



**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: January 14, 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
Contact Info: Greg Chanis, Assistant Director (805) 568-3096

SUBJECT: First District Supervisor's Office Lease at Hutton Parker Foundation, Carpinteria, First 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:

- a) Approve and authorize the Chair to execute the attached original and duplicate original Second Amendment to Sub-Lease, between the County of Santa Barbara (County) and the Hutton Parker Foundation, a non-profit corporation, for the County's subleasing of office space for the First District Supervisor at the Carpinteria Unified School District Building, located at 5201 8th Street, Suite 101, in Carpinteria for an additional five (5) years, expiring October 18, 2018, for a monthly rate of TWO HUNDRED SEVENTY-NINE DOLLARS (\$279) (First 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:

The Board's action to approve the Second Amendment to Sub-Lease (Second Amendment) will allow the First District Supervisor's Office to continue to sublease the approximately 312 square feet of office space located at 5201 8th Street, Suite 101, in Carpinteria, for a period of approximately five (5) years, through October 15, 2018, for a monthly rate of TWO HUNDRED SEVENTY-NINE DOLLARS (\$279); the estimated proportionate cost of operating expenses and utilities.

Background:

The First District Supervisor's Office has been subleasing Suite 101, at the Carpinteria Unified School District Building, located at 5201 8th Street, in Carpinteria, from the Hutton Parker Foundation (Foundation), since April 1, 2009. That original three-year term was extended through October 15, 2013, by the First Amendment to Sublease. Execution of this Second Amendment will extend the term an additional five years, through October 15, 2018.

The building also houses other non-profit service and program providers that are supported by the Foundation and provide educational services to the public. The First District Supervisor is committed to partnering with local schools and programs to strengthen youth and show support to enhance career opportunities. Execution of this Second Amendment will allow the First District Supervisor's Office to continue to use this office space and maintain its presence in Carpinteria.

The master lease agreement between the Foundation and the Carpinteria Unified School District is designed to benefit community-based non-profit organizations and government agencies. Therefore, there is no base rent during the term, and the County will only be required to pay operating expenses. Monthly payments for the approximately 312 square foot office space will be \$279.00, which includes \$213.00 for common area operating expenses and a \$66.00 monthly utility reimbursement.

Execution of the Second Amendment to Sub-Lease will allow the County to continue leasing office space at an existing public structure. There will be no expansion of use or any 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 which exists at the time of the lead agency's determination.

Fiscal and Facilities Impacts:

Monthly payments for the approximately 312 square foot office space will be \$279.00. This amount includes a \$213.00 common area operating expense and a \$66.00 utility reimbursement. The Landlord will provide maintenance and repair for the exterior and structural portions of the building, the surrounding grounds, and the parking lot. The County, through the Board of Supervisors' First District Supervisor, will maintain the interior of the leased space and pay a monthly amount of \$279.00, plus ongoing data and communications costs from Fund 0001, Dept. 011, LI 7580, Program 0210.

Special Instructions:

After Board action, please distribute as follows:

1. Original Second Amendment to Sub-Lease
2. Duplicate Original Second Amendment to Sub-Lease Services
3. Copy of Second Amendment and copy of Minute Order

Clerk of the Board Files
Office of Real Estate
Attn: A. Hensley
Auditor-Controller,
Financial Reporting Division,
Attn: Betsy Schaffer

Attachments:

1. Original and Duplicate Original Second Amendment to Sub-Lease
2. Notice of Exemption

Authored by: Ashlee Hensley