



## **CITY OF SALINAS COUNCIL STAFF REPORT**

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**DATE:** OCTOBER 14, 2025

**DEPARTMENT:** COMMUNITY DEVELOPMENT

**FROM:** LISA BRINTON, DIRECTOR

**BY:** KIRSTEN ZEHRING, MANAGEMENT ANALYST

**TITLE:** AGREEMENT WITH ONE WORKPLACE FOR PERMIT CENTER  
FIRST FLOOR WORKSPACE IMPROVEMENTS

**RECOMMENDED MOTION:**

A motion to approve a Resolution authorizing:

- 1) the City Manager to execute an agreement with One Workplace L. Ferrari, LLC to purchase and install workspace improvements on the first floor of the Permit Center for an amount not to exceed \$377,794 and a term from October 14, 2025, through June 30, 2026, and
- 2) an expenditure appropriation increase of \$129,787 to the Permit Services Operating Fund from the Permit Services Fund balance.

**EXECUTIVE SUMMARY:**

The 65 W. Alisal Improvements Capital Improvement Project (Project) was initiated in fiscal year (FY) 2024 to address critical workspace and infrastructure needs at the Permit Center driven by the Permit Center's significant growth. The first phase of this Project entails a first-floor redesign to improve functionality, including furniture replacement, layout reconfiguration, and relocating divisions to better align operations. Staff recommends the Project be funded through the 65 W. Alisal Improvements CIP (9087) in the amount of \$164,841, the Permit Services FY 25-26 operational budget in the amount of \$83,166, and the Permit Services Enterprise Fund balance in the amount of \$129,787.

**BACKGROUND:**

The Project's primary purpose is to update and optimize workspace to better support operational and building needs, including replacing non-ergonomic furniture, redesigning workspace layout to increase synergy between teams, and remodeling bathrooms with failing plumbing. The Project will be implemented through a phased approach: first-floor redesign, second floor redesign, and

bathroom remodel. The first phase, first-floor redesign, includes the first-floor furniture replacement and layout reconfiguration, and moving the Current Planning Division downstairs to accommodate the Information Technology Division move from the basement of City Hall into upstairs space formerly occupied by Fire Administration and currently occupied by Current Planning.

The last workspace reorganization of the Permit Center's first floor was in Fiscal Year 2022. Improvements included remodeling and expanding the public counter to accommodate more customers, include more desks, and reduce noise levels. Since FY 2022, the Permit Center (Permit Services, Code Enforcement, and Current Planning divisions) has experienced significant growth, expanding from 28.5 FTE in Fiscal Year 2022 to 42.5 FTE in Fiscal Year 2026, representing a 49% increase in staffing. This substantial growth has been driven by an increase in building and permitting projects, particularly in anticipation of Future Growth Areas (FGA) application processing.

Since December 2024, staff has been engaged in a holistic space planning effort to address current needs and anticipated future growth. This comprehensive planning process was conducted in partnership with One Workplace L. Ferrari, LLC (One Workplace), formerly known as Peninsula Business Interiors (PBI). The Department facilitated full staff participation to gather input and ensure the redesigned layout will effectively support current and future operational requirements.

Since 2020, the Community Development Department (CDD) has partnered with One Workplace on the design, purchase, and installation of workplace improvements to accommodate a growing staff and create safer, more functional spaces. Utilizing a single furniture vendor enables the City to reuse existing components and maintain a consistent design across all workspaces, which streamlines installation and reduces long-term costs. One Workplace utilized Sourcewell to provide a quote for workspace modifications. Sourcewell is a cooperative purchasing platform that offers cooperative contracts to participating public agencies. Sourcewell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services. One Workplace uses Sourcewell for cooperative contracts with several local state agencies including the City of Salinas, the County of Monterey, and the County of Santa Cruz. Using Sourcewell for this procurement ensures the City has received a competitive quote in accordance with its procurement policies.

The quote for the purchase and installation of workspace improvements for the first-floor workspace includes quotes for three Community Development Divisions that will be located on the first floor proximate to the public counter: Code Enforcement, Current Planning, and Permit Services. The total cost for the first-floor workspace improvements, across all three divisions, including a 10% contingency is \$377,794. Including a 10% contingency provides flexibility to

cover unforeseen cost escalations, preventing the need for staff to return to City Council for approval of minor increases. A breakdown of cost by division is provided in the table below.

	<b>Code Enforcement</b>	<b>Current Planning</b>	<b>Permit Services</b>	<b>Grand Total</b>
<b>Quote Amount</b>	\$50,028.70	\$99,826.61	\$193,593.08	\$343,448.39
<b>Contingency 10%</b>	\$5,002.87	\$9,982.66	\$19,359.31	\$34,344.84
<b>Totals</b>	\$55,031.57	\$109,809.27	\$212,952.39	\$377,793.23

**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). Any subsequent discretionary projects resulting from this action will be assessed for CEQA applicability.

**CALIFORNIA GOVERNMENT CODE §84308 APPLIES:**

Yes.

**STRATEGIC PLAN INITIATIVE:**

This Project relates to the City Council 2025-2028 Strategic Plan initiatives of Infrastructure and City Services. Customer Service is a primary function of the Permit Center. Investment in this public facility workspace will accommodate increased staffing and promote internal efficiencies both of which support the provision of high-quality customer service.

**DEPARTMENTAL COORDINATION:**

Community Development Department staff is actively coordinating with the Finance Department and IT Division on maximizing operational efficiencies and eliminating duplicative efforts during space planning. Additionally, coordination is ongoing with Public Works for operational support, procurement protocol, and existing contracts with vendors.

**FISCAL AND SUSTAINABILITY IMPACT:**

As of September 26, 2025, the 65 W. Alisal Improvements CIP (9087) has a remaining budget of \$637,829 for Phase 1, 2, and 3 improvements, including \$330,000 allocated for furniture. Furniture costs for Current Planning and Code Enforcement total \$164,840.84 and will be funded by this appropriation.

The Permit Services FY 2025-26 operational budget appropriated \$83,166.03 for Capital Outlays - furniture. Total furniture costs for the Permit Services division is \$212,952.39, resulting in a funding gap of \$129,786. It is recommended that this one-time expense be funded using the Permit Services Enterprise Fund balance, which has an unrestricted balance of \$3.6 million as of June 30, 2024.

<b>Fund</b>	<b>General Ledger Number (Operating/CIP)</b>	<b>General Ledger Account Name</b>	<b>Remaining Budget Appropriation</b>	<b>Amount Requested</b>
1000	30.9087-66.5200	Capital Outlays - Furniture	\$330,000	\$164,841
6900	30.3350-66.5200	Capital Outlays - Furniture	\$83,166	\$212,953

**ATTACHMENTS:**

Attachment 1 – Resolution

Exhibit A – Agreement with One Workplace

Attachment 2 – First Floor Design Renderings