

**SANTA BARBARA COUNTY  
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Agenda Number:**  
**Prepared on:** 11/19/02  
**Department Name:** General Services  
**Department No.:** 063  
**Agenda Date:** 12/3/02  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Ronald S. Cortez, Director  
General Services Department

**STAFF CONTACT:** Bob Nisbet, Project Manager (560-1011)

**SUBJECT:** Department 13 Remodel for the Sheriff Civil Division Project No. F00782/8639  
First Supervisorial District

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**Recommendation(s):**

That the Board of Supervisors approve a Notice of Completion for the Department 13 Remodel for the Sheriff Civil Division Project No. F00782/8639 and authorize the Clerk of the Board to have it recorded.

**Alignment with Board Strategic Plan:**

*The recommendations are primarily aligned with Goal No. 2 Ensure the Public Health and Safety and Provide Essential Infrastructure.*

**Executive Summary and Discussion:**

As part of the new District Attorney Building construction the Sheriff Civil Division office building must be demolished and the Division relocated. The long-term plan is to relocate the Division into the space vacated by the District Attorney. In the interim, the administrative staff of the Division will be temporarily relocated into Superior Court Department 13, which is a modular building that was once used as a courtroom. The modular was remodeled in order for the Sheriff Civil Division to have adequate space for possibly a 2-year period. This portion of the project is now complete.

The contractor was Clark Construction Company. The budget was \$100,000. The base bid was \$64,672. There was one change order in the amount of \$16,579 for a total cost of \$81,251. The project was extremely well performed under an extremely tight schedule.

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**Mandates and Service Levels:**

No change on programs or service levels.

**Fiscal and Facilities Impacts:**

No fiscal or facilities impacts associated with this action.

**Special Instructions:**

The Clerk should forward a Minute Order to Bob Nisbet, Facilities Services Div. Courthouse Annex, 2<sup>nd</sup> floor and also submit the Notice of Completion to the Recorder for recordation with a copy to Bob Nisbet.