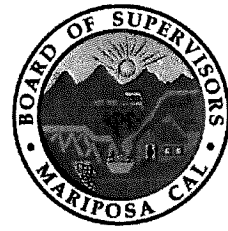




MARIPOSA COUNTY

Human Services • (209) 966-2000



RESOLUTION - ACTION REQUESTED 2016-314

MEETING: June 21, 2016

TO: The Board of Supervisors

FROM: Chevon Kothari, Human Services Director

RE: Sub-Lease Agreement - Mariposa Co Child Support

RECOMMENDATION AND JUSTIFICATION: Approve a Three-Year Sub-Lease Memorandum of Understanding (MOU) Between the Child Support Services (Sub-Lessee) and Human Services Department (Lessee) for the Mariposa County Human Services Center Located at 5362 Lemee Lane, Mariposa, CA; and Authorize the Directors of Both Agencies to Sign the Sub-Lease MOU.

The term of the proposed sub-lease MOU will be July 1, 2016 through June 30, 2019 at an annual cost of \$52,450.

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 Human Services (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, 2016.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION: Do not approve the MOU. It would be necessary for Child Support Services to vacate the current location and seek other building locations and for a new sub-lessee to be procured for the vacated space.

FINANCIAL IMPACT:

Funding for the lease has been included in the Child Support Services budget for Fiscal Year 2016-17 and there is no impact to the General Fund.

ATTACHMENTS:

MOU Mariposa Co. Child Support Lease FY16-19 (PDF)

CAO RECOMMENDATION

Requested Action Recommended


Mary Hodson, CAO 6/14/2016

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Rosemarie Smallcombe, District I Supervisor

SECONDER: Marshall Long, District III Supervisor

AYES: Smallcombe, Jones, Long, Cann, Carrier

**MEMORANUM OF UNDERSTANDING
FOR OFFICE SPACE BETWEEN
MARIPOSA COUNTY CHILD SUPPORT SERVICES AND
MARIPOSA COUNTY HUMAN SERVICES DEPARTMENT**

THIS Memorandum of Understanding ("MOU") is made as of 07/01/2016 between the Mariposa County Departments of Child support Services (CSS) and Human Services (HSD), collectively the "Parties".

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

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 HSD for \$52,450 per year 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, 2016 and will continue until June 30, 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

COUNTY OF MARIPOSA
Human Services Department

Samuel W. Dahlem Freij 5/27/16
Director Date

Chevon Kothari 5-26-16
Chevon Kothari, Director Date

APPROVED AS TO FORM:
County Counsel

Steven W. Dahlem 6-21-16
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 MOU is colored pink on the floor plan below. 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	\$25,528.80
Utilities Include: Electricity, Propane, Water, Sewage, Trash	\$ 9,921.20
Communications: Phone, Fax, Internet	\$ 9,000.00
Facility Maintenance: Landscape, Janitorial	<u>\$ 8,000.00</u>
TOTAL	\$52,450.00

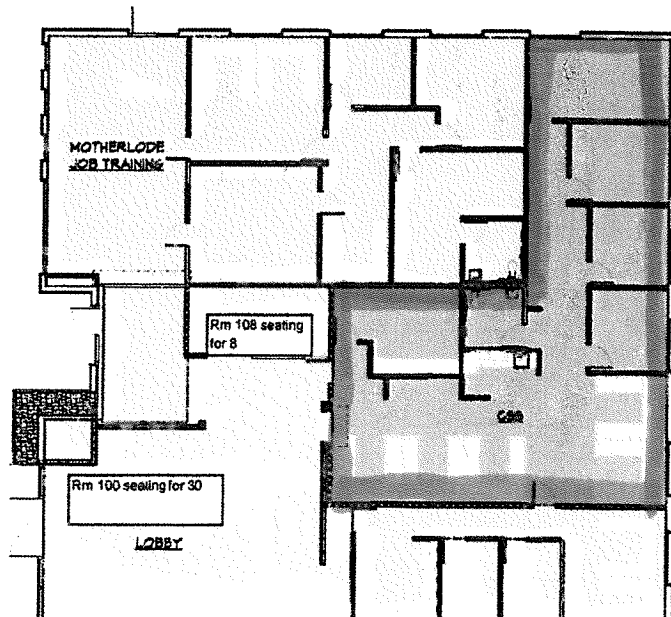
Computer servers to be housed in the server room located on the lower level. IT/Communication closets will be located within the leased area. Access to the server room and IT closets will not be reasonably withheld by either party, but will remain secured. Computer maintenance and problem resolution 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



*existing agreement
for reference*

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

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

**COUNTY OF MARIPOSA
Child Support Services**

Debbie Walton 8/27/13
Debbie Walton, Director Date

**COUNTY OF MARIPOSA
Human Services Department**

James Rydingsword 8-27-2013
James Rydingsword, Director Date

APPROVED AS TO FORM:
County Counsel

Steven W. Dahlem
Steven W. Dahlem, County Counsel Date

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