



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: July 8, 2014
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: General Services: Matthew P. Pontes, Director (805) 560-1011
Probation: Beverly A. Taylor, Chief Probation Officer (805) 882-3652
Contact Info: Greg Chanis, Assistant Director, General Services (805) 568-3096
Dean Farrah, Adult Division Manager, Probation (805) 681-4280
SUBJECT: Probation Report and Resource Center at 124 West Carmen Lane, in Santa Maria;
Fourth District (R/P Folio: 003678)

County Counsel Concurrence

As to form Yes

Auditor-Controller Concurrence

As to form Yes

Other Concurrence: Risk Manager, Treasurer Tax
Collector

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 Lease Agreement (Lease) between the County of Santa Barbara (County) and Phillip G. Tate (Landlord), for the County's leasing of approximately 7,057 square feet of office space located at 124 West Carmen Lane, in Santa Maria, for an initial term of five (5) years, with two 5-year options to extend the term, which can be exercised by the Director of General Services, beginning at a monthly base rent of SEVEN THOUSAND SEVEN HUNDRED SIXTY THREE (\$7,763) per month for the initial term, for use by the County's Probation Department for the Probation Report and Resource Center (Fourth 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 Lease Agreement will allow the Santa Barbara County Probation Department to use an approximately 7,057 square foot portion of a multi-tenant office building (Premises) located at 124 West Carmen Lane, in Santa Maria, as office space and program space for the Probation Report and Resource Center (PRRC) for a period of approximately five (5) years, through

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June 30, 2019, with two 5-year options to extend the term, at a monthly rental rate of \$7,763. Rent will be subject to an increase of 3% each subsequent year of the term.

Background:

Established in 2009, the Probation Report and Resource Center (PRRC) is designed as a supervised adult offender program that offers a variety of services to benefit adult high risk offenders in the Santa Maria area and neighboring communities. Participants are provided evidence-based interventions, drop-in education, employment services, mental health resources, as well as drug testing by Deputy Probation Officers (DPOs). The PRRC currently operates out of office space at 405 Morrison Avenue in Santa Maria, however the space is not well suited for continued operations. The Probation Department received approval from the Debt Advisory Committee on May 29, 2014 to move forward with this lease and is now seeking Board of Supervisor approval for leased space at 124 Carmen Lane, in Santa Maria.

This Lease Agreement will be for an initial term of five years, with two 5-year options to extend the term. The base rent for the 7,057 square foot Premises is \$7,763, based on approximately \$1.10 per square foot, per month, including operating costs. The monthly base rent for each additional year will be subject to a 3% increase. The County, through the Probation Department will be responsible for tenant improvements to the Premises and is currently working with the County Architect and staff from General Services Capital Projects to facilitate those tenant improvements.

Throughout the term, the landlord will repair and maintain the exterior and structural portions of the building, the surrounding grounds and parking lot, as well as payment of water and trash collection. The County will maintain the interior portions of the building, and pay for utilities including electricity, gas, data and telephone services.

Execution of the Lease 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:

Approval of the proposed Lease Agreement will provide sufficient space for the Santa Maria PRRC Program.

The landlord will provide maintenance and repair for the exterior and structural portions of the building, surrounding grounds, and parking lot. The County, through the Probation Department will maintain the interior of the building, and pay for electricity, gas and data and telephone services, and will pay a monthly rent in the amount of \$7,763, which includes operating costs, from Fund 0001, Program 4080, Line item Acct.7580, and Org Unit 4410 (AB109). Tenant Improvement costs will be funded from Proposition 172.

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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 | General Services/Real Property
Attn: A. Kinsella |
| 3. Copy of Lease Agreement and
copy of Minute Order | Auditor-Controller
Financial Reporting Division,
Attn: Betsy Schaffer |

Attachments:

1. Original and Duplicate Lease Agreement
2. Notice of Exemption
3. Contract Summary