



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 16, 2013
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: County Executive Renee Bahl, Assistant County Executive (805) 563-3400
Office
Contact Info: Ronn Carlentine, Real Property Manager (805) 568-3078
SUBJECT: **Hazardous Materials Unit – Fire Prevention Office Lease Termination in Solvang;
Third District**

County Counsel Concurrence

As to form Yes

Auditor-Controller Concurrence

As to form

Other Concurrence: Fire Chief

As to form Yes

Recommended Actions:

That the Board of Supervisors:

- a) authorize the General Services Director to execute the attached letter to Hunter Family Trust to exercise the six (6) month notice of termination for the Fire Department's use of the approximately 4066 square foot building and garage, located at 1430 Mission Drive in Solvang for its Hazardous Materials Unit–Fire Prevention Office (Third District); and
- b) Determine that the proposed action by the Board is exempt from the California Environmental Quality Act (CEQA) guidelines, pursuant to Section 15301; approve and direct staff to file and post the attached Notice of Exemption on that basis.

Summary Text:

This lease termination will allow the County Fire Department's Hazardous Materials Unit–Fire Prevention Office to relocate from its current leased office space in Solvang to county space within the Public Health Department, while providing the same service levels to the community.

Background:

The County Fire Department's Hazardous Materials Unit–Fire Prevention Office has been operating out of leased office space. As of July 1, 2013, the Hazardous Materials Unit-Fire Prevention staff will be reporting to the Public Health Department in county space.

In an effort to reduce rent cost, Fire coordinated with Public Health to find suitable space in county space to conduct Hazardous Materials Unit–Fire Prevention Office operations.

The lease was set to expire on June 30, 2016. With the six (6) month notice to the landlord, the county will be vacating the leased space on or before October 2013. During this termination notice six (6) month period the landlord will be showing the leased space to prospective tenants.

This County action 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:

Ongoing costs during the six (6) month period will be financed by Fire Department Budget. The monthly lease payments of \$4,929.37 will be paid by the Fire Department. There will be no facilities impacts.

Staffing Impacts: None

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

- | | |
|-------------------------------------|---|
| 1. Copy of Original Letter | Clerk of the Board Files |
| 2. Original Letter and Minute Order | Real Estate Services, Attn: R. Carlentine |

Attachments:

Notice of Termination Letter to Hunter Family Trust

Authored by: rc, Office of Real Estate Services

April 16, 2013

Lawnae Hunter
Trustee of the Hunter Family Trust
105 NW Greeley St.
Bend, OR 97701
Attention Jim Wilber, Property Manager

Re: Notice of Intention to Vacate 1430 Mission Drive, Solvang, CA

Dear Ms. Hunter:

Thank you for your cooperation in addressing the County's leasing issues regarding your building at 1430 Mission Drive, in Solvang. As Don Grady of Real Estate Services explained in your phone conversation, responsibility for administration of the County division that currently occupies the space is being transferred from our Fire Department to our Public Health Department. The Public Health Department has determined that it can re-locate the division to one of our County-owned facilities in the Santa Barbara and Santa Maria area. This move will help reduce costs.

In accordance with your email proposal of April 9, 2013 to Don Grady, the County would like to provide you with six months' notice of our desire to vacate the leased premises at 1430 Mission Drive, in Solvang. County personnel at the leased premises will be advised of your marketing program to solicit a replacement tenant, and encouraged to assist and cooperate in every way possible. As set forth in your email, we will continue to pay rent during the six month period; or until a new tenant is selected, occupies the leased space, and begins to pay rent.

The County staff that has been occupying your building has been very pleased with the condition of the building and with your courteous and timely assistance with the various leasing issues that have come up. We will make every effort to assist you in finding an appropriate replacement tenant and will vacate the space in a clean, timely and efficient manner. Please contact Don Grady any time at 805 568-3065 to help coordinate site visits and/or inspections by prospective tenants. The County appreciates your support and consideration in regard to this matter.

Sincerely,

Matthew Pontes
Director of General Services