

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: September 20, 2005
Department: General Services
Budget Unit: 063
Agenda Date: October 11, 2005
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Bob Nisbet, Director
General Services Department

STAFF CONTACT: Patricia Wheatley, Children and Families Commission 884-8087
Robin Wilkins, Risk Management 884-6862
Don Grady, General Services 568-3065

SUBJECT: First Amendment to the Lease at 1 East Anapamu Street for Shared Use by the First Five Children and Families Commission, and Risk Management
First Supervisorial District

Recommendations:

That the Board of Supervisors approve and authorize the Chair to execute a First Amendment to the Lease Agreement between State and Anapamu, a California Limited partnership, as Lessor; and the County of Santa Barbara, as Lessee; which increases the total square footage of leased office space at 1 East Anapamu Street in the City of Santa Barbara, from 2345 square feet to 7,120 square feet, and extends the term for an additional five years, at a monthly rental rate of \$13,243.20, upon the same terms and conditions as the original Lease.

Alignment with Board Strategic Plan:

The recommendation is primarily aligned with Goal No. 1: An efficient government able to respond effectively to the needs of the community.

Executive Summary and Discussion:

The Santa Barbara County First Five Children and Families Commission has been leasing office space at 1 East Anapamu Street for approximately five years. The program has expanded and requires additional office space to operate effectively. A portion of the additional office space that will be included in the amended Lease will be utilized by the Commission. Risk Management will occupy the remainder of the second floor in the building.

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The Risk Management Division of General Services has been operating out of leased office space at 114 East Haley Street for several years. That Lease expires November 30, 2005. The Amendment to the Lease at 1 East Anapamu Street will allow Risk Management to relocate to office space that will be more efficient for Risk Management, as well as for the other County Departments that do business with Risk. On August 1, 2005, the Debt Advisory Committee approved the lease costs related to the additional square footage that will be utilized by Risk Management.

The base rent for the 7,120 square foot Premises is \$13,243.20 per month for the first year of the term, subject to an annual cost of living adjustment. The County will also be responsible for payment of our pro-rated share of the operating expenses, including utilities, janitorial services and maintenance. Annually, Lessor will reconcile such operating expenses based upon actual amounts on a calendar year basis, at which time County will either be invoiced for any deficiencies, or credited for any overages. The Amendment also provides for a five-year option to extend the Agreement on the same terms and conditions.

Mandates and Service Levels:

No change in programs or service levels.

Facilities and Fiscal Impact:

The Children and Families Commission of Santa Barbara County has budgeted the necessary funds to accommodate the annual rent, the ongoing costs for telephones and data, and the annual operating costs. These funds are located in Fund 0010, Department 990, Program 0100, and Account 7580.

The Risk Management Division of General Services has also budgeted the necessary funds for the lease costs from the Self Insurance Internal Service Fund Revenues, Fund #s 1911 and 1912. Risk Management's current monthly lease costs are approximately \$7,308.00. Risk's new monthly lease costs will be approximately \$9,924.00. Risk has budgeted \$12,799.00 per month for lease costs in the FY '05 - '06 Adopted Budget.

Special Instructions:

After Board action, distribute as follows:

1. Original and Duplicate Original Document Don Grady, GS/Facilities Services Division
2. Copy of Original Document and Minute Order - Board's Official File

Note: General Services will present the approved Amendment to the Lessor for final execution and return one fully executed Document to the Board's Official File.