



# CITY COUNCIL AGENDA REPORT

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MEETING DATE: July 7, 2015

ITEM NUMBER: CC- 4

**SUBJECT:** COUNCIL AUTHORIZATION FOR FURNITURE PROCUREMENT FOR THE REPURPOSING OF THE WESTSIDE SUBSTATION INTO A COMMUNITY RESOURCE CENTER

**DATE:** June 23, 2015

**FROM:** CHIEF EXECUTIVE'S OFFICE

**PRESENTATION BY:** DANIEL K. BAKER, ASSISTANT TO THE CEO

**FOR FURTHER INFORMATION CONTACT:** DAN BAKER (714) 754-5156

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## **RECOMMENDATION:**

It is recommended that the City Council authorize the City CEO to enter into contract based upon the attached quote (attachment 1) with Culver-Newlin for the purchase of office workstations and furniture in the amount of \$77,463 to complete the repurposing of the existing Westside police substation into a Community Resource Center.

## **BACKGROUND/ANALYSIS:**

The Westside substation has had a long and storied history. From the early days of the City's first courthouse to its current state as an underutilized police check-in, the one constant for the facility is that it has always been a City fixture for Westside residents.

Seeing a need to refocus efforts on the Westside for park enforcement, provide expanded support for Costa Mesa's at-risk residents and to better connect with Westside residents, CEO Hatch and Police Chief Sharpnack agreed on a plan to repurpose the facility into a community resource center that will become a hub for assistance efforts for the Westside of Costa Mesa and will allow for more community-based policing.

Because the facility has been underutilized for many years, a number of improvements are currently being implemented to restore the building to working order including carpet repair, interior drywall prep and painting, and technology and phone installations at an estimated cost of \$25,000. To complete the remodel, workstations and furniture are needed to accommodate for employees that will utilize the facility on a daily basis.

Currently, a small front office is utilized as a temporary stop for patrols in the area and is home to a few park rangers. No other part of the facility is used for staffing purposes. The new plan calls for an office for Lieutenant Everett, who will manage the day to day operations of the facility and will assist with the officer training and park ranger oversight. In addition, staff from the City's Homeless Solutions group will move from their current undersized location at the Neighborhood Community Center (NCC) into the facility. This will allow staff to interact with at-risk residents on a more personal basis rather than in the lobby of the NCC. The third group that will occupy the facility will be the Community Improvement Division. This division consists of group home, hotel/motel enforcement, and neighborhood stabilization staff members.

**FISCAL REVIEW:**

Funds for the repurposing of the facility were allocated via fiscal year 2014-2015 contingency funds and will be transferred forward to accommodate for the remodel and furniture purchase.

**LEGAL REVIEW:**

No legal review is required.

**CONCLUSION:**

Approval of the furniture contract will allow for the completion of the remodel to accommodate the additional staff at the facility. Once complete, the new Community Resource Center will provide a more permanent home for staff to more effectively serve residents on the Westside of Costa Mesa.



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DANIEL K. BAKER  
Assistant to the CEO

Attachment 1 - [Furniture Quote](#)