



AGENCY: City Council  
MEETING DATE: March 11, 2019  
DEPARTMENT: CDD  
PRESENTED BY: JGonzalez  
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## AGENDA ITEM SUMMARY

### **TITLE:**

**Receive Report and Recommendation from Community Development Committee Regarding Reuse of the Public, Educational, and Government (PEG) Office in City Hall on Laurel Street and Provide Direction to Staff**

### **ISSUE:**

Noyo Print Works, located in a formerly empty space in City Hall on Laurel Street, has been operated by a dedicated team of volunteers for four years. The volunteers and the parent organization (Flockworks) have decided not to continue to operate the Noyo Print Works. The space was vacated at the end of January. The City's Public, Educational, and Government access television studio (PEG) would like the bigger studio space and is interested in moving into the vacant Noyo Print Works office. This would vacate the adjacent office that was recently painted, carpeted and connected to the internet and phone network, making this an ideal office space. Staff is seeking direction on how to reuse the vacant office space.

This item was presented to the Community Development Committee on January 22, 2019 with various ideas on how the space could be reused. The CDC agreed that Council should consider if the office space should be reused as City Council office space or as an arts and/or community space by a non-profit organization. Staff was directed to conduct further research into these two options and bring the matter forward to Council.

### **ANALYSIS:**

Reuse as Council Office Space: Some City Councilmembers are interested in utilizing the space for meetings with constituents. Currently City Councilmembers meet with constituents in one of the two conference rooms in City Hall. Occasionally a conference room or office is not available, so Councilmembers are required to schedule meetings after 5:00 PM or outside of City Hall. The vacant space could provide an office setting already equipped with internet and telephone and it has an outside entrance, which provides for more privacy than is available within City Hall.

Reuse as Non-profit Office Space: Staff reached out with a survey via email to over 35 local non-profit agencies to gauge interest in using the office space and to understand compatibility of mission statement and/or to services provided within the walkable downtown. To date four local non-profits are interested in occupying this space for the following activities:

1. Home Energy Link Program would like to use the space to provide utility assistance to low income residents of Fort Bragg.
2. North Coast Opportunities would like to use the office space to connect low income families to childcare and other services.
3. Project Sanctuary wants to use the space for confidential client meetings.
4. Mendocino Children's Fund would like to use the space for storage of gear.

All of these non-profits are willing to pay for utilities and an undetermined nominal fee as rent. Please see Attachment 1 for detailed information for each local non-profit agency.

**RECOMMENDED ACTION:**

CDC recommended the two options listed above be researched. Staff is seeking Council direction on how to proceed with reusing this space. If Council chooses to rent the space to a non-profit, Council should prioritize the list of local non-profits, so that staff can work with the first priority non-profit to set up a lease.

Council may decide to hold the space for City Council offices.

**ALTERNATIVE ACTION(S):**

The office could be shared between one or more user group. For example, City Council could share this office space with one of the four local non-profits interested in utilizing the space. Staff could develop a calendar for the space and Councilmembers could reserve the space when needed or have a standing schedule where certain days of the week are reserved for City Council use.

**FISCAL IMPACT:**

Should Council opt to utilize the office space, there would not be a fiscal impact as the City already pays the utilities for this office and the Council would not be charged.

Should the Council opt to rent the office space, utilities for this office run approximately \$105.25 for power and \$20.00 for the phone line. The gas is included with the City Hall gas bill as a whole. Should Council decide to rent this office, the City could charge \$150.00/month to cover the monthly utilities. This would potentially save the City approximately \$1,800.00 annually on utilities; however, it is difficult to estimate the financial impact of having tenants. Tenants increase normal wear and tear, unexpected maintenance issues could arise such as plumbing, electrical, damage to carpets, or paint, etc.

**IMPLEMENTATION/TIMEFRAMES:**

PEG can move in a matter of hours. After that, Council's decision would be implemented immediately.

**ATTACHMENTS:**

1. Information & Email from REDI (HELP)
2. Information & Email from North Coast Opportunities (NCO)
3. Information and Email from Project Sanctuary
4. Email from Mendocino Coast Children's Fund

**NOTIFICATION:**

1. Notify Me Downtown