



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

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

Department Name: General Services/Public Health
Department No.: 063/041
For Agenda Of: April 21, 2015
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: General Services Matthew P. Pontes, Director (805) 560-1011
Public Health Takashi Wada, MD, MPH, Director (805) 681-5183
Contact Info: Greg Chanis, Assistant Director (805) 568-3096
Suzanne Jacobson, Deputy Director, (805) 681-5183
SUBJECT: Community Action Commission of Santa Barbara Lease Agreement; Calle Real Campus, Santa Barbara; Second Supervisorial District

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors consider recommendations as follows:

- a) Determine that the services of food preparation and distribution to low-income children, seniors and homeless individuals, provided by Community Action Commission of Santa Barbara (hereafter "CAC"), a California non-profit corporation, are necessary to meet the social needs of the population of the County, and the portion of the County-owned property located at 345 Camino del Remedio (Building 4, First Floor), in Santa Barbara, will not be needed for County purposes during the term, and therefore, the County will continue to make that portion of the property available to CAC, rent-free, pursuant to California Government Code § 26227; and
- b) Approve and authorize the Chair to execute the attached original and duplicate original Lease Agreement between the County of Santa Barbara and the CAC, for the continued use of approximately 6,892 square feet of first floor space, along with the parking lot and surrounding garden/patio and landscaping located at the County's Calle Real Campus in Santa Barbara, for a period of five (5) years commencing on May 1, 2015, with three (3) options to renew of 5 years each, rent-free, except that CAC will pay \$1,200.00 monthly for utilities; and

- c) Determine that the proposed actions are exempt from the California Environmental Quality Act (CEQA) guidelines, pursuant to Section 15378(b)(5) "Project", finding that they are not a project, because they consist of organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment; and approve and direct staff to file and post the attached Notice of Exemption on that basis.

Summary Text:

The Board's approval of the Lease Agreement with CAC for 6,892 square feet of floor space on the first floor within Building 4, 3,621 square feet of adjacent parking lot with loading dock area, and surrounding landscaping and garden/patio area of the County property located at 345 Camino del Remedio, in Santa Barbara, will allow CAC to continue to prepare and distribute food to low-income children, seniors and the homeless and operate a cafeteria for County employees and visitors. CAC will maintain the leased premises and pay \$1,200/monthly for utilities.

Background:

On August 24, 1993, your Board approved a Lease and Service Agreement with CAC for their use of County space for the purposes of providing food services for the employees and visitors of the Calle Real Campus, and preparing food for distribution to low income food service programs, including but not limited to, those serving children, seniors, and the homeless. CAC provides over 1,000 daily meals to these low income populations from this location. Additionally, the Back Door Deli has offered convenient breakfast, snacks and lunch for county employees and visitors to the Calle Real Campus. As part of the agreement, CAC maintains the premises, and has made certain improvements to the building.

The current term of the agreement expires on April 30, 2015. CAC has requested to extend the term of the agreement and continue to provide their services to the community and to the employees and visiting public at the Calle Real Campus. The extended term of this Agreement will be for a period of five years, with three options to renew the Agreement for an additional five years each, upon approval by the County. The Director of General Services is given authority to approve those extensions on behalf of the County.

California Government Code Section 26227 allows the Board of Supervisors to fund programs deemed necessary to meet the social needs of the population of the County and to make available any real property of the County which will not be needed for County purposes during the time of possession, to be used to carry out such programs. Therefore, if the Board of Supervisors determines that the activities performed by the CAC are necessary to meet the social needs of the County, and that the facility will not be needed for other County purposes during the term, the County may provide the county owned property at the Calle Real Campus to the CAC rent-free. CAC will be obligated to continue to maintain the premises and will pay \$1,200 per month toward utilities.

Leasing the existing 6,892 square foot portion of County-owned facility with surrounding property to the Community Action Commission does not involve any expansion of use, or any significant physical changes that would have any potential effect on the environment. Therefore, approval and execution of the Lease Agreement is exempt from environmental review in accordance with the California Environmental Quality Act (CEQA) Guidelines, Section 15378(b)(5), which consists of the organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

Fiscal and Facilities Impacts:

Budgeted: N/A

Fiscal Analysis:

It is projected that the utilities costs for the square footage occupied by the CAC is approximately \$1,667 per month or \$20,000 annually. The CAC will reimburse the County \$1,200 per month or \$14,400 annually. The remaining \$5,600 will be funded by general fund sources through the Public Health Department toward the operation of the cafeteria used by the employees and visitors of the multiple County departments located at and adjacent to the Calle Real Campus.

Key Contract Risks:

N/A

Staffing Impacts:

None

Special Instructions:

Upon execution, the Clerk should distribute as follows:

1. Original executed Lease Agreement, NOE & Minute Order
2. Dupl. Orig. executed Lease Agreement & Minute Order
3. Copy of executed Lease Agreement & Minute Order

Board's Official File
GS/Real Property Div.
Public Health Department
via phdcu@sbcphd.org

Attachments:

1. Lease Agreement (in duplicate, for execution)
2. Notice of Exemption

Authored by: Connie Smith, Agent, GS/Real Property Division