

**SANTA BARBARA COUNTY
AGENDA BOARD LETTER**



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: May 9, 2002
Department: Public Works
Department No.: 053
Agenda Date: June 4, 2002
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Philip M. Demery, Director
Public Works

**STAFF
CONTACT:** Mark Schleich; 882-3603

SUBJECT: Lease Agreement; 109 East Victoria Street, Santa Barbara
Folio No. YP 3082
Second Supervisorial District

Recommendation(s):

That the Board of Supervisors execute the original and duplicate original Lease Agreement (hereinafter the "Agreement") between the County of Santa Barbara, as Lessee and Mr. Poulis, as Lessor, for the lease of office space (approximately 3,200 square feet) located at 109 East Victoria Street, in the City of Santa Barbara. The lease term is two (2) years with a Base Rent of \$6,464.00 per month plus utilities and property tax. The County Solid Waste Department is occupying the office building.

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with actions required by law or by routine business necessity.

Executive Summary and Discussion:

The Agreement will allow the County Public Works Department, Solid Waste Division as lessee to continue its occupancy of the office building at 109 East Victoria Street in the City of Santa Barbara. The office building is approximately 3,200 square feet. The monthly rent is \$6,464.00 per month plus utilities and internal janitorial services. County will reimburse the owner for the property taxes he pays on the office building annually. The term of the Agreement is two years commencing April 1, 2002. The County has three options to extend the term of the lease, each option is for a period of two years.

Mandates and Service Levels:

No change in programs or service levels.

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Fiscal and Facilities Impacts:

The monthly rent, utilities and taxes will be paid by Budget Unit 054, from Fund 1930, Account 7580, Program 1050. This action does not increase the Facilities square footage leased by the County.

Special Instructions:

After Board action, distribute as follows:

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| 1. | Original Document | Clerk of the Board Files |
| 2. | Duplicate Original | Facilities Services, Attn: Jeff Havlik |
| 3. | Minute Order | Facilities Services, Attn: Jeff Havlik |

NOTE: Facilities Services will make copies of the Agreement and the Minute Order for Solid Waste and our files, and will deliver the duplicate original to the owner of the building.

Concurrence:

Auditor-Controller
County Counsel
Risk Management