



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: August 10, 2010
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
Patricia Wheatley, First Five Executive Director (805) 884-8087
SUBJECT: Children and Families Commission Lease Agreement at 1306 Santa Barbara Street; First Supervisorial District

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 approve and execute the attached original and duplicate original Lease Agreement between the County of Santa Barbara and the Abbe and Helene Kingston Revocable Trust, for the County's use of approximately 3,085 square feet of office space in the building located at 1306 Santa Barbara Street, in Santa Barbara; for a period of five years with a monthly base rent of \$6,015.75, for use by the County's Children and Families Commission.

Summary Text:

The County's Children and Families Commission has been leasing office space at 1 East Anapamu Street since 2003. The Commission has identified suitable space downtown that will satisfy their operational needs and is less expensive than the space they currently occupy. In addition, their move from their current location at 1 East Anapamu Street will allow the County's Public Defender to use that space during the Public Defender Remodel Project at the Santa Barbara Courthouse.

Background:

The Children and Families Commission has been providing services from their current location since 2003. In an attempt to reduce operational costs, they have been looking for less expensive space that will allow them to continue to provide their services to the community in an efficient environment. The proposed lease at 1306 Santa Barbara Street will save the Commission money on base monthly rent, operating costs, as well as data connectivity costs.

The space at 1306 Santa Barbara Street consists of a large conference room on the first floor, with a small break room, storage room, and small office. The space also includes several offices on the second floor to accommodate management and staff. Six parking spaces are included with the leased space, which is across the street from the County Administration Building and parking lot.

The Commission will be saving approximately \$10,000 annually in rent and operating costs. A one-time connectivity costs for a satellite dish to transmit data signals from the Administration Building to the new leased space will allow for the elimination of the Commission's monthly data cable bill. There is an additional benefit to the County in that once the Commission moves from its current location at 1 East Anapamu Street, the Public Defender will use that space temporarily during the Public Defender Remodel Project at the Santa Barbara Courthouse.

Fiscal and Facilities Impacts:

The Children and Families Commission has budgeted the necessary funds to pay the base rent, the ongoing costs for telephone and data, as well as the operating costs related to the lease in Fund 0010, Department 90, Program 0100, and Account 7580. There will be no direct facilities impacts.

Staffing Impacts: None

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

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|---|---------------------------------|
| 1. Original Lease Agreement | Clerk of the Board Files |
| 2. Duplicate Original Lease Agreement
Minute Order | Real Estate Services, Don Grady |

Attachments:

Lease Agreement (2)

Authored by: Don Grady, Office of Real Estate Services