
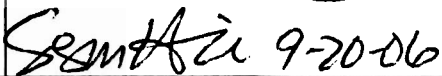


**EL DORADO COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL  
Meeting of October 17, 2006**

**AGENDA TITLE:** Exercise of Option to Extend Lease Agreement #139-L0111 - The Law Library

<b>DEPARTMENT:</b> General Services	<b>DEPT SIGNOFF:</b>	<b>CAO USE ONLY:</b> D
<b>CONTACT:</b> Deb Lane/Richard Collier		
<b>DATE:</b> 9/13/2006 <b>PHONE:</b> 5933/6051		

**DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:**

The El Dorado County Library and General Services Department recommends that the Board of Supervisors approve the exercise of the second option per the terms of Lease Agreement #139-L0111 between the County of El Dorado and The Caso Trust. This lease is for the Law Library located at 550 Main Street, Suite A, Placerville, for an additional one year term commencing October 1, 2006 and ending September 31, 2007, with an option for one additional one year term thereafter. (General Fund)

*Retroactive as to term.*

**CAO RECOMMENDATIONS:** *Recommend approval. Laura A. Hill 10/3/06*

<b>Financial impact?</b> (X) Yes ( ) No	<b>Funding Source:</b> (x) Gen Fund ( ) Other
<b>BUDGET SUMMARY:</b>	<b>Other:</b>
Total Est. Cost <span style="float:right">\$10,605.15</span>	<b>CAO Office Use Only:</b>
<b>Funding</b>	4/5's Vote Required ( ) Yes ( <input checked="" type="checkbox"/> ) No
Budgeted <span style="float:right">\$10,605.15</span>	Change in Policy ( ) Yes ( <input checked="" type="checkbox"/> ) No
New Funding _____	New Personnel ( ) Yes ( <input checked="" type="checkbox"/> ) No
Savings _____	<b>CONCURRENCES:</b>
Other _____	Risk Management <u>yes</u>
Total Funding <span style="float:right">\$10,605.15</span>	County Counsel <u>yes</u>
<b>Change in Net County Cost</b>	Other _____

**\*Explain**

**BOARD ACTIONS:**

**Vote:** Unanimous \_\_\_\_\_ Or \_\_\_\_\_

**Ayes:** \_\_\_\_\_

**Noes:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_

**Absent:** \_\_\_\_\_

Rev. 04/05

**I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors**

**Date:** \_\_\_\_\_

**Attest:** Cindy Keck, Board of Supervisors Clerk

**By:** \_\_\_\_\_



# *The County of El Dorado*

*Department of General Services*

*Joanne M. Narloch, Director*

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*Location: 345 Fair Lane, Placerville, CA  
Mailing: 360 Fair Lane, Placerville, CA 95667  
Phone (530) 621-5847 Fax (530) 295-2538*

October 3, 2006

Board of Supervisors  
330 Fair Lane  
Placerville, CA 95667

Re: Exercise of Option to Extend Lease Agreement #139-L0111- The Law Library

Dear Board Members:

**RECOMMENDATION:**

The El Dorado County Library and General Services Department recommends that the Board of Supervisors approve the exercise of the second option per the terms of Lease Agreement #139-L0111 between the County of El Dorado and The Caso Trust. This lease is for the Law Library located at 550 Main Street, Suite A, Placerville, for an additional one year term commencing October 1, 2006 and ending September 31, 2007, with an option for one additional one year term thereafter. (General Fund)

**REASON FOR RECOMMENDATION:**

The current facility lease agreement expired on September 31, 2006; however, the El Dorado County Library has expressed its desire to continue occupancy of this facility for the Law Library Program. The lease extension is to commence on October 1, 2006 and end on September 31, 2007, for an additional one year term. Said lease includes provisions for one additional one year term thereafter. The lease payment shall be \$1,178.35 per month at a cost of \$1.01 per square foot.

The County officer or employee with responsibility for administering this Lease is the Joanne M. Narloch, Director of General Services or successor.

County Counsel and Risk Management have approved the lease, and a copy is on file in the Board Clerk's Office.

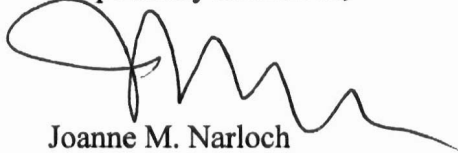
**FISCAL IMPACT:**

The Law Library has advised General Services that funds are available within their FY06/07 budget.

**ACTION TO BE TAKEN FOLLOWING APPROVAL:**

Upon approval by the Board, the General Services Department will forward to The Caso Trust official notification exercising the option to extend Lease Agreement #139-L0111.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Joanne M. Narloch', written over a light gray rectangular background.

Joanne M. Narloch  
Director of General Services

JMN/dl

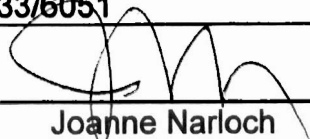
c: Lease file

# CONTRACT ROUTING SHEET

Date Prepared: 9/5/06

Need Date: 9/12/06

**PROCESSING DEPARTMENT:**

Department: General Services  
 Dept. Contact: Deb Lane/Richard Collier  
 Phone #: 5933/6051  
 Department  
 Head Signature:   
 Joanne Narloch  
 Director

**CONTRACTOR:**

Name: The Caso Trust  
 Address: P.O. Box 1018  
Placerville, Ca 95667  
 Phone: (530) 626-8651

**CONTRACTING DEPARTMENT: Law Library**

Service Requested: Exercise of Option to Extend Lease Agreement #139-L0111  
 Contract Term: Oct. 1, 2006 – Sept. 30, 2007 Contract/Amendment Value: \_\_\_\_\_  
 Compliance with Human Resources requirements? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
 Compliance verified by: \_\_\_\_\_

**COUNTY COUNSEL: (Must approve all contracts and MOU's)**

Approved: X Disapproved: \_\_\_\_\_ Date: 9/8/06 By: RCJndekh  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

ADJUNCTION	9-8-06	RCJndekh	9/8/06

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

**RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)**

Approved: ✓ Disapproved: \_\_\_\_\_ Date: 9/12/06 By: Costello  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

**OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract).**

Departments: \_\_\_\_\_  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
 Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_