



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: April 10, 2018
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Directors: Janette D. Pell, Director of General Services, 560-1011
Contact Info: Skip Grey, Assistant Director of General Services, 568-3083
Ben Romo, Community Recovery & Engagement
Coordinator (845-7887)
SUBJECT: Approval of a License Agreement and Acceptance of an In-Kind Gift of the Waiver
of Rent for Use of the Orfalea House for a Community Relief Services Center:
First District

County Counsel Concurrence

As to form: Yes

Other Concurrence: CEO/OEM/Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute in duplicate, the attached Community Relief Services Center at Orfalea House License Agreement between the COUNTY OF SANTA BARBARA (as County) and 1283 CVC, LLC (as Licensor), for use of the Orfalea House located at 1283 Coast Village Circle, in Montecito, CA, for a term of two (2) years, subject to 30-day written notice to terminate from the Director of the General Services Department, rent free, and County accepting responsibility for payment of all utilities, phones, data and janitorial serving the premises, for the purpose of providing the local community affected by the federally declared disasters with the necessary disaster recovery services;
- b) Accept the waived rental payments as an in-kind gift valued at \$9,500 per month, pursuant to Board Resolution 99-485 and California Government Code §25355; and
- c) Find that the proposed approval of the License Agreement (Recommendation a) is exempt under the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301, Existing Facilities, in that it is for the purpose of use of an existing facility; and acceptance of an In-kind Gift (Recommendation b) is exempt due to

it not being a “project” under the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15378(b)(5) as it involves administrative activities of a governmental decision-making body that will not result in direct or indirect physical changes in the environments; and approve and direct staff to file and post the attached Notice of Exemption on that basis.

Summary Text:

This item is on the agenda because the recommendations require action by the Board of Supervisors. Due to the urgent need to provide disaster relief and recovery services to the individuals and families affected by the loss of life and property during the federally declared disasters in our local communities, the County Executive Office, Office of Emergency Management and the General Services Department are working with 1283 CVC, LLC, a limited liability corporation, who has generously offered the use of Orfalea House to the County for a Community Relief Services Center serving the local communities rent free except that County would be responsible for the payment and installation, if necessary, of all utilities, telephones, cable, data and janitorial services. The rent is valued at \$9,500 per month and is being deemed an in-kind gift.

Background:

The Orfalea House is located at 1283 Coast Village Circle, in Montecito, and consists of approximately 3,600 square feet of space in a two-story building, with 11 parking spaces, gated and fully landscaped. It is furnished for intended office/business use complete with ADA accessible restroom and parking, kitchen area, reception area, meeting/conference room, several office spaces and has been inspected by the County Architect. The term is 2 years with a 30-day termination with or without cause. The Director of the General Services Department is authorized to send written notification of termination on behalf of the County. Ben Romo, EOC Representative, has been selected to manage the operations at the Center with the purpose of providing various County services to assist the affected individuals and families with the day to day issues of managing the recovery from these disasters, whether it be answering questions on where and how to begin the process of rebuilding their homes and/or lives, how long it will take, or just listening to their complaints and their fears.

Due to the urgency of providing these services in a timely manner, a 12A-11 License Agreement was processed for a short term so as not to exceed the maximum gift value of \$10,000. This License Agreement will supersede and replace the 12A-11 Agreement. The gift must be officially accepted by the Board, in compliance with Board Resolution 99-485 and Gov. Code §25355.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ 7,200.00	\$ 21,600.00	
State			
Federal			
Fees			
Other:			
Total	\$ 7,200.00	\$ 21,600.00	\$ -

Narrative:

Funding for payment of the necessary utilities, any repairs, and staff time will be charged to the Emergency Management Division of the County Executive Office General Fund. Fund: 0001, Dept: 012, Prog: 6032, Proj: 18STM1. Cost for utilities are estimated to be \$1,800 monthly, or \$21,600 annually.

Staffing Impacts: None

Special Instructions:

After Board action, please distribute as follows:

1. Original executed License Agreement to Clerk of the Board Files
2. Fully-executed, duplicate original License Agreement and Minute Order to General Services,
Attn: C. Smith

Attachments:

1. License Agreement
2. Notice of Exemption