



AGENCY: City Council
MEETING DATE: August 14, 2017
DEPARTMENT: Administrative Services
PRESENTED BY: Scott Schneider
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AGENDA ITEM SUMMARY

TITLE:

RECEIVE REPORT AND PROVIDE DIRECTION TO STAFF REGARDING OFFICE SPACE IN CITY HALL EAST WHICH WILL BE VACATED BY THE NOYO CENTER FOR MARINE SCIENCE

ISSUE:

Effective September 1, 2017, the Noyo Center for Marine Sciences will vacate the office in City Hall East which it has leased from the City for the past two years. Staff has received several preliminary inquiries regarding the future use of the space and is seeking direction from the Council regarding utilization of the space and, if offered to a non-city entity, guidance regarding selection of a tenant and lease requirements.

ANALYSIS:

A 270-square foot office utilized by the Noyo Center for Marine Sciences will be vacated as of September 1, 2017. Staff is seeking direction on how the Council would like to utilize the space.

The following are possible options for use the office space:

1. PEG TV – The Council's PEG Ad Hoc Committee has recommended use of the space for PEG purposes on a six-month trial basis. With the City's recent acceptance of PEG administration responsibilities, the Committee has been discussing future possibilities for programming and initiatives for the PEG. One idea is to have weekly office hours for the public, including non-profits, to record public service announcements to be broadcast on the PEG. Other potential opportunities for the public to access the PEG include educational programs with local schools, public input into programming and, eventually, public use of recording equipment and space. Additionally, the City Hall East office space could be used to store PEG equipment in a well ventilated, secure location away from Town Hall which, with the increase in recent PEG equipment, is prone to overheating thus threatening the equipment and functionality of both the PEG as well as livestreaming of meetings.
2. A "dedicated" break room for City employees as an alternative to the City's dual-purpose conference/break rooms.
3. Office space for the Visit Fort Bragg Action Plan project manager.
4. Office space for a local non-profit – Several non-profits have expressed an interest in leasing the space. These organizations include: West Company (for an office), Flockworks (expanding from their current space in City Hall East), and Art Explorers (for a gallery).

RECOMMENDED ACTION:

Based on the recommendation from the PEG Ad Hoc Committee and the possibility of the Visit Fort Bragg Action Plan contractor needing office space, staff recommends that the City Hall East office space not be leased to any outside entities at this time. At the conclusion of a six-month trial as space for the PEG, staff recommends reporting back to Council in March 2018 with an update and further recommendations for use of the space.

ALTERNATIVE ACTION(S):

Rent the space to a local non-profit organization and provide direction on rental fees and terms.

Provide staff with other direction regarding the office space in City Hall East.

FISCAL IMPACT:

The City currently rents the office space to the Noyo Center for \$50.00 per month. Should the City take over the space either for the PEG or other City use, the impacts to the City's budget for FY 2017/18 would be negligible.

If Council provides direction to rent the space to a local non-profit, a minimal positive impact to the City budget would occur based on the rental amount and terms authorized by Council.

IMPLEMENTATION/TIMEFRAMES:

The office space becomes available September 1, 2017. If the City occupies the space, utilization of the space would be immediate. If Council recommends renting the space to a local non-profit, staff recommends that we advertise and promote the availability of the space. Utilization of the space would most likely occur in October or November, 2017.

NOTIFICATION:

1. West Company
2. Flockworks
3. Art Explorers