



Santa Barbara County Employees' Retirement System

DATE: April 5, 2023 **Agenda Item # 7**

TO: SBCERS Board of Retirement Operations Committee

FROM: Brian Richard, Assistant Chief Executive Officer

RE: Real Property Management Committee Charter

Recommended Action:

That the Operations Committee recommend the Real Property Management Committee Charter for approval by the full Board of Retirement or provide direction to staff for further amendment or research on the Charter.

Summary:

In March 2023, the Board established the Real Property Management Standing Committee with duties and responsibilities regarding the long-term oversight functions of the properties owned or leased by SBCERS, including Robin Hill Road.

The proposed charter enumerates proposed duties for the standing committee. These duties include oversight and redevelopment of the Robin Hill Road location, but also the acquisition and oversight of leased space, including the Santa Maria office lease. The oversight functions include the maintenance and care of facilities and furnishings along with policies concerning general operation.

Specific projects to be performed by the Committee over the next several years include the following:

- Leasing and overseeing the performance of real estate brokers.
- Property management and overseeing the performance of the Robin Hill Road property manager along with building finances.
- Developing a strategic plan for re-capitalization (or not) of the buildings at the rear of the property.
- Renewal of leased space in Santa Maria or identification of alternative locations for member services in North County.
- Installation of electric car charging stations at Robin Hill Road.

- Development of facility fees and rates, if any.
- Development of policies concerning rental of common area spaces, building security, signage and dedicated parking.

Attachment:

- Proposed Board of Retirement Real Property Management Committee Charter