

**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: November 20, 2002
Department: General Co. Programs
Budget Unit: 990
Agenda Date: January 14, 2003
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Michael F. Brown
Office of the County Administrator

STAFF CONTACT: James T. Laponis, Deputy County Administrator
568-3404

SUBJECT: Children and Families Commission Lease of Office Space at 1 East Anapamu Street
First Supervisorial District

RECOMMENDATIONS:

That the Board of Supervisors execute, in duplicate, a Lease Agreement between the County of Santa Barbara, as Lessee, and State and Anapamu, a California Limited partnership, as Lessor, for a lease of 2345 square feet of office space located at 1 East Anapamu Street in the City of Santa Barbara, for a three-year term, at a monthly rental rate beginning at \$4,103.75, subject to a cost of living adjustment, plus the proportionate share of triple-net operating costs.

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 Children and Families Commission of Santa Barbara County is currently leasing office space at 1 East Anapamu Street under a sublease from Ogden Environmental and Energy Services Co., Inc., Ogden Environmental has been leasing the space from State and Anapamu, the "Master Landlord". That Master Lease expires on December 31, 2002.

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A new Lease Agreement for this same space has been negotiated directly between the County of Santa Barbara, as Lessee, and State and Anapamu as Lessor, whereby the County will sublease a 2345 square foot portion of the second floor of the leased premises, for a period of three years, commencing January 1, 2003. The term will expire on December 31, 2005.

The base rent for the Premises is \$4,103.75 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, approximately 16%, of the operating expenses, including utilities, janitorial services and maintenance. That share has been estimated at \$480.00 per month, which shall be paid in advance by County. 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 space will accommodate the existing six staff members of the Children and Families Commission of Santa Barbara County, and volunteers.

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.

SPECIAL INSTRUCTIONS:

After Board action, distribute as follows:

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|---|---|
| 1. Original Document - | Board's Official File |
| 2. Duplicate Original Document and Minute Order - | Don Grady, GS/Facilities Services Division |
| 3. Copy of Original Document and Minute Order - | Judy Sandoval, County Administrators Office |

CONCURRENCE:

County Counsel
Auditor-Controller
Risk Manager
Real Property Supervisor