



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: May 15, 2007
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: General Services Bob Nisbet, Director (805) 5601011
Contact Info: Paddy Langlands, Assistant Director (805) 568-3096
**SUBJECT: Clerk-Recorder-Assessor, Elections Division Lease Agreement at
1101 Anacapa Street, Santa Barbara; Folio 003339**

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 execute the attached original and duplicate original Lease Agreement between 1101 Anacapa, LLC, and the County of Santa Barbara, for the County's use of approximately 4,431 square feet of office space located at 1101 Anacapa Street, in the City of Santa Barbara; commencing upon execution of the Lease, and extending through January 31, 2009; for a monthly rental amount of \$12,503.73 for the period from October 1, 2007, through January 31, 2009, subject to a \$285.80 monthly increase beginning April 1, 2008; in addition to monthly operating costs for the period from May of 2007, through January 31, 2009.

Summary Text:

The County's Elections Division has been searching for suitable space from which to conduct their operations for the upcoming elections scheduled for November 6, 2007, February 5, 2008, June 3, 2008, and November 4, 2008. The Clerk-Recorder-Assessor's Department was previously conducting a portion of their elections operations from the same 4,431 square feet of office space located on the second floor of the Chicago Title building at 1101 Anacapa Street, in Santa Barbara. It has been determined that it is in the best interest of the County to conduct a portion of the upcoming elections operations from that same location.

The Lease term will commence upon execution of the Lease Agreement, and terminate on January 31, 2009. The landlord has agreed to forego base rent until October 1, 2007, which will allow Elections to prepare the space for their anticipated operations. The landlord is making certain improvements to the space, and Elections will be coordinating phone and data needs. The County will be paying common

area operating expenses for the space, estimated at \$3,899.28 per month, beginning upon execution of the Lease. Beginning April 1, 2008, the monthly base rent will be increased to \$12,789.53 for the duration of the term.

Background:

The Election's environment has undergone significant changes over the last several years. Some of these changes result from State or Federal mandates, such as provisional voting; while other changes such as the increase in absentee voting is impacted by voter preferences. In addition, the number of elections the County Election's Division is required to conduct has also increased over the last several years. These changes have impacted the ability to conduct the elections process out of the current office space in the Schwartz County Office Building.

To address the space deficit, a project team reviewed numerous options. The possible solutions included relocation to different areas in North and South County for lease and purchase options. All of the options reviewed came with various constraints such as time, funding, employee relocation, and storage relocation. Primarily due to time constraints, the project team's short-term recommendation is to lease space at 1101 Anacapa Street which offers proximity to the election warehouse and administration offices, and provides adequate space to conduct the upcoming elections scheduled for November 6, 2007, February 5, 2008, June 3, 2008, and November 4, 2008.

Performance Measure: N/A

Fiscal and Facilities Impacts: The total contract amount of \$200,060, plus common area expenses, will be a General Fund obligation to be budgeted for in the Clerk-Recorder-Assessor Budget in Fiscal Years 2007-08 and 2009-2010.

Staffing Impacts: None

Special Instructions:

After Board action, please instruct Chair to initial each page of the Lease Agreement, and distribute as follows:

- | | |
|--------------------------------------|--------------------------------|
| 1. Original Document | Clerk of the Board Files |
| 2. Duplicate Original & Minute Order | Office of Real Estate Services |
| | Attn: Don Grady |

Attachments:

Lease Agreement

Authored by:

Don Grady
Office of Real Estate Services

Cc: Billie Alvarez, Division Manager