

MARIPOSA COUNTY

Health and Human Services · (209) 966-2000



RESOLUTION - ACTION REQUESTED 2019-449

MEETING: August 6, 2019
TO: The Board of Supervisors
FROM: Chevon Kothari, Health and Human Services Director
RE: Sub-Lease Memorandum of Understanding - Mariposa Co Child Support

RECOMMENDATION AND JUSTIFICATION:

Approve a Six Month Sub-Lease Memorandum of Understanding (MOU) Between the Child Support Services (Sub-Lessee) and Health and Human Services Agency (HHSA) (Lessee) for the Mariposa County Human Services Center Located at 5362 Lemee Lane, Mariposa, CA; and Authorize the Child Support Services Director and the HHSA Director to Sign the Sub-Lease MOU.

The term of the proposed sub-lease MOU will be July 1, 2019 through December 31, 2019 at a cost of \$26,500.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On November 17, 2009, the Board approved Res. No. 09-563, a lease agreement by and between the County of Mariposa (Tenant) and DesCor, Inc. (Landlord) for office space at 5362 Lemee Lane, Mariposa, CA 95338; the property known as Mariposa County Human Services Center.

In accordance with Article 7 of the lease agreement; Assignment and Subletting by Tenant, Mariposa County Health and Human Services Agency (Lessee) obtained approval from the landlord to sub-let approximately 1,934 square feet of office space to Mariposa County Child Support Services (Sub-lessee). On June 7, 2011, the Board approved a lease agreement for FY 2011-2012. Subsequent agreements have been approved to date with the most recent expiring on June 30, 2019.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

If the Board does not approve the MOU, it would be necessary for Child Support Services to vacate the current location and seek another location.

FINANCIAL IMPACT:

Funding for the lease has been included in the Child Support Services budget for Fiscal Year 2019-20 and there is no impact to the General Fund.

ATTACHMENTS:

MOU - HHSA and Child Support Wesignature (PDF)
Building Map - July 29 2019 (PDF)

Resolution - Action Requested 2019-449

RESULT: **ADOPTED BY CONSENT VOTE [UNANIMOUS]**

MOVER: Marshall Long, District III Supervisor

SECONDER: Kevin Cann, District IV Supervisor

AYES: Rosemarie Smallcombe, Marshall Long, Kevin Cann, Miles Menetrey

EXCUSED: Merlin Jones

**MEMORANDUM OF UNDERSTANDING
FOR OFFICE SPACE BETWEEN
MARIPOSA COUNTY CHILD SUPPORT SERVICES AND
MARIPOSA COUNTY HEALTH AND HUMAN SERVICES AGENCY**

THIS Memorandum of Understanding ("MOU") is made as of 07/01/2019 between the Mariposa County Departments of Child support Services (CSS) and Health and Human Services Agency (HHSA), collectively the "Parties".

WHEREAS, CSS desires to rent office space at the Human Services Center located at 5362 Lemee Lane Mariposa, CA from the HHSA;

WHEREAS, DesCor Builders has given permission to the county of Mariposa to Sub-let space to CSS;

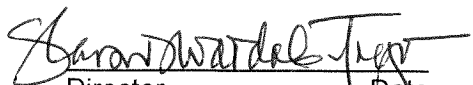
AGREEMENT

NOW THEREFORE, the parties hereto agree as follows:

1. CSS will rent space from HHSA for \$26,500 as outlined in Exhibit A attached hereto and made a part of hereof.
2. The rental amount will be reviewed yearly to determine if any adjustment are needed. Any Adjustments to the rental amount will be documented via amendment to this MOU.
3. The term of the MOU will be July 1, 2019 and will continue until December 31, 2019 unless terminated in writing by either party with a minimum 30 day written notice.

IN WITNESS WHEREOF, the Parties have executed this MOU effective as of the date first written above.

COUNTY OF MARIPOSA
Child Support Services


Director _____ Date 7/23/19

COUNTY OF MARIPOSA
Health and Human Services Agency


Chevon Kothari, Director _____ Date 7/23/19

APPROVED AS TO FORM:
County Counsel

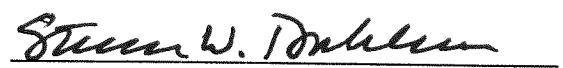

Steven W. Dahlem, County Counsel _____ Date

EXHIBIT A

Property known as: Mariposa County Human Services Center
5362 Lemee Lane
Mariposa, Ca. 95338

Portion of building covered by this sub-lease is colored pink on attached floor plan. Area is approximately 1,934 square feet not including main lobby and other common areas.

Sub-Lease cost includes the following annual amounts:

Base rent: Space, Furniture	\$12,764.40
Utilities include: Electricity, Propane, Water, Sewage, Trash	\$ 4,960.60
Communications: Phone, Fax, Internet	\$ 4,500.00
Facility Maintenance: Landscape, Janitorial	<u>\$ 4,275.00</u>
TOTAL	\$26,500.00

Computer servers to be housed in the server room located on the lower level. IT/Communication closets will be located within the leased area. Access to the server room and IT closets will not be reasonable withheld by either party, but will remain secured. Computer maintenance and problem resolution on sub-lessee's system will remain the responsibility of the sub-lessee.

Telephone system will be Voice Over Internet Protocol and individual handsets will be provided. Long distance charges will be additional and based on actual usage.

Building entry and egress will be secured and controlled by the County. ID badges with magnetic strip will be issued to each employee and access programmed according to mutual agreement.

LEGEND

- Motherlode Job Training
- CSS
- Eligibility & Community Housing
- Behavioral Health
- Meeting / Group Rooms
- Interview Rooms
- Staff Areas
- Circulation
- Misc

