



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: January 14, 2014
Placement: Administrative
Estimated Tme:
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

SUBJECT: Public Health W.I.C. Program at Hutton Parker Foundation, Carpinteria,
First District

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:

- a) Approve and authorize the Chair to execute the attached original and duplicate original Second Amendment to Sub-Lease (Second Amendment), between the County of Santa Barbara (County) and the Hutton Parker Foundation, a non-profit corporation, for the County's leasing of office space to accommodate the Santa Barbara County Public Health Department's Women, Infants and Children's (WIC) Program at 5201 8th Street, Suite 314, in Carpinteria through October 18, 2018 (First District); and
- b) Determine that the proposed action is exempt from the California Environmental Quality Act (CEQA) guidelines, pursuant to Section 15301, and approve and direct staff to file and post the attached Notice of Exemption on that basis.

Summary Text:

The Board's action to approve the Second Amendment to Sub-Lease will allow the Public Health WIC Program to continue part-time use of approximately 480 square foot space of office space shared with the Carpinteria Unified School District at 5201 8th Street, Suite 314, in Carpinteria, for a period of approximately five (5) years, through October 15, 2018, for a monthly rate of three hundred ninety four (\$394) for operating expenses and utilities.

Background:

The Women, Infants and Children (WIC) Program is a federal grant program established in 1974 to provide nutritious foods, and nutrition education, including breastfeeding promotion and support and referrals to health and other social services to participants, at no charge. WIC serves low-income pregnant, postpartum and breastfeeding women, and infants and children up to the age of five who are at nutrition risk. The Food and Nutrition Service administers the program at the federal level and provides funds to WIC State agencies (State health departments or comparable agencies) to pay for WIC foods, nutrition education, breastfeeding support and administrative costs.

Santa Barbara County Public Health Department administers the WIC program on the local level with several locations in the County. The WIC program has been providing nutrition services to the Carpinteria and Summerland communities at 5201 8th Street, since April 1, 2009. WIC has shared use of Suite 314 with the Carpinteria Unified School District. The County is not required to pay base rent for use of the space, but reimburses the Hutton Foundation for common area operating expenses and utilities.

Execution of this Second Amendment will allow the WIC program to continue use of this location for an additional five years, subject to the County's rights to terminate. Throughout the term, the landlord will repair and maintain the exterior and structural portions of the building, the surrounding grounds and parking lot. The County will maintain the interior of the leased space and pay \$66 towards utilities serving the building, and \$328 for operating expenses, for a total monthly payment of \$394.

Execution of the Second Amendment to Sub-Lease is consistent with the leasing and maintenance of an existing public structure. There will be no expansion of use or any significant environmental impact. Therefore, this project is exempt from environmental review in accordance with the 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 which exists at the time of the lead agency's determination.

Fiscal and Facilities Impacts:

The landlord will provide maintenance and repair for the exterior and structural portions of the building, the surrounding grounds, and the parking lot. The County, through the Public Health Department will maintain the interior of the leased space, and pay monthly common area expenses and utility costs in the amount of \$394, from Fund 0042, Dept. 041, LI 7580, Program 1252.

Special Instructions:

After Board action, please distribute as follows:

1. Original and Duplicate Original Second Amendment to Sub-Lease:
Office of Real Estate Services, Attn: A. Hensley*
2. Copy of Amendment and copy of Minute Order: Auditor-Controller, Attn: Betsy Schaffer
3. Copy of Amendment: Clerk of the Board

Attachments:

1. Original and Duplicate Original Second Amendment to Sub-Lease
2. Notice of Exemption

Authored by: A. Hensley, Office of Real Estate Services

**Upon execution by the Board, the Original and Duplicate Original will be returned to Hutton Foundation, sub-lessor, for final execution. A fully executed original will be returned to the Clerk of the Board for their file.*