

Central Services  
Joan Araujo, Director

Engineering Services  
Christopher Cooper, Director

Roads & Transportation  
Christopher Kurgan, Director

Water & Sanitation  
Joseph Pope, Director

Watershed Protection  
Glenn Shephard, Director

March 28, 2023

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

**Subject:**     **Approval of, and Authorization for the Director of the Public Works Agency (Director) or Designee to Sign, a Lease Agreement (Agreement) with 1701 Solar Drive, LLC, a Delaware limited liability company, for office space located at 1701 Solar Drive, Suite 250, in Oxnard for Ventura County Public Health, with Monthly Rent Starting at \$22,726.85; Finding that the Agreement is Categorically Exempt from the California Environmental Quality Act; Authorization for the Director to Approve Minor Modifications to the Agreement; Supervisorial District No. 5.**

**Recommendations:**

1. Approve and authorize the Director of the Public Works Agency (Director) or designee to sign the attached Lease Agreement (Agreement) (Exhibit 1) with 1701 Solar Drive, LLC, a Delaware limited liability company, for office space located at 1701 Solar Drive, Suite 250 in Oxnard for use by Ventura County Public Health with monthly rent starting at \$22,726.85.
2. Find that your Board's approval of the Agreement 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 provided that any such modification is consistent with the original purpose of the Agreement, 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: California Department of Public Health – California Home Visitation Program  
Funding Match Required: None  
Impact on Other Departments: None

**Summary of Revenue and Total Costs:**

		<b><u>FY 2022-23</u></b>		<b><u>FY 2023-24</u></b>
Revenue:	\$	22,726.85	\$	272,722.20
Costs:				
Direct	\$	22,726.85	\$	272,722.20
Indirect – Agency/Dept.				
Indirect – County CAP				
Total Costs	\$		\$	
Net Costs	\$	0	\$	0
Recovered Indirect Costs	\$		\$	

**Current Fiscal Year Budget Projections:**

<b>Current FY 2022-23 Budget Projection for Field Nursing AFLP and Cal Learn – Unit 3107</b>				
	Recommended Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Expenditures	\$10,430,564	\$11,487,336	\$11,487,336	\$ 0
Revenue	\$10,056,980	\$10,999,039	\$10,999,039	\$ 0
Operational Income/(Loss)	\$373,584	\$488,297	\$488,297	\$ 0

Sufficient appropriations and revenue are included in the FY 2022-23 projected budget. Sufficient appropriations and revenue will be included in future years budgets as appropriate.



**Discussion:**

Ventura County Public Health has been awarded California Home Visitation Expansion funding, with which an additional five full-time employees (FTEs) are being added to the Nurse-Family Partnership (NFP) and Parents as Teachers (PAT) Programs. This brings the total FTEs in those two programs to 23. Additionally, 23 FTEs from the General Field Nursing, The Adolescent family Life Program (AFLP), and CalLEARN programs would occupy this new office space, bringing the total to 46. With the expansion of both NFP and PAT, all vacant space in our current locations at 2220 and 2240 E. Gonzales in Oxnard has been exhausted. The proposed new office space at 1701 Solar Drive, Suite 250, Oxnard (Site) would accommodate the additional staff and allow for future anticipated growth of both programs. The lease expenditures will be reimbursed to Ventura County Public Health by the California Department of Public Health's California Home Visitation Program. Other programs in need of space would occupy the space vacated by these programs.

**Lease Terms:**

Your Board is being requested to approve a Lease Agreement (Agreement) for the proposed Site.

The salient terms of the proposed Agreement are as follows:

**LESSOR:** 1701 Solar Drive, LLC, a Delaware limited liability company.

**PREMISES:** 9,671 rentable square feet of office space in Suite 250 of the multi-tenant office building commonly known and referred to as 1701 Solar Drive, Oxnard.

**TERM:** The term of this Agreement shall be sixty (60) months and commence upon substantial completion of turnkey tenant improvements by Lessor.

**RENT:** Rent shall be \$22,726.85 per month, full-service gross, for the first 12 months of the term. This rent reflects a rate of \$2.35 per square foot 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 Agreement.

**MODIFICATIONS**

**BY LESSOR:** Lessor shall, at its own cost and expense, provide turnkey tenant improvements to the premises in accordance with the Agreement.





OPTION

TO EXTEND: County shall have one (1), three (3)-year option to extend the Agreement.

Your Board's approval of the Agreement 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) precludes use of this categorical exemption.

This letter has been reviewed by the County Executive Office, the Auditor-Controller's Office, County Counsel, and the Ventura County Public Health. In conformance with 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 Rigo Vargas of Public Health at 981-5101. If you have questions regarding the Lease Agreement, please contact Chuck Alvarez, Manager of the Real Estate Services Division, at 654-2402, or the undersigned at 654-2084.

Respectfully,



Joan Araujo  
Director, Central Services

Attachments:

- Exhibit 1 – Vicinity Map
- Exhibit 2 – Location Map
- Exhibit 3 – Lease Agreement

