



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: June 7, 2011
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: General Services Bob Nisbet, Director (805) 560-1011
Contact Info: Paddy Langlands, Assistant Director (805) 568-3096
**SUBJECT: Hazardous Materials Unit – Fire Prevention Office Lease in Solvang;
Third Supervisorial District**

County Counsel Concurrence

As to form Yes

Other Concurrence: Risk Manager, Fire Chief

As to form Yes

Auditor-Controller Concurrence

As to form Yes

Recommended Actions:

That the Board of Supervisors execute the attached original and duplicate original Lease Agreement between the County of Santa Barbara and the Hunter Family Trust for the Fire Department's use of the approximately 4066 square foot building and garage, located at 1430 Mission Drive in Solvang; for a period of five years, for a monthly base rental amount of \$4,785.80; to be used by the Hazardous Materials Unit–Fire Prevention Office.

Summary Text:

This Lease will allow the County Fire Department's Hazardous Materials Unit–Fire Prevention Office to relocate from its current leased office space in Buellton to a building with less square footage, improved parking arrangements and more affordable rent, while providing the same service levels to the community; for a period of five years, with one option to renew the term for an additional five years, at a monthly base rental amount of \$4,785.80.

Background:

The County Fire Department's Hazardous Materials Unit–Fire Prevention Office has been operating out of leased office space in Buellton for approximately fifteen years. Fire has also been leasing a separate off-site storage space in Buellton. The combined monthly base rent for that office and off-site storage space is approximately 34% higher in cost.

In an effort to reduce rent cost, consolidate office space with storage space, and improve parking conditions, Fire coordinated with General Services to find suitable space from which to conduct Hazardous Materials Unit–Fire Prevention Office operations in the Solvang/Buellton area. The building at 1430 Mission Drive in Solvang was identified as appropriate and adequate space.

The lease was presented to the Debt Advisory Committee, which approved the leasing arrangement. The terms were negotiated to a monthly base rent of \$4,785.80, including a five year term with one five year option to renew. The landlord will maintain the exterior and structural components of the building, and Fire will pay for utilities and janitorial services.

The location is convenient for the intended operations. There is adequate storage at the location to allow Fire to terminate its lease of the storage unit in Buellton and consolidate its operations to the new space in Solvang.

Fiscal and Facilities Impacts:

Ongoing costs will be financed by a combination of Fire Hazardous Materials fees and cost reimbursements (70%), and State grant reimbursement (30%), for a total of \$57,430 per year. The monthly lease payments will be paid by the Fire Department from Fund 0001, Budget 031, Account 7580, and split between Org Units 5000 and 6000. The Lease provides for termination in the event of non-appropriation or reduction of funds. There will be no facilities impacts.

Staffing Impacts: None

Special Instructions: After Board action, please distribute as follows:

- | | |
|--|---------------------------------------|
| 1. Original Document | Clerk of the Board Files |
| 2. Duplicate Original and Minute Order | Real Estate Services, Attn: Don Grady |

Attachments:

Lease Agreement (Original and Duplicate Original)

Authored by:

Don Grady, Office of Real Estate Services

Hazardous Materials Unit–Fire Prevention Office

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