



## Board Report

---

**File #: 20-004, Version: 1**

---

- a. Request the Board of Supervisors to approve and ratify the Agreement between, Citygate Associates, LLC and the County of Monterey to provide analysis and recommendations regarding the RMA, to include all land use and community development functions as well as a high-level review of Public Works, administration and other functions within the RMA and
- b. Consider and approve a request authorizing the Auditor-Controller to amend the Fiscal Year 2019-20 Adopted Budget by increasing appropriations by \$199,696.00 for the County Administrative Office (001-1050-8045-CAO001), financed by release from the Cannabis Tax assignment, BSA 001-3132 (4/5ths vote required). The term of the Agreement is January 6, 2020 to June 31, 2021 in the amount not to exceed \$199,696.00.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Request the Board of Supervisors to approve and ratify the Agreement between, Citygate Associates, LLC and the County of Monterey to provide analysis and recommendations regarding the RMA, to include all land use and community development functions as well as a high-level review of Public Works, administration and other functions within the RMA and
- b. Consider and approve a request authorizing the Auditor-Controller to amend the Fiscal Year 2019-20 Adopted Budget by increasing appropriations by \$199,696.00 for the County Administrative Office (001-1050-8045-CAO001), financed by release from the Cannabis Tax assignment, BSA 001-3132 (4/5ths vote required). The term of the Agreement is January 6, 2020 to June 31, 2021 in the amount not to exceed \$199,696.00.

### SUMMARY

The Citygate review and analysis of the RMA will be extensive, with its initial phase lasting approximately 5 months. Given the significance of the RMA within County operations, it has been determined imperative by the County Administrative Office that this study be carried out as expeditiously as possible.

### DISCUSSION:

Citygate has proposed an in-depth 5 month review of the RMA at a not to exceed cost of \$199,696.00. The scope of the study primarily includes all land use and community development functions in the RMA. The secondary scope of the analysis includes a high level review of Public Works, administration and other functions within the RMA involved in the County's permitting process. This will involve an extensive review of internal processes, organization structure and reporting relationships as well as internal and external stakeholder discussions. The study will also examine the range of functions currently assigned to the RMA with recommendations, if warranted, to modify the range of the functions. The overall goal of the study is to make recommendations to the Board of Supervisors which will improve the operational effectiveness of the RMA. The study will also include a review of the Housing and Economic Development program currently within the County administrative Office to determine which if any, of these functions would be more properly placed in the RMA. The Citygate proposal also includes an implementation follow up review to be performed at approximately 6 months after completion of the initial study and recommendations.

**OTHER AGENCY INVOLVEMENT:**

Due to the interagency narrative of the County's permitting process, it is likely that other agencies and/or County departments will be consulted as part of the Citygate project.

**FINANCING:**

Staff recommends that the one time cost of the Citygate study of \$199,696.00 be funded from the Cannabis assignments. If this is done, the remaining amount in the Cannabis assignment will be \$27,592,995.50.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

The actions recommended in this report support the work of the RMA in its land use and community development functions.

Mark a check to the related Board of Supervisors Strategic Initiatives

- X Economic Development
- X Administration
- X Health & Human Services
- X Infrastructure
- X Public Safety

Prepared by: Maegan Ruiz-Ignacio, Administrative Assistant Confidential, ext. 5508

Approved by: Nicholas E. Chiulos, Assistant CAO, ext. 5145

---

Nicholas E. Chiulos, Assistant County Administrative Officer

---

Date

Attachments are on file with the Clerk of the Board

Date: January 6, 2020

Attachments:

- Citygate Associates, LLC Contract
- Exhibit A - Citygate Associates, LLC