accessible to District 1 constituents.

The referral involves completion of the following tasks:

- Review available office spaces within the range of 500 to 2,000 square feet located within publicly and privately owned commercial buildings within the East Salinas Zip Code 93905 area.
- Contact public and private stakeholders regarding available office spaces within the East Salinas Zip Code 93905 area.

- Assess available office spaces to determine if the office space meets District 1 office requirements.
- Coordinate via reoccurring meetings between PWF staff and District 1 office staff regarding the viability of office spaces found within the East Salinas Zip Code 93905 area.
- If certain office space(s) presented are considered viable options which meet District 1 office requirements, PWF staff will seek Board direction and authorization to enter into negotiations. If certain office space(s) presented are not considered viable options, PWF staff will work with District 1 office staff to hire a professional leasing consultant to locate viable office space(s) within District 1 and seek Board direction and authorization to enter into negotiations.
- Present a proposed lease agreement to the Board of Supervisors at a later date for approval and execution.
- If a lease agreement is approved, PWF staff will coordinate the moving process and tenant improvements, if required.

Estimated Project Cost:

Costs associated with the completion of this referral include the cost for staff time, and the cost of labor and materials should an office space be approved and require payment of rent or tenant improvements. The cost estimate for County staff time to complete this referral is between \$7,000 and \$10,000 which excludes the cost to hire a professional leasing consultant. Staff costs will be absorbed by the lead department and assisting departments (Public Works, Facilities and Parks; and the Office of the County Counsel).

Staffing Level Estimate:

It is anticipated that one (1) to two (2) PWF staff, along with Office of the County Counsel staff will be utilized to complete a response to the subject referral. Additional personnel will be required for any tenant improvements and project management.

Departmental Challenges:

Coordination with private and public stakeholders to locate viable office space options within the East Salinas Zip Code 93905 area.

Proposed Response Date:

Staff proposes to return to the Board prior to June 30, 2023 but this could be later due to market conditions.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action supports the Board of Supervisors' Strategic Initiatives for Administration and Health and Human Services. Should a district office for District 1 be located and approved, the addition of resources and an established physical presence in the East Salinas Zip Code 93905 area will provide more resources to the East Salinas area of the County and all constituents within District 1.

- Economic Development
- Administration
- Health & Human Services

Legistar File Number: PAR 22-030

Infrastructure

Public Safety

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Reviewed by: Florence Kabwasa-Green, PWFP-Capital Improvements Manager

Approved by: Randell Ishii, MS, PE, TE, PTOE, Director of Public Works, Facilities and Parks 

Attachment is on File with the Clerk of the Board:

Board Referral No. #2022.022