County of Los Angeles
CHIEF EXECUTIVE OFFICE
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
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WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
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Third District

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Fifth District

April 17, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

FIVE-YEAR OPTION TO RENEW LEASE NO. 73779
DEPARTMENT OF COMMUNITY AND SENIOR SERVICES
24269-73 MAIN STREET, SANTA CLARITA
(FIFTH DISTRICT) (3 VOTES)

SUBJECT

This recommendation is for an option to renew the lease for an additional five-year period, thereby providing the Department of Community and Senior Services uninterrupted use of the 5,700 square foot office space at an annual cost of $90,299.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the lease renewal is categorically exempt from the provisions of the California Environmental Quality Act pursuant to Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by your Board, on November 17, 1987, and Section 15301 of the State of California Environmental Quality Act Guidelines (Existing Facilities).

2. Approve and instruct the Chairman to exercise the five-year option to renew the current lease with Work Boot Warehouse for 5,700 square feet of office space at 24269-73 Main Street, Santa Clarita occupied by the Department of Community and Senior Services at an annual cost of $90,299, which is 100 percent net County cost.

3. Authorize the Chief Executive Officer and Director of Community and Senior Services to implement the lease renewal upon Board approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this recommended action is to exercise the option to renew the current lease, which allows the Department of Community and Senior Services (CSS) to continue operations of its Santa Clarita Valley Service Center (Center) a multi-service center at the subject facility for an additional five-year term. CSS' Center has been located at this facility since 2001. The current lease expires on April 30, 2012.

CSS staff provides services to low-income individuals and families in collaboration with non-profit agencies and community groups. Services available to them include referral services, tax assistance, utility assistance, emergency food, and computer training. Approximately 11 County and 11 non-profit employees are housed in this facility. This program was allocated 4,836 square feet of space, but the current space of 5,700 square feet is the most cost-effective solution at this time when factoring in relocation, tenant improvement, and telecommunication costs.

Implementation of Strategic Plan Goals

The County Strategic Plan Goal of Operational Effectiveness (Goal 1) directs that we provide service excellence by giving the public access to quality information and services that are beneficial and responsive. In addition, the Integrated Services Delivery (Goal 3) directs that we maximize client and community outcomes by maintaining and coordinating outreach services for the safety and security of isolated individuals and families.

FISCAL IMPACT/FINANCING

The proposed lease renewal will provide CSS continued use of 5,700 square feet of office space at an annual rent of $90,299.

24269-73 Main Street Santa Clarita	**Existing Lease**	**Proposed Lease Renewal**	**Change**
Area (square feet)	5,700	5,700	None
Term	(5/01/2002-04/30/2012)	Five years upon Board adoption	+Five years
Annual Base Rent	$90,298.08 ($15.84/sq.ft.) *	$90,298.08 ($15.84/sq.ft.) *	None
Annual Tenant Improvements Payment	$17,443.92	None	-$17,443.92
Cancellation	County may cancel after five years with 60 days notice	County may cancel any time with 60 days notice	Any time 60 days notice
Parking (included)	20	20	None
Option to Renew	Five years	None	No renewal option
Rental Adjustment	Annual CPI increase at a minimum of 3 percent, and capped at a maximum 5 percent of base rent.	Annual CPI increase at a minimum of 3 percent, and capped at a maximum of 5 percent of base rent.	None

* County pays electrical and janitorial costs

Sufficient funding for the proposed lease renewal costs is included in the Fiscal Year (FY) 2012-13 Rent Expense budget and will be billed back to CSS. CSS has sufficient funding in its FY 2012-13 operating budget to cover the projected lease costs.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

- A five-year lease extension term commencing upon approval by your Board.
- Modified-gross lease with the Lessor responsible for all operating and maintenance cost associated with the premises, and the County is responsible for electricity and janitorial costs.
- Cancellation provision allowing the County to cancel anytime with 60 days prior written notice.
- Subject to rental adjustments based on CPI with a 3 percent minimum increase and a maximum increase of 5 percent per annum.

The CEO Disability Civil Rights Section has inspected the leased premises and related common areas to assess Americans with Disabilities Act (ADA) accessibility compliance. A report identifying barriers to accessibility has been completed and provided to the CEO. Pursuant to the report, the Lessor has agreed to complete the necessary ADA improvements at its sole cost and expense.

ENVIRONMENTAL DOCUMENTATION

The CEO has concluded that this lease renewal is exempt from California Environmental Quality Act (CEQA) as specified in Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by your Board, and Section 15301 of the State CEQA Guidelines (Existing Facilities).

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed lease renewal will adequately provide for the continued use of necessary office space for this County requirement. CSS concurs with the proposed recommendation.

