



**CITY OF SALINAS
COUNCIL STAFF REPORT**

DATE: SEPTEMBER 12, 2023

DEPARTMENT: ADMINISTRATION

FROM: STEVEN S. CARRIGAN, CITY MANAGER

BY: JIM PIA, ACTING FINANCE DIRECTOR

TITLE: UNITED STATES POSTAL SERVICE (USPS) BUILDING – LEASE

RECOMMENDED MOTION:

A motion to approve a Resolution approving the City of Salinas lease agreement with the USPS for office space on the first floor Post Office Building located at 100 W. Alisal Street, Salinas, California.

RECOMMENDATION:

Staff recommends that City Council approve the attached Lease Agreement between the City of Salinas, as Lessee, and the U.S. Postal Service, as Lessor, for office space within the Post Office Building located at 100 W. Alisal Street, for use as administrative office space for various City of Salinas Department functions.

DISCUSSION:

Under the Salinas Recovery Plan of the American Rescue Plan Act (ARPA), the City Council allocated approximately \$11.5 million for Public Facilities, including just over \$5 million to necessary adaptations to City Hall. Council then approved a Roof repair to the City Hall building on April 4, 2023. The significant work on the project began in mid-August, following the move of nearly 30 staff members and all of the furnishings of the Lincoln Street first floor side of the building. The displacement of staff and Council offices is affecting multiple city departments who require additional space.

The City Manager's Office, including the City Clerk, reviewed possible options, and worked with the USPS to identify space that could work for the City. The City negotiated the attached Lease and terms that would work for our needs.

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).

DEPARTMENTAL COORDINATION:

Finance, Public Works, Legal, Human Resources and Administration have worked together to find workable workstations for employees. This additional space was discussed by the affected Departments.

FISCAL AND SUSTAINABILITY IMPACT:

Costs associated with the minimum two-year period include total rent of \$60,887.64 with renewal options as necessary. These costs will be assigned to the ARPA City Hall Project. (3911.50.8170)

Attachments

Lease attachments