

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:** October 16, 2018  
**Placement:** Administrative  
**Estimated Tme:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

---

**TO:** Board of Supervisors  
**FROM:** Department Directors: Janette D. Pell, Director of General Services, 560-1011  
Contact Info: Skip Grey, Assistant Director of General Services, 568-3083  
Brian Thielst, Sheriff Lieutenant, 681-4173  
**SUBJECT:** Approval of License Agreement and Acceptance of In-Kind Gift of Waiver of Rent for Use of room at Montecito Union School District (File #3885); First Supervisorial District

---

**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** CEO/Risk Management

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute in duplicate the attached License Agreement between the County of Santa Barbara and Montecito Union School District that allows the Sheriff's Department rent-free, exclusive use of approximately 150 square feet of office space and non-exclusive use of common area space at 385 San Ysidro Road in Montecito for a term of five (5) years, which will aid the Sheriff's Department in the execution of their law enforcement mission and developing direct connections between the Department, students, school staff, and residents of Montecito;
- b) Accept the waived rental payments, estimated at a total of \$22,050.00, as an in-kind gift valued at over \$10,000.00 for the Term of the Agreement, pursuant to Board of Supervisor's Resolution 15 – 58 and California Government Code §25355; and
- c) Find that the proposed recommended actions are exempt under the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301 of the California Code of Regulations since the project involves the licensing of existing public structures, involving negligible or no expansion of use.

**Summary Text:**

This item is on the agenda in order have the Board approve and execute the Sheriff License Agreement at Montecito Union School District and to accept an in-kind gift from the School District in an amount in excess of \$10,000 in waived rent for the term of the Agreement. The rent is valued at approximately \$367.50 per month. The School District is responsible for providing all utilities, which include: electricity, gas, trash, water/sewer, telephone, and data. If the Board accepts the in-kind gift, then it would result in patrol deputies from the Sheriff's Department, Coastal Patrol Bureau having access to needed tactical office space and facilities to complete field reports and other office related tasks which will further enable the deputies to execute their law enforcement mission.

**Background:**

The School District is a public elementary school district with one school, Montecito Union, serving children in grades kindergarten through sixth grades. Montecito Union is governed by a five-member board of trustees and administered by a district Superintendent, a Chief Academic Officer and Dean of Students. Montecito Union is located at 385 San Ysidro Road, Montecito, California 93108.

The School District has invited the Sheriff's Department onto Montecito Union and offered the Sheriff's Department the exclusive use of about 150 square feet of office space and the use of a shared common kitchen area and the use of shared common area adult men's and adult women's bathroom facilities and the exclusive use of a parking space in the main/north parking lot. The School District is not interested in receiving any consideration in exchange for the use of the space. The exclusive space is equipped with a desk, a cabinet, a whiteboard, and a table. The common area is equipped with a sink, a microwave and a mini fridge and other kitchen equipment. The term of the Agreement is five (5) years and can be terminated upon delivery of a written thirty (30) day notice of termination by either party which notice may be given with or without cause.

The acceptance of in-kind donations greater than \$10,000.00 are required to be made by the Board of Supervisor, in compliance with Board Resolution No. 15 – 58 and California Government Code §25355. The County will be receiving an in-kind gift contribution of about \$22,050.00 in waived rent for the term of the Agreement. Staff estimated the rental value of the space at approximately \$2.45 per square foot, based on research of similarly situated rental property in the Montecito area.

**Fiscal and Facilities Impacts:**

There are no costs associated with this action, and there will be no facilities impacts.

**Special Instructions:**

Clerk of the Board, please distribute as follows:

- |   |                                     |
|---|-------------------------------------|
| 1. Original <i>fully executed</i> License Agreement           | Clerk of the Board                  |
| 2. <i>Duplicate</i> Original fully executed License Agreement | General Services, Attn: Netza Ortiz |
| 3. Forward copy of Minute Order to:                           | General Services, Attn: Netza Ortiz |

**Attachments:**

1. License Agreement
2. Notice of Exemption