

**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:** 8/9/02  
**Department Name:** Clerk-Recorder-Assessor  
**Department No.:** 062  
**Agenda Date:** 9/3/02  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Kenneth A. Pettit, Clerk-Recorder-Assessor  
2215

**STAFF CONTACT:** Larry Herrera, Assistant Department Head  
2216

**SUBJECT:** Moody-Covarrubias Hall of Records Construction Project -- First District

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**Recommendation(s):**

That the Board of Supervisors:

- A. Approve the plans and specifications for the Clerk-Recorder-Assessor Building.
- B. Authorize the General Services Department to advertise the project for public bidding.

**Alignment with Board Strategic Plan:**

*The recommendations are primarily aligned with Goal No. 2 Ensure the Public Health and Safety and Provide Essential Infrastructure and Goal VI Citizen Involvement, A County Government that is Accessible, Open, and Citizen Friendly.*

**Executive Summary and Discussion:**

The proposed Building Project is a 10,000 square foot 2-story building for the entire Recorder staff in the currently located in the Santa Barbara Courthouse. This parcel is located at 128 East Victoria Street adjacent to the Santa Barbara County Administration Parking Lot.

The need for this project and its benefit to the “customers” of the Department have been well documented Space Utilization Study Adopted by your Board in January 2000.

In July 2000, the Debt Advisory Committee approved funding of this project with Certificates of Participation. The overall budget for this project is not affected by this action. On November 6, 2001, the Board of Supervisors approved (Urbanske/Marshall) the budget for this project at \$2,550,702.

**Mandates and Service Levels:**

No change in service levels.

**Fiscal and Facilities Impacts:**

This project is estimated to cost \$3.086 million. It is being funded with Certificates of Participation (COPs).

The COPs will be paid back over a 20-year term from a non-General Fund revenue source, the Recorder Modernization Fund.

Funds for the current fiscal year have been appropriated and are available. The project is shown at page E-20 of the Santa Barbara County Proposed Budget for FY 2002-2003.

**Special Instructions:**

Upon approval and execution, the Clerk should distribute as follows:

1. Original document - retain for Board's Official file
2. Dupl. orig. document & Minute Order - Attn: Rober Ooley, GS/Facilities Svcs Div, Courthouse, 2 nd Floor Annex