



**CITY OF SALINAS  
COUNCIL STAFF REPORT**

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**DATE:** DECEMBER 4, 2018  
**DEPARTMENT:** PUBLIC WORKS DEPARTMENT  
**FROM:** DAVID JACOBS, PUBLIC WORKS DIRECTOR  
**TITLE:** LEASE AGREEMENT WITH ECOLOGY ACTION FOR USE OF 9 STATION PLACE

RECOMMENDED MOTION:

A motion is sought to approve a lease agreement with Ecology Action for the use of space at 9 Station Place (the Train Station).

RECOMMENDATION:

It is recommended that the City Council approve the attached resolution and authorize the City Manager to execute a two-year lease for approximately 200 square foot of office space at the Train Station for a rent of \$400 per month to Ecology Action Inc.

EXECUTIVE SUMMARY:

Office 114 at the Train Station was intended to be used by Union Pacific (“UP”) staff, but UP relocated its operation to the Watsonville Station. This office is 198 square feet, and at this size is only suitable for small and limited uses, such as those proposed by Ecology Action. Two employees would be based at this office and travel to job sites to teach bicycle safety to school children, using a measure X funds from the Transportation Agency of Monterey County. The consideration of \$400 per month in rent is equal to \$2 a square foot plus access to the common areas including parking, restrooms and break-room.

BACKGROUND:

In 2015 over \$1.0 million was spent to refurbish the Freight Building and Train Station at the Intermodal Transportation Center. Since then, the City has executed a few short-term temporary license agreements for use of the Freight Building and long-term leases with Greyhound, AMTRAK and SERCO for office space at the Train Station. Yet, with all the upgrades, the City has not been able to lease the remaining 198-square foot office space #114 (aka 9 Station Place) located within the Train Station. This space was originally intended for use by UP but they choose to consolidate their services in Watsonville.

Ecology Action (EA) is a California non-profit organization that helps reduce energy use, conserve water and incorporate more sustainable modes of transportation into residents’ daily lives. EA

works with elementary school aged children delivering dynamic, hands-on, safety education and encouragement programs aimed at increasing students biking and walking. Since 2012, EA has been implementing the Bike Smart program to Monterey County schools through funding partnerships with local government agencies and private foundations.

This last year, EA received Measure X funding through Transportation Agency of Monterey County (TAMC) to deliver more safety programs to students in Monterey County; the Bike Smart Bicycle Safety Education Training Program to fifth grade students and the Walk Smart Pedestrian Safety Education Program to second grade students. The focus is expected to in schools located in Salinas, Marina and along the HWY 101 corridor.

EA is seeking a two-year term lease (with an option to extend an additional two years) for office space, 9 Station Place, to house office equipment and program supplies that will ultimately allow its Monterey County based staff to better serve the local school community. While most of the work is conducted at the elementary schools, the office space will allow staff to conduct planning, preparation and administrative work.

Train Station office space leases have been let at \$2 per square foot, which includes the use of the common spaces including the newly built restrooms, break area and use of the parking for staff. Leases have contributed to the cost of security and landscape maintenance. The City recently increased the hours of security patrol including evenings, weekends and holidays. The rental income anticipated from EA will help pay for the added security..

#### CEQA CONSIDERATION:

**Not a Project.** The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378). In addition, CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because the proposed action and this matter have no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378, this matter is not a project. Because the matter does not cause a direct or foreseeable indirect physical change on or in the environment, this matter is not a project. Any subsequent discretionary projects resulting from this action will be assessed for CEQA applicability.

#### STRATEGIC PLAN INITIATIVE:

This item relates to the City Council's Strategic Goal of creating a Safe and Livable Community by supporting a program that is aimed at improving the overall safety of all residents.

This items also relates to the City Council's Strategic Goal of being a place where all enjoy a high quality of life. EA's programs will encourage people to increase physical activity.

DEPARTMENTAL COORDINATION:

The Public Works and Finance Department staff work collaboratively to manage the Train Station Center leases. The Admin Division and Maintenance Division within the Public Works Department work together in managing the service contracts and facilities' maintenance.

FISCAL AND SUSTAINABILITY IMPACT:

This lease has no direct impact on the General Fund. Rent proceeds will be allocated to the Train Station Cost Center (1000.80.8010) to further enhance the existing security and maintenance services

ATTACHMENTS:

Resolution

Lease Agreement