

**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: March 19, 2004
Department: Public Works
Department No.: 053
Agenda Date: April 13, 2004
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Phillip M. Demery, Director
Public Works

STAFF CONTACT: Mark Schleich; 882-3603
Jeff Havlik; 568-3073

SUBJECT: Sublease Agreement; 109 East Victoria Street, Santa Barbara
Real Property file # R-133
First Supervisorial District

Recommendation(s):

That the Board of Supervisors Approve and execute the Sublease Agreement with Penfield and Smith as Sublessee for 3,200 square feet of office space located at 109 East Victoria Street, for the period of July 1, 2004 through March 31, 2006 in the amount of \$6,703.17 per month, plus taxes and maintenance costs during its occupancy of the building, Santa Barbara, First District.

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 Board of Supervisors executed the original Lease Agreement (herein the "Master Lease") on June 4, 2002 (Clerk of the Board file #02-00588). The Master Lease allowed the County's Public Works Department, Solid Waste Division to occupy the office building at 109 East Victoria Street in the City of Santa Barbara.

The office building is approximately 3,200 square feet. The current monthly rent is \$6,703.17 per month plus taxes, utilities and internal janitorial services. The original base term of the Master Lease was two years commencing April 1, 2002 and terminating March 31, 2004. The County has three options to extend the term of the Master Lease, each option is for a period of

Subject: Sublease of Office Space; 109 East Victoria Street
Real Property file # R-133
First Supervisorial District

Agenda Date: April 13, 2004

Page: 2

Executive Summary and Discussion: (Cont.)

two years. The Director of Public Works exercised the first option extending the term of the Master Lease thru March 31, 2006.

Solid Waste is scheduled to move into the new County building currently under construction at 130 East Victoria Street on July 1, 2004. By executing the option to extend the Master Lease, Solid Waste retains the right to occupy 109 East Victoria until the new building is ready for occupancy. The Sublessee will occupy 109 East Victoria when Solid Waste moves out until the end of the current lease term while their headquarters is being remodeled.

In March of 2006 the County will have the option of extending the lease term to March 31, 2008 if it is determined the County is in need of the additional office space. If the County does not exercise its option in 2006, all County rights and responsibilities for 109 E. Victoria are terminated.

Mandates and Service Levels:

No change in programs or service levels.

Fiscal and Facilities Impacts:

The monthly rent, utilities and taxes will be paid by the Sublessee (Penfield & Smith) after commencement of the Sublease. This action will decrease the Facilities square footage for which the County is responsible.

Special Instructions:

After Board action, distribute as follows:

- | | | |
|----|--------------------|--|
| 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 Sublease and the Minute Order for Solid Waste and our files, and will deliver the duplicate original to the Sublessee. A separate copy of the Sublease will be delivered to the owner of the building.

Concurrence:

Public Works; Solid Waste