



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  
Probation  
**Department No.:** 063/022  
**For Agenda Of:** January 15, 2019  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** General Services Janette D. Pell, Director (805) 560-1011  
Probation Tanja Heitman, Chief Probation Officer (805) 882-3652  
Contact Info: Skip Grey, Assistant Director, General Services Support Services  
Division (805) 568-3083  
Damon Fletcher, Administrative Deputy Director (805) 882-3654  
**SUBJECT:** Probation Report and Resource Center Lease at 124 W. Carmen Lane, in Santa  
Maria; Fourth Supervisorial District (RP File #003678)

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** Risk Manager

As to form: Yes

**Recommended Actions:** That the Board of Supervisors:

- a) Authorize the Director of the General Services Department to exercise the first option to renew the lease between the County of Santa Barbara (County) and Phillip G. Tate (Landlord), for the County's leasing of 124 W. Carmen Lane, in Santa Maria, for five (5) years, by providing written notice of the County's intent to exercise its option to the landlord; and
- b) Determine that the proposed action consists of the operation and leasing of existing public or private structures or facilities involving negligible or no expansion of use and therefore is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, Existing Facilities, and direct staff to file and post the attached Notice of Exemption on that basis.

**Summary Text:**

The Board's action to authorize the Director of the General Services Department to exercise the option to renew the lease will allow the Probation Department to continue to lease the 7,057 square foot premises located at 124 W. West Carmen Lane, in Santa Maria, for another five (5) years, for a monthly base rent of Eight Thousand Nine Hundred Ninety-Nine Dollars and Forty-Five Cents (\$8,999.45).

**Background:**

On July 8, 2014, the Board approved the Probation Department’s request to lease the approximately 7,057 square foot premises located at 124 W. Carmen Lane, in Santa Maria, as the Probation Report and Resource Center (PRRC) for an initial period of five (5) years, with two options to extend the lease for an additional five years each. The Board concurrently approved the costs associated with certain tenant improvements, furniture and supplies to support the PRRC programs, which offer a variety of services to and resources to adult high-risk offenders in Santa Maria area and neighboring communities.

The initial term began July 8, 2014 and is set to expire on June 30, 2019. The Probation Department has been providing services to the adult offenders and intends to continue to use the space. This request will allow the Director to exercise the renewal option for a period of 5-years, from July 1, 2019, through June 30, 2024.

The Board authorization provides for the continued operation, repair, and maintenance of a portion of the building, an existing private structure. The action will involve negligible expansion of use, and is not likely to have a significant environmental impact. Therefore, this project is exempt from environmental review in accordance with the California Environmental Quality Act (CEQA) Guidelines, Section 15301 – Class 1, which consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alterations of existing public or private structures, facilities, mechanical equipment, or topographical features involving negligible or no expansion of use beyond that existing at the time of the lead agency’s determination.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund	\$ 30,405.96	\$ 31,318.08	
State	\$ 74,442.00	\$ 76,675.32	
Federal			
Fees			
Other:			
<b>Total</b>	<b>\$ 104,847.96</b>	<b>\$ 107,993.40</b>	<b>\$ -</b>

Narrative: Funding for the Probation Report and Resource Center includes a combination of State (AB 109 and SB 678) and General Fund reflecting the broad range of probation clients receiving services. Funding is budgeted in the current fiscal year and will be included in the Probation Department’s FY 2019-20 proposed budget when submitted.

**Special Instructions:**

After Board action, distribute as follows:

1. Copy of Minute order to General Services, Real Property Division

**Attachments:**

1. Notice of Exemption