

**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: 4/10/02
Department Name: County Administrator
Department No.: 990
Agenda Date: 4/23/02
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Michael F. Brown
County Administrator

STAFF CONTACT: Judy Sandoval, Administrative Analyst
568-3403

SUBJECT: Early Care & Education Office Lease at 218 W. Carmen Lane #111, SM
Fifth Supervisorial District

Recommendation(s):

That the Board of Supervisors approve and execute a Lease Agreement between the County of Santa Barbara and C-Four Investments, Inc. for the lease of approximately 1,500 square feet of office space located at 218 W. Carmen Lane, Suite 111, in Santa Maria, for the period of May 1, 2002 through June 30, 2003, with 3 options to renew for 3-years each, commencing with a monthly rent amount of \$1,425.00.

Alignment with Board Strategic Plan:

The recommendation is primarily aligned with Goal No. 7. A Community that Fosters the Safety and Well-Being of Families and Children.

Executive Summary and Discussion:

The Santa Barbara Child Care Planning Council received a multi-year grant from the Children and Families First Commission for the initiation of the Early Care and Education Project. The grant was split into two programs, one program being under the County Administrator and the other program under Santa Barbara County Education. Staffs from both programs were to share office space, and County Education entered into a lease agreement with C-Four Investments, Inc. for Suite 111, at 218 W. Carmen Lane, in Santa Maria.

On February 1, 2002, both programs were placed under the administration of Santa Barbara County. Your Board's approval of this Lease Agreement will grant the County responsibility for the leased premises under the same terms and conditions as the lease between County Education and C-Four Investments, Inc.

Mandates and Service Levels:

Fiscal and Facilities Impacts:

Funds for the payment of monthly rent is budgeted in Fund: 0001, Dept. 990, Program: 1121, Account: 7580.
No Facilities Impacts are realized by this action.

Special Instructions:

Upon Board approval and execution, the Clerk should distribute as follows:

1. Original executed document - Official File
2. Dupl orig executed document & Minute Order - Attn: Connie Smith, Facilities Svcs Div,
Courthouse Annex, 2nd Floor.
3. Copy of executed document & Minute Order: - Attn: Judy Sandoval, CAO

Concurrence: