



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 28, 2018  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Social Services Daniel Nielson, Director (805) 681-4451  
General Services Janette D. Pell, Director (805) 560-1011

Contact Info: Molly Marino, Manager, Social Services (805) 681-4588  
Skip Grey, Assistant Director, General Services Support Services  
Division (805) 568-3083

**SUBJECT:** Social Services Lease at 302 Carmen Lane, in Santa Maria; Fourth Supervisorial District (RP File #003687)

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**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:** Risk Manager

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:** That the Board of Supervisors:

- a) Authorize the Director of Social Services to exercise the option to renew the lease between the County of Santa Barbara (County) and Vernon Group, a general partnership, for 302 Carmen Lane, in Santa Maria, for an additional five (5) years through February 28, 2024 at a monthly base rent of \$13,800, plus operating costs of \$2,160/mo by providing written notice of the County's intent to exercise its option to the landlord; and
- b) Determine that the proposed action consists of the operation and leasing of existing public or private structures or facilities involving negligible or no expansion of use and therefore is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, Existing Facilities, and direct staff to file and post the attached Notice of Exemption on that basis.

**Summary Text:**

The Board’s action to authorize the Director of Social Services to exercise the option to renew the lease (attached to this board letter as Attachment 1, Exhibit A) will allow Social Services to continue to lease the property and 12,000 square foot building located at 302 West Carmen Lane, in Santa Maria, for another five (5) years, for a monthly base rent of \$13,800. The lease, including the option to renew, was approved by the Debt Advisory Committee on October 18, 2013, and by the board of Supervisors on January 14, 2014.

**Background:**

On January 14, 2014, the Board approved Social Services request to lease an approximately 12,000 square foot building located at 302 Carmen Lane, in Santa Maria, as office space for an initial period of five (5) years, with one option to extend the lease for an additional five years. The Board concurrently approved the costs associated with certain building improvements, furniture and supplies to support a staff expansion to manage the Affordable Care Act – Health Care Reform requirements, and to address increased funding and service delivery expectations in the CalWORKs program.

The initial term began March 1, 2014 and is set to expire on February 28, 2019. The request will allow the director to exercise the renewal option for a period of 5-years, from March 1, 2019, through February 28, 2024. The lease requires 6-month notice of the County’s intent to exercise the option. While the staffing levels of Social Services has decreased during the initial term of the lease, this building has critical infrastructure needed to train new and existing staff on program regulations as well as operate DSS’ In Home Supportive Services and Adult programs. Additionally, DSS is working with other County Departments in determining if the minimal excess space available meets their needs. This effort is in direct alignment with Renew 2022.

The Board authorization provides for the continued operation, repair, and maintenance of a portion of the building, an existing private structure. The action 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:**

Fiscal Impacts

<b>Funding Sources</b>	<b>FY 18-19 Cost: July 2018 to February 2019</b>	<b>FY18-19 Cost: March 2019 - June 2019</b>	<b>FY18-19: Total Cost</b>	<b>Annualized On- Going cost</b>
County	5,664.00 \$	3,192.00 \$	8,856.00 \$	9,576.00
State	40,780.80 \$	22,982.40 \$	63,763.20 \$	68,947.20
Federal	66,835.20 \$	37,665.60 \$	104,500.80 \$	112,996.80
Fees				
Other:				
<b>Total</b>	<b>\$ 113,280.00</b>	<b>\$ 63,840.00</b>	<b>\$ 177,120.00</b>	<b>\$ 191,520.00</b>

Funding for the lease is funded 59% Federal, 36% State, and 5% county General Fund Contribution.

Appropriations of \$177,120 are included in the Department's FY 2018-19 Adopted Budget and the annualized ongoing cost of \$191,520 will be included in subsequent budget requests. The lease includes a Non-Appropriation clause, allowing the county to terminate the lease on six months notice in the event funding for the lease is reduced or cancelled.

**Special Instructions:**

After Board action, distribute as follows:

1. Copy of Minute order to General Services, Real Property Division
2. Please email scanned copy of minute order to Emma Duncan at [e.duncan@sbcsocialserv.org](mailto:e.duncan@sbcsocialserv.org).

**Attachments:**

1. Exhibit A Lease Agreement
2. Notice of Exemption