



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:** July 1, 2014  
**Placement:** Administrative  
**Estimated Tme:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** General Services Matthew P. Pontes, Director (805) 560-1011  
Sheriff Bill Brown, Sheriff (805) 681-4290  
Contact Info: Greg Chanis, Assistant Director (805) 568-3096  
Eric Koopmans, Sheriff Commander (805) 681-4280  
**SUBJECT:** Buellton Sheriff Station at 140 Highway 246, in Buellton, Third District

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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) Approve and authorize the Chair to execute the attached original and duplicate original Fourth Amendment to the Lease Agreement (Fourth Amendment) between the County of Santa Barbara (County) and the City of Buellton (City), for the County's leasing of approximately 1,000 square feet of office space at the City of Buellton Sheriff's Substation located at 140 Highway 246, in Buellton, rent-free, (Property) for a term of five (5) years, for use by the County Sheriff's Department to provide law enforcement services to the City (Third District); and
- b) Determine that the proposed action is exempt from the California Environmental Quality Act (CEQA) guidelines, pursuant to Section 15301, Existing Facilities, and approve and direct staff to file and post the attached Notice of Exemption on that basis.

**Summary Text:**

The Board's action to approve the Fourth Amendment will allow the Santa Barbara County Sheriff's Department to continue use of an approximately 1,000 square foot office located at the City of Buellton Sheriff Substation at 140 Highway 246, in Buellton, rent-free, for a period of approximately five (5) years, through June 30, 2019, with three options to extend the term for 5-years each, for use by the County Sheriff's Department to provide law enforcement services to the City of Buellton.

**Background:**

On June 23, 1992, the County entered into the “Agreement for County of Santa Barbara to provide Law Enforcement Services to the City of Buellton” (Service Agreement). Part of that Service Agreement provides for the City to lease to the County space for the Sheriff’s Department to operate an office. In addition to the Service Agreement, County and City entered into a Lease Agreement for the leasing of said office space. The office space, located at 140 Highway 246, in Buellton, is provided by the City of Buellton rent-free, in return for Sheriff providing the law enforcement services required by the Law Enforcement Services Agreement.

This Fourth Amendment to the Lease Agreement will extend the term of the Lease Agreement for a period of approximately five years, through June 30, 2019. County is granted three options to extend the term for five years each, provided that the Service Agreement remains in full force and effect. The Director of the County’s General Services Department, or designee, may exercise the options to extend on behalf of the County by providing written notice to City at least sixty (60) days prior to the expiration of the then-current term.

The City will continue to provide general landscaping, maintenance and repair of the interior and exterior portions of the Property, roof, HVAC, electrical and plumbing systems, and all utility charges including electricity, gas, water and trash pick-up. County does not pay for any costs associated with the building.

Execution of the Fourth Amendment will provide for the continued operation, repair, maintenance, and leasing of an existing public structure, which involves no expansion of use beyond that which presently exists, 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:**

Execution of this Fourth Amendment will not cause any new fiscal impacts or direct facilities impacts on the County. The City of Buellton will continue to provide maintenance and repair to the building, the roof, flooring, and other structural components of the building. The County does not pay for any costs associated with the building.

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

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| 1. Original Fourth Amendment                          | Clerk of the Board Files  |
| 2. Duplicate Original Fourth Amendment & Minute Order | Office of Real Estate Services,<br>Attn: A. Kinsella                        |
| 3. Copy of Fourth Amendment and copy of Minute Order  | Auditor-Controller<br>Financial Reporting Division,<br>Attn: Betsy Schaffer |

- Attachments:**
1. Original and Duplicate Original Fourth Amendment
  2. Notice of Exemption