

**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: 3/22/02
Department Name: Child Support Services
Department No.: 045
Agenda Date: 4/23/02
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Karin Roser, Director
Department of Child Support Services

STAFF CONTACT: Marc Levine, Business Manager
Child Support Services Department (568-2329)

SUBJECT: Third Amendment to Lease for 201 South Miller Street, Santa Maria
Folio: CS 2310
Fifth Supervisorial District

Recommendation(s):

That the Board of Supervisors approve and execute the attached Third Amendment to Town Center Tower Office Lease between the County of Santa Barbara and Burt E. Fugate Trustee of the Burt E. Fugate Trust and the Anne LeFever Trust, successors in interest to Santa Maria Office Investments No. Two for the addition of Suite 210; approximately 1,740 square feet of commercial office space located within the commercial building located at 201 South Miller Street, Santa Maria, California; for an additional monthly rental amount of Two Thousand Four Hundred Thirty-six Dollars (\$2,436.00). This Amendment includes the addition of 2 renewal options for 3-years each.

Alignment with Board Strategic Plan:

The recommendation is primarily aligned Goal #7-A community that Fosters the Safety and Well-Being of Families and Children, and with actions required by law or by routine business necessity.

Executive Summary and Discussion:

Child Support Services originally occupied approximately 5,300 square feet of office space at the Town Center in Santa Maria per lease agreement dated January 1990. On November 12, 1996, your Board approved the second amendment authorizing the addition of 3,240 square feet of office space. The Department of Child Support Services has had to increase staff levels to effectively manage the increased caseloads demands in the Santa Maria office, which now handles 46% of child support cases countywide. New initiatives put forth by the State Department of Child Support Services have also required the addition of staff, as well as the need for a conference room, with specified dimensions, for the purpose of holding

Subject: Third Amendment to Lease for 201 South Miller Street, Santa Maria
Folio: CS 2310; Fifth Supervisorial District

Agenda Date: April 23, 2002

Page 2

State Hearings. This conference room will also serve as a training room and will accommodate staff meetings. Currently both staff meetings and mandatory trainings are held in the caseworker area. The modular furniture in this space does not lend itself to a training or meeting environment. The additional office space will address the current space shortage and meet the needs of the department.

Mandates and Service Levels:

No change in programs or service levels.

Fiscal and Facilities Impacts:

There is no fiscal impact to the County General Fund. Funds for this additional space were allocated mid-year in FY 01-02 by the State Department of Child Support Services. In the Board Agenda Letter requesting authorization to accept these funds (approved 12/11/01), we indicated that we were working with the Real Property Division of General Services to acquire this additional 1740 square feet of space which is in the same complex as our current office. The tentative occupancy date is May 1, 2002. The ongoing cost for this additional space will be \$4872 for FY 01-02. One time costs which include all tenent improvements for Sutie #210, as well as the recarpeting of currently occupied space are not to exceed \$50,000. The Department will provide the Lessor with a deposit for this amount. The Lessor will assume responsibility for \$17,000 of the costs associated with tenant improvements and carpeting. This \$17,000 and any difference in itemized statements related to these costs and the amount of the deposit will be credited back to the Department in the form of a monthly reduction of the Basic Term Rent commencing August 1, 2002 at a rate of \$1500 per month.

In FY 02-03 the estimated cost for this additional space is \$29,232. Again, there will be no impact to the County General Fund because the costs associated with this space will be managed within our administrative allocation from the State Department of Child Support Services. As noted above, in FY02-03 these costs will be offset by at least \$17,000 as a result of the reduction in the Basic Term Rent.

In terms of facilities impact, this additional space will alleviate the currently cramped conditions that the Santa Maria office has been operating under. It will provide space for positions that have been recently added to our Department, and it will provide a required State Hearing conference room that can also be used for staff meetings and mandatory trainings.

Special Instructions:

Upon Board action, Clerk should distribute as follows:

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| 1. Original Document | - Official File |
| 2. Duplicate Original & Minute Order | - Facilities Services, Attn: Connie Smith |
| 3. Copy of Document & Minute Order | - Child Support Services, Attn: Marc Levine |

Concurrence:

General Services-Real Property Department
County Counsel