



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
Department No.: 063
For Agenda Of: February 4, 2014
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: General Services Matthew P. Pontes, Director (805) 560-1011
Contact Info: Greg Chanis, Assistant Director (805) 568-3096
Ken Jensen, Social Services Deputy Director (805) 346-7312
SUBJECT: Social Services Lease at 130 E. Ortega, in Santa Barbara, First District

County Counsel Concurrence

As to form Yes

Auditor-Controller Concurrence

As to form Yes

Other Concurrence: Risk Manager

As to form Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute the attached original and duplicate original Lease Agreement (Lease) between the County of Santa Barbara (County) and State of California (State), for the County's leasing of office space located at 130 East Ortega, in Santa Barbara, for a term of four (4) years, for a monthly rent of One Thousand Eight Hundred Thirty and 27/100 Dollars (\$1,830.27), for use by the County's Department of Social Services for the One-Stop Center, also known as the Workforce Resource Center (First District); and
- b) Determine that the proposed action is exempt from the California Environmental Quality Act (CEQA) guidelines, pursuant to Section 15301, Existing Facilities, and approve and direct staff to file and post the attached Notice of Exemption on that basis.

Summary Text:

The Board's action to approve the Lease will allow the Santa Barbara County Social Services Department to continue use of approximately 3,211 square feet of office space in the State Employment Development Department building located at 130 East Ortega Street, in Santa Barbara, for a period of approximately four (4) years, through September 30, 2017, for a monthly rent of One Thousand Eight Hundred Thirty and 27/100 Dollars (\$1,830.27) which includes utilities, janitorial and maintenance.

Background:

The Social Services Department has been leasing office space from the State of California in the State Employment Development Department building located at 130 East Ortega Street, in Santa Barbara, since February 1, 2000. The original term was extended through September 30, 2010, by a previous Lease Agreement. Execution of this Lease will extend the term for an additional four years, through September 30, 2017. The County will pay a monthly rate of One Thousand Eight Hundred Thirty and 27/100 Dollars (\$1,830.27) for use of approximately 3,211 square feet with janitorial, maintenance and utilities, except telephone services, included in the monthly rent.

The office space will continue to be used for the operation of the Federal Workforce Investment Act Program. This legislation offers free services to job seekers, employers and youth to maximize the availability of occupational training, education, and related workforce services by providing job search assistance, placing job orders, finding candidates for employers, and guiding youth in career choices and educational goals. This office location is one of two within the County; the other is in Santa Maria.

The State will continue to be responsible for the cost of utilities such as electricity, gas, sewer, trash disposal, and water service. The State will also continue to provide janitorial services and supplies, maintenance and repair of the interior as well as exterior structures and landscape. County shall be responsible for maintaining all personal property, including voice and data equipment, and support equipment within the leased space.

Execution of this Lease will allow the County Social Services Department to continue leasing office space at an existing public structure. There will be no expansion of use or any significant environmental impact. Therefore, this project is exempt from environmental review in accordance with the California Environmental Quality Act (CEQA) Guidelines, Section 15301 – Class 1, which consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alterations of existing public or private structures, facilities, mechanical equipment, or topographical features involving negligible or no expansion of use beyond that which exists at the time of the lead agency’s determination.

Fiscal and Facilities Impacts:

The State will provide maintenance and repair for the interior and exterior portions of the building, the surrounding grounds, and the parking lot. The County, through the Department of Social Services, will maintain the interior of the building, and pay for telephone and data utilities and equipment serving the leased space. Social Services will pay monthly rent in the amount of \$1,830.27, plus telephone and data service costs from Fund: 0055, Dept. 044, LIAcct: 7580 Program: 5000, Org Unit: 8001. Execution of this Lease will not cause any facilities impacts on the County.

Special Instructions: After Board action, please distribute as follows:

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| 1. Original and Duplicate Original Leases | General Services, Real Property |
| 2. Copy of Lease and copy of Minute Order | Auditor-Controller
Financial Reporting Division,
Attn: Betsy Schaffer |

- Attachments:**
1. Original and Four (4) Duplicate Original Leases
 2. Notice of Exemption

** Upon execution by the Board, the Original and four (4) Duplicate Originals will be returned to the State of California, Department of General Services, for final execution. A fully executed original will be returned to the Clerk of the Board for their file.*