

Central Services  
**Joan Araujo**, Director

Engineering Services  
**James O'Tousa**, Director

Roads & Transportation  
**Anitha Balan**, Director

Water & Sanitation  
**Joseph Pope**, Director

Watershed Protection  
**Vacant**, Director

February 27, 2024

Board of Supervisors  
County of Ventura  
800 South Victoria Avenue  
Ventura, CA 93009

**Subject:**     **Approval of, and Authorization for the Director of the Public Works Agency (Director) or Designee to Sign, a Sublease Agreement (Agreement) and Consent to Subletting (Consent) with Yardi Systems Inc., a California Corporation, for Office Space Located at 2791 Park View Court, in the City of Oxnard, for the Human Services Agency, with Monthly Rent Starting at \$30,852.20; Waiver of Board's Policy Prohibiting Inclusion of Indemnification and Attorney's Fees Provisions in the Sublease and Consent; Finding that the Sublease and Consent are Categorically Exempt from the California Environmental Quality Act; Authorization for the Director to Approve Minor Modifications to the Sublease and Consent; Supervisorial District No. 1.**

**Recommendations:**

1. Approve, and authorize the Director of the Public Works Agency or designee to sign, the attached Sublease Agreement (Agreement) and Consent to Subletting (Consent) with Yardi Systems Inc., a California corporation, for office space located at 2791 Park View Court, in the city of Oxnard, for use by the Human Services Agency and waive Board's policy prohibiting inclusion of indemnification and attorney's fee provisions in the Agreement and Consent.
2. Find that your Board's approval of the Agreement and Consent is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15301 as an action solely to lease existing facilities.
3. Authorize the Director to approve minor modifications to the Agreement and Consent provided that any such modification is consistent with the original purpose



of the Agreement and Consent, does not result in additional costs to the County of Ventura and is reviewed and approved as to form by the County Counsel's Office.

**Fiscal/Mandates Impact:**

Mandatory: No  
Source of Funding: Federal, State, County Funds  
Funding Match Required: None  
Impact on Other Departments: None

**Summary of Revenue and Total Costs:**

		<b><u>FY 2023-24</u></b>		<b><u>FY 2024-25</u></b>
Revenue:	\$	104,897	\$	317,839
Costs:				
Direct	\$	123,408	\$	373,929
Indirect – Agency/Dept.	\$	0	\$	0
Indirect – County CAP	\$	0	\$	0
Total Costs	\$	0	\$	0
Net Costs	\$	18,511	\$	56,090
Recovered Indirect Costs	\$	0	\$	0

**Current Fiscal Year (FY) Budget Projections:**

<b>Current FY 2023-24 Budget Projection for Human Services Agency - Division 3410</b>				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Expenditures	\$205,531,529	\$211,540,829	\$214,782,821	(\$3,241,992)
Revenue	\$181,427,098	\$181,427,098	\$186,585,653	\$5,158,555
Net County Costs	\$24,104,431	\$30,113,731	\$28,197,168	\$1,916,563

There are sufficient appropriations and revenues included in the FY 2023-24 Budget. The sublease costs will be allocated as “generic” costs to Medi-Cal, CalFresh, CalWORKs and all other programs claimed through the Human Services Agency’s County Expense



Claims. It is estimated that, overall, 85% lease costs will be recovered with federal and state funds, and 15% with General Fund, though funding ratios for individual programs vary.

**Discussion:**

Human Services Agency (HSA) employees provide a range of services in clients' homes and other field-based environments and convene in office settings to team up on work plans, perform mandated data entry, conduct telephone calls with clients, and complete administrative duties. Because HSA employees perform a significant volume of work in and around the Oxnard community, it would be practical to maintain office space in Oxnard for these employees' use before and after their field work. Given the repurposing of HSA's former facility at 1400 Vanguard in Oxnard, HSA proposes to sublease office space at 2791 Park View Court, Oxnard as an alternative.

**Lease Terms:**

Your Board is being requested to approve a Sublease Agreement (Sublease) and Consent to Subletting (Consent) for 13,414 rentable square feet of office space in the city of Oxnard.

The salient terms of the proposed Sublease are as follows:

**SUBLESSOR:** Yardi Systems Inc., a California corporation

**PREMISES:** Approximately 13,414 rentable square feet on the first floor of the building located at 2791 Park View Court, Oxnard, California 93036.

**TERM:** The term of this Sublease shall be thirty-four (34) months and shall commence on March 1, 2024 and terminate on December 31, 2026.

**RENT:** Rent shall be \$30,852.20 per month, full-service gross, for the first 12 months of the term. This rent reflects a rate of \$2.30 per square foot, full-service gross, which Real Estate Services has determined to be representative of fair market rent for such space in Oxnard. The rent will increase annually thereafter by 3%, throughout the remaining term of the Sublease.



**UTILITIES:** Sublessor shall pay for all utilities serving the Premises, including water, sewer, gas, electricity, and trash service and shall make payments directly to the utility company furnishing same.

**JANITORIAL SERVICE:** Sublessor shall provide janitorial service to the Premises.

**MODIFICATIONS BY SUBLESSOR:** None.

Your Board's approval of the Agreement and Consent is categorically exempt from California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15301 as an action to lease existing facilities. Staff has also determined that no unusual circumstances or other facts set forth in CEQA Guidelines section 15300.2(c) preclude use of this categorical exemption.

In order to obtain the lessor's consent to the Sublease, the lessor requires that the Sublease be subordinate to the terms and conditions of the original master lease. However, the master lease and Consent have provisions that conflict with the County's Administrative Policy Manual, Chapter VI-1 for County contracts such as the (1) payment of attorney's fees by one party to the other party, and (2) indemnification that is not limited to third-party claims. Because this office space is important to serve the community and has a short term of three years, your Board is asked to waive its policy prohibiting inclusion of these provisions and approve and authorize the signing of the Sublease and the Consent by the Director of the Public Works Agency or designee.

**Strategic Plan:**

This proposed office space will ensure a suitable work location for employees to support the delivery of client services in furtherance of the County's Strategic Plan's Mission of providing superior services and the Plan's Goal of maintaining and improving dependable public resources to serve the needs of our diverse communities.

This letter and the Sublease and Consent have been reviewed by the County Executive Office, the Auditor-Controller's Office, County Counsel, and HSA. As required by section 25351 of the Government Code, prior notice of the proposed lease transaction was provided to the city of Oxnard.



If you have any questions regarding the fiscal or discussion portions of this letter, please contact Jennie Pittman, HSA Deputy Director for Administrative Services, at 805-477-5340. If you have questions regarding the Sublease, please contact George Andrade, Manager of the Real Estate Services Division, at 805-654-2402, or the undersigned at 805-654-2084.

Sincerely,



Joan Araujo  
Director, Central Services

Attachments:

- Exhibit 1 – Vicinity Map
- Exhibit 2 – Location Map
- Exhibit 3 – Sublease Agreement
- Exhibit 4 – Master Lease Agreement
- Exhibit 5 – Consent to Subletting

