



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

Submitted on:
(COB Stamp)

Items marked with an * contain macros. Double-click the text to launch the macro.

Select List items can only be used once; the text selected will replace the text displayed.

Department Name: General Services
Department No.: 063
For Agenda Of: December 11, 2007
Placement: * Administrative *
Estimated Tme: *
Continued Item: No *
If Yes, date from:
Vote Required: Majority *

1211-30
07-01181

TO: Board of Supervisors
*

FROM: Department Bob Nisbet, Director (560-1011)
Director(s) * General Services Department
Contact Info: Paddy Langlands, Assistant Director (568-3096)
Support Services Division

SUBJECT: * Fourth District Supervisor Office Lease at 1103 East Clark Avenue, Orcutt

County Counsel Concurrence *

As to form: Yes *

Auditor-Controller Concurrence *

As to form: Yes *

Other Concurrence: * Risk Management *

As to form: Yes *

Recommended Actions: *

That the Board of Supervisors approve and execute in duplicate, Lease Agreement between the County of Santa Barbara and the Minson Company for the use of approximately 867 square feet of office space for the Fourth District Supervisor Office located at 1103 East Clark Avenue in Orcutt, for a term of five (5) years for a monthly rental amount of \$1,300.00 (\$1.50 sq ft), with a NNN monthly operating expense of \$173.00 (\$.20 sq ft) for a total monthly rent of \$1,473.00.

Summary Text: *

The proposed lease premises are located within the Fourth Supervisorial District's boundaries in the Orcutt area and therefore provide the district's constituents greater accessibility to Supervisor Gray and staff. The offices are centrally located in the Oak Knolls Village Shopping Center in Orcutt, with ample parking.

Background: *

Currently, the Fourth District Supervisor has a satellite office in the County's Betteravia office complex but for several months has been looking for appropriate premises in the Orcutt area to serve the local residents. This move to the Orcutt area will free up much needed space in the Betteravia Administration building thus allowing more efficient working space for some departments in that building.

The proposed lease was presented to the Debt Advisory Committee which approved the leasing arrangement.

Fiscal and Facilities Impacts: *

Budgeted: Yes *

Fiscal Analysis: * *"Double Click to see Funding Source Instructions"*

| <u>Funding Sources</u> | <u>Current FY Cost:</u> | <u>Annualized On-going Cost:</u> | <u>Total One-Time Project Cost</u> |
|-------------------------------|--------------------------------|---|---|
| General Fund | \$ 8,850.00 | \$ 17,910.00 | |
| State | | | |
| Federal | | | |
| Fees | | | |
| Other: | | | |
| Total | \$ 8,850.00 | \$ 17,910.00 | \$ - |

Narrative:

Funding for the current year lease is budgeted in the General County Programs, Board Support, Fourth District special project budget.

Special Instructions: *

After Board action, the Clerk should distribute as follows:

- | | |
|--|--|
| 1. Original executed lease | Board's Official File |
| 2. Dupl. orig. executed lease and Minute Order | GS/Real Estate Svcs, Attn: Connie Smith |
| 3. Copy of the executed lease and Minute Order | Jette Christiansson, County Exec. Office |

(NOTE: Real Estate Services will copy the lease for their file, and mail the duplicate original executed lease to the Minson Company.)

Attachments: *

Lease Agreement

Authored by: Connie Smith, Office of Real Estate Services.

cc: Susan Warnstrom, 4th District Office