



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #:** 20-398, **Version:** 1

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- a. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute a month-to-month Lease Agreement, effective on or around May 1, 2020, with Castroville Station Shopping Center, LLC, for approximately 500 square feet of space located at 11272 Merritt Street, Suite C, Castroville, California, for use by the Monterey County Sheriff's Office; and
- b. Authorize the Auditor-Controller to make lease payments of \$1.00 per month and in accordance with the terms of the agreement; and
- c. Approve and authorize retroactive payment of \$1.00 for the month of May 2020, for the Castroville Station lease.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute a month-to-month Lease Agreement, effective on or around May 1, 2020, with Castroville Station Shopping Center, LLC, for approximately 500 square feet of space located at 11272 Merritt Street, Suite C, Castroville, California, for use by the Monterey County Sheriff's Office; and
- b. Authorize the Auditor-Controller to make lease payments of \$1.00 per month and in accordance with the terms of the agreement; and
- c. Approve and authorize retroactive payment of \$1.00 for the month of May 2020, for the Castroville Station lease.

### SUMMARY:

Approval of the proposed Lease Agreement will provide the Monterey County Sheriff's Office (MCSO) with a Community Field Office in Castroville at a minimal cost to the County.

### DISCUSSION:

The MCSO vacated the former Castroville Field Office located at 10608 Merritt Street on August 31, 2019 due to the property being sold for another use. Since then, the MCSO and the Resource Management Agency have been working together to secure a replacement site.

Approval of the proposed Lease Agreement will provide for occupancy of approximately 500 square feet of space in the Castroville Station Shopping Center located at 11272 Merritt Street. Suite C.

The lease term will commence on or around May 1, 2020 and continue on a month-to-month basis until cancelled by either party upon a thirty (30) day written notice. Commencement rent will be \$1 per month. MCSO will be responsible for paying for PG&E, water and janitorial service. MCSO intends to outfit the space with County surplus furniture.

### OTHER AGENCY INVOLVEMENT:

The Resource Management Agency facilitated the negotiations of the Lease Agreement and assisted with the development of this report. The Office of County Counsel has reviewed and approved the non-standard Lease Agreement as to form.

FINANCING:

The cost of this contract was included in the FY 2019-20 approved budget, and the proposed FY 2020-21 budget. There will be no increase in General Fund Contribution resulting from this Board action.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The MCSO mission is to continue to provide excellent public safety services to the communities of Monterey County by creating a safe environment for people to achieve their potential, leading businesses to thrive and grow while reducing crimes.

Mark a check to the related Board of Supervisor's Strategic Initiatives

- ☐ Economic Development
- ☐ Administration
- ☐ Health & Human Services
- ☐ Infrastructure
- ☒ Public Safety

Prepared by: Arthur Curtright, management analyst II, Extension #3708

Approved by: Steve Bernal, Sheriff/Coroner, Extension #3750

Attachments: Attachment A -Lease Agreement  
Attachment B - Location Map