



**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:** April 9, 2013  
**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 Jim Laponis, Interim Director (805) 560-1011  
Contact Info: Ronn Carlentine, Office of Real Estate Services (805) 568-3078  
Anne Fearon, Deputy Director Administration (805) 681-5171  
Public Health Department  
**SUBJECT:** First Amendment to Lease Agreement for WIC at 400 North McClelland Street,  
Santa Maria; ORES 003345; Fifth 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 First Amendment to Lease Agreement between the County of Santa Barbara and the Frederick Family Trust, for the County Public Health Department's Women, Infants and Children Program's continued use of approximately 1400 square feet of office space, with the addition of 1,100 square feet, for a total of 2,500 square feet of office space in the building located at 400 North McClelland Street, in Santa Maria, for a period of approximately four and one-half (4 ½) years, at a combined monthly rental rate of \$3,200.00, with three remaining three-year options to extend the Lease, which may be exercised by the Director of Public Health (Fifth District); and
- b) Determine that the proposed action is exempt from the California Environmental Quality Act (CEQA) guidelines, pursuant to Section 15301, and approve and direct staff to file and post the attached Notice of Exemption on that basis.

**Summary Text:**

Approval and execution of the First Amendment to Lease Agreement will allow Public Health to continue to operate the Women, Infants and Children Program in the northern Santa Maria area at its

current location at 400 North McClelland Street, in Santa Maria, by extending the existing lease for a period of 4 ½ years, and providing for the overcrowded conditions by adding the adjacent 1,100 square feet of office space to the existing 1,400 square feet of space, for a total leased area of 2,500 square feet, at the current rental rate of \$1.28 per square foot, for a total monthly rental rate of \$3,200.00, with three 3-year options to extend the lease. This board action will authorize the Director of Public Health, at his or her discretion, to exercise each of the three subsequent 3-year options to extend the Lease. The cost of living increase associated with the lease would be 3% every other year as explained below.

**Background:**

The Women, Infants and Children program (WIC), is a federally funded nutrition program that helps pregnant women, mothers with infants, infants and young children to eat well, be active, and stay healthy. Most WIC families are employed with incomes at or below 185 percent of the poverty level, which is currently \$42,643 for a family of four. Santa Barbara County WIC has been operational since 1975, and is one of 84 WIC agencies funded through the California Department of Public Health.

The program is designed to provide temporary assistance during those brief periods in life which can become more challenging: during pregnancy, the birth of a newborn, or having a young child with nutrition and/or health conditions. WIC provides those families with nutritious food, education on parenting and nutrition, support for breastfeeding mothers and babies, referrals for services needed by the family, and advice on requirements for medical care to qualify for continued participation in the program. In 2009, the food package provided by WIC was revised to align with the Dietary Guidelines for Americans. The changes were aimed at lowering the risk of obesity and its consequences among WIC participants, because lower-income families are disproportionately affected by this national epidemic.

Santa Barbara County WIC receives funding for 19,000 participants and provides services from four permanent, and five satellite locations. This North Santa Maria (NSM) site is one of two offices in Santa Maria and is the busiest office because of its proximity to where many of the participants reside. The NSM office currently serves 5,600 participants with a waiting room that currently accommodates only 12 clients. The additional 1,100 square feet of office space will help to reduce or eliminate the number of clients who must now wait outside on the grass because of the inadequate space in the waiting room.

The additional office space will also improve customer service by providing for additional appointments at the NSM office. Currently, appointments are limited due to inadequate space, forcing participants to travel to the WIC office at the Betteravia Government Center, which poses a hardship for many of the clients. Another benefit of the expansion is that the Public Health Department will be able to offer the services of a Lactation Counselor, which can increase revenue by providing services to a larger number of new mothers in need of such services.

Expanding the current 1,400 square foot office space to include the adjoining 1,100 square foot space allows the NSM site to expand to address the overcrowded conditions at the site without having to relocate. The landlord has agreed to reduce the annual cost of living adjustment to the rent from the current 3% annual increase to a 3% increase that will take effect every other year of the term. The landlord has also agreed to provide new carpeting, flooring, paint, and the other alterations and improvements described in Exhibit B to the Lease Amendment. The County's standard non-appropriation clause has been included, which allows the County to terminate the Lease with a six month notice to the landlord if funding for the program is curtailed, reduced or cancelled. WIC has incorporated the additional rent expenditure into its budget without impact to the County General Fund.

The expansion of the leased space involves minor alterations to the existing private structure, but does not involve significant physical changes that would have any potential effect on the environment. 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:**

The WIC program is 100% federally funded. Approval of this Lease Amendment will not increase the General Fund contribution to the Public Health Department. The monthly rent of \$3,200 and subsequent cost of living increases will be paid by Dept. 041, Fund 0042, Program 1252, Acct: 7580. There will be no direct facilities impacts to the County.

**Special Instructions:**

After Board action, please distribute as follows:

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| 1. Original First Amendment to Lease Agreement                          | Clerk of the Board Files                              |
| 2. Duplicate Original First Amendment to Lease Agreement & Minute Order | Office of Real Estate Services, RC                    |
| 3. Copy of First Amendment to Lease Agreement and copy of Minute Order  | Financial Reporting Division,<br>Attn: Betsy Schaffer |

**Attachments:**

1. First Amendment to Lease Agreement (Original and (1) duplicate original)
2. Notice of Exemption

**Authored by:**

RC - Office of Real Estate Services