



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: June 23, 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
Contact Info: Greg Chanis, Assistant Director (805) 568-3096
Ben Romo, First Five Executive Director (805)884-8087
SUBJECT: Children and Families First Commission Lease Agreement at 1306 Santa Barbara Street; First Supervisorial District, File #003633

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

- a) That the Board of Supervisors ratify the existing Lease Agreement (Attachment 1) between the County of Santa Barbara and Lazy H Partners, for the County's use of approximately 3,085 square feet of office space in the building located at 1306 Santa Barbara Street, in Santa Barbara, which commenced September 1, 2010; and authorize extension of the Lease Agreement through August 31, 2016, at a monthly base rent of \$6,258.63, with one option to renew the term for an additional three years, for use by the County's Children and Families First Commission (hereinafter "Commission"); and
- b) Authorize the Director of General Services, or designee, to exercise the renewal option on behalf of the County; and
- c) Determine that the proposed actions are exempt from the California Environmental Quality Act (CEQA) guidelines, pursuant to Section 15301, *Existing Facilities*, and approve and direct staff to post the attached Notice of Exemption (Attachment 2) on that basis.

Summary Text:

Ratification of the existing Lease Agreement will allow the Commission to remain in the leased premises for the period of September 1, 2015, through August 31, 2016, with one option to extend the term for an additional three years; and correct the term and rental rates originally approved by the Board of Supervisors on August 10, 2010, as a term of five years at a monthly rental rate of \$6,015.75, to the corrected term of three years, with two three-year options to extend, and the corrected monthly rental rate that commenced at \$5,398.75, subject to a three percent annual increase.

Background:

The Children and Families First Commission has been in the 3,085 square foot leased space since September 1, 2010. The office space is located at 1306 Santa Barbara Street, and includes 6 parking spaces. The location of the office space at Victoria and Santa Barbara Streets, in Santa Barbara, is conveniently located within one block of the County's Santa Barbara Administration Building and parking lot. The leased space consists of one large conference room on the first floor, a small break room, storage room, and small office. The space also includes several offices on the second floor to accommodate management and staff.

This Lease Agreement was approved and executed by the Board of Supervisors on August 10, 2010. The August 10, 2010, board letter stated that the term of the lease was for a period of five years. The actual term of the Lease Agreement was for a period of three years, commencing September 1, 2010, and extending through August 31, 2013. The Lease Agreement includes two options to extend the term for three years each. The first option was exercised by the County, extending the term through August 31, 2016. The Board's ratification of the Lease Agreement will validate that final year of the extended term, and provide for one more three-year option to extend, which may be exercised by the Director of General Services, or his designee.

The base rent for the 3,085 square foot leased space began at \$5,398.75 per month, plus operating costs. The monthly rent is increased by three percent each year of the term. The current monthly rent is \$6,076.34, and will increase to \$6,258.63, plus operating costs, beginning September 1, 2015. Operating costs include maintenance and repair, utilities, property insurance, and property taxes. The Commission will continue to pay its own telephone and data connectivity charges.

Execution of the Lease Agreement provides for the continued leasing by the Commission of the office space located at 1306 Santa Barbara Street, an existing private structure. The action will involve no expansion of use, and there is no reasonable possibility of a significant environmental impact. The continued leasing arrangement does not pose a risk of significant cumulative impacts resulting from projects of the same type, and the project will have no impacts on any uniquely sensitive habitat. Therefore, this project is exempt from environmental review in accordance with the exemption set forth in 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 existing at the time of the lead agency's determination.

Fiscal and Facilities Impacts:

The Children and Families First Commission has the necessary funds budgeted to pay the base rent, costs for telephone and data connectivity, and the operating costs required under the Lease Agreement in Fund 0010, Dept. 994, Account 7580. There will be no direct facilities impacts.

Special Instructions:

After Board action, please post the Notice of Exemption and forward a Minute Order to General Services/Real Property Division, Attn: Connie Smith, Agent.

Attachments:

- 1) Lease Agreement
- 2) Notice of Exemption