CONCLUSION

It is requested that the Executive Officer, Board of Supervisors, return two certified copies of the Minute Order and the adopted, stamped Board letter to the CEO, Real Estate Division at 222 South Hill Street, 4th Floor, Los Angeles, CA 90012 for further processing.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:RLR:CMM
CEM:MAC:ls

Attachments

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Community and Senior Services

Attachment A

DEPARTMENT OF COMMUNITY AND SENIOR SERVICES
24269-73 MAIN STREET, SANTA CLARITA
Asset Management Principles Compliance Form[1]

			Yes	No	N/A
1.		**Occupancy**			
	A	Does lease consolidate administrative functions?[2]			X
	B	Does lease co-locate with other functions to better serve clients?[2]			X
	C	Does this lease centralize business support functions?[2]	X		
	D	Does this lease meet the guideline of 200 sq. ft of space per person?[2] 5700/22 = 259		X	
2.		**Capital**			
	A	Is it a substantial net County cost (NCC) program? **100% NCC**	X		
	B	Is this a long term County program?	X		
	C	If yes to 2 A or B; is it a capital lease or an operating lease with an option to buy? County has an option to buy.	X		
	D	If no, are there any suitable County-owned facilities available?		X	
	E	If yes, why is lease being recommended over occupancy in County-owned space?.			X
	F	Is Building Description Report attached as Attachment B?	X		
	G	Was build-to-suit or capital project considered?			X
3.		**Portfolio Management**			
	A	Did department utilize CEO Space Request Evaluation (SRE)?	X		
	B	Was the space need justified?	X		
	C	If a renewal lease, was co-location with other County departments considered?	X		
	D	Why was this program not co-located?			
		1. ___ The program clientele requires a "stand alone" facility.			
		2. ___ No suitable County occupied properties in project area.			
		3. _X_ No County-owned facilities available for the project.			
		4. ___ Could not get City clearance or approval.			
		5. ___ The Program is being co-located.			
	E	Is lease a full service lease?[2] No, it's a modified gross lease. The County is responsible for the electricity and janitorial costs.		X	
	F	Has growth projection been considered in space request?		X	
	G	Has the Dept. of Public Works completed seismic review/approval?	X		

[1]As approved by the Board of Supervisors 11/17/98

[2]If not, why not?

Attachment B

DEPARTMENT OF COMMUNITY AND SENIOR SERVICES
SPACE SEARCH – 5 MILE RADIUS
FROM 24269-73 MAIN STREET, SANTA CLARITA

LACO	FACILITY NAME	ADDRESS	OWNERSHIP	SQUARE GROSS	FEET NET	SQUARE FEET AVAILABLE
A477	ASSESSOR-NORTH DISTRICT OFFICE	13800 BALBOA BLVD, SYLMAR 91344	LEASED	37000	33300	NONE
Y297	SYLMAR JUV CRTHSE/B J NIDORF ADMIN BLDG-1	16350 FILBERT ST, SYLMAR 91342	OWNED	36692	32008	NONE
Y651	BARRY J NIDORF JUV HALL-N AREA SCHOOL OFFIC-4	16350 FILBERT ST, SYLMAR 91342	OWNED	5158	4402	NONE
X270	DR RICHARD RIOUX MEMORIAL PARK-OFFICE/COMFORT	26233 W FAULKNER DR, STEVENSON RANCH 91381	OWNED	1810	1720	NONE
A449	SHERIFF-SANTA CLARITA VALLEY DETECTIVE BUREAU	26340 CITRUS ST, VALENCIA 91355	LEASED	9500	9025	NONE
A920	BOARD OF SUP-5TH DISTRICT FIELD OFFICE	23920 W VALENCIA BLVD, SANTA CLARITA 91355	LEASED	1224	1026	NONE
5542	SANTA CLARITA GOVERNMENT CENTER BUILDING	23757 W VALENCIA BLVD, SANTA CLARITA 91355	OWNED	22768	20055	NONE
5543	SANTA CLARITA COURTHOUSE	23747 W VALENCIA BLVD, SANTA CLARITA 91355	OWNED	32950	20624	NONE
A200	PUBLIC HEALTH-ENVIRONMENTAL HEALTH	26415 CARL BOYER DR, SANTA CLARITA 91350	LEASED	5594	5314	NONE
A341	DPSS-SANTA CLARITA BRANCH / LANCASTER AP DIST	27233 CAMP PLENTY RD, SANTA CLARITA 91351	LEASED	8400	5610	NONE
A526	PUB LIB-CANYON COUNTRY JO ANNE DARCY LIBRARY	18601 SOLEDAD CANYON RD, SANTA CLARITA 91351	PERMIT	12500	11250	NONE
4284	HART-PARK OFFICE	24151 NEWHALL AVE, SANTA CLARITA 91321	OWNED	1324	928	NONE
4490	HART-PARK HEADQUARTERS BUILDING	24151 NEWHALL AVE, SANTA CLARITA 91321	OWNED	3292	1794	NONE
X151	HART-WEED CONTROL OFFICE	24151 NEWHALL AVE, SANTA CLARITA 91321	OWNED	1216	1080	NONE
D143	DCSS-SANTA CLARITA VALLEY SERVICE CENTER	24269 MAIN ST, SANTA CLARITA 91321	LEASED	17100	13680	NONE
T592	SANTA CLARITA SENIOR CENTER-ANNEX	22900 MARKET ST, SANTA CLARITA 91321	OWNED	1440	1296	NONE
T593	SANTA CLARITA SENIOR CENTER-OFFICES	22900 MARKET ST, SANTA CLARITA 91321	PERMIT	1440	1296	NONE
X298	SANTA CLARITA VALLEY SENIOR CENTER	22900 MARKET ST, SANTA CLARITA 91321	OWNED	9240	7920	NONE