

**EL DORADO COUNTY BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL
Meeting of February 13, 2007**

AGENDA TITLE: Lease Agreement #527-L0711 for the Department of Human Services

DEPARTMENT: General Services

DEPT SIGNOFF:

CAO USE ONLY:

CONTACT: Deb Lane/ Richard E. Collier

DATE: 1/25/07

PHONE: 5933/5994

DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:

General Services Department recommending Chairman be authorized to sign Lease Agreement 527-L0711 with The Caso Trust in the amount of \$3,198.00 per month for the term February 15, 2007 through February 14, 2012 for the office space located at 550 Main Street, Suite C in Placerville for the Department of Human Services Housing Programs.

CAO RECOMMENDATIONS: *Recommend approval. Laura J. Hill 1/29/07*

Financial impact? (X) Yes () No

Funding Source: (X) Gen Fund (X) Other

BUDGET SUMMARY:

Other: State and Federal Funds

Total Est. Cost	\$15,990.00
Funding	
Budgeted	\$15,990.00
New Funding	_____
Savings	_____
Other	\$ _____
Total Funding	\$15,990.00

CAO Office Use Only:

4/5's Vote Required () Yes (✓) No

Change in Policy () Yes (✓) No

New Personnel () Yes (✓) No

CONCURRENCES:

Risk Management _____

County Counsel _____

Other _____

Change in Net County Cost

***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

Location: 345 Fair Lane, Placerville, CA

Mailing: 360 Fair Lane, Placerville, CA 95667

Phone (530) 621-5847 Fax (530) 295-2538

February 13, 2007

Board of Supervisors
330 Fair Lane
Placerville, CA 95667

Re: Lease Agreement #527-L0711 – Department of Human Services

Dear Board Members:

RECOMMENDATION:

General Services Department recommending Chairman be authorized to sign Lease Agreement 527-L0711 with The Caso Trust in the amount of \$3,198.00 per month for the term February 15, 2007 through February 14, 2012 for the office space located at 550 Main Street, Suite C in Placerville for the Department of Human Services Housing Programs.

REASON FOR RECOMMENDATION:

The Department of Human Services currently received funding and approval to hire 18 new employees for the Child Protective Services. Due to the growth in the Department of Human Services at their current location, additional space is required. Lease space has been located that will accommodate all required staff, which consist of the Public Housing Authority, Section 8 Housing Choice Voucher Program, Housing Element Implementation, Community Development Block Grant Housing Acquisition and Housing Rehabilitation programs. Therefore, the lease is to commence on February 15, 2007 and ending on February 14, 2012, with options for three (3) additional one (1) year terms thereafter.

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

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


FISCAL IMPACT:

The Department of Human Services has advised General Services that funds are available within their FY06/07 budget. (Non General Fund)

ACTION TO BE TAKEN FOLLOWING APPROVAL:

Upon approval by the Board, General Services Department will forward to Lessor a fully executed original copy of Lease Agreement #527-L0711.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joanne M. Narloch", followed by the word "FOR" in a similar cursive style.

Joanne M. Narloch, Director
Department of General Services

JMN/REC/dal

DATE 1-17-07

Contract #: 527-L0711

ATTORNEY myc **CONTRACT ROUTING SHEET**

DEPT./INDEX NO. 141500
Date Prepared: 1/12/07

Need Date: 1/19/07

BY: KJA
PROCESSING DEPARTMENT:
Department: General Services
Dept. Contact: Deb Lane/Richard Collier
Phone #: 5933/5994
Department: _____
Head Signature: [Signature] FOR
Joanne Narloch
Director

CONTRACTOR:
Name: The Caso Trust
Address: P.O. Box 1018
Placerville, CA 95667
Phone: 626-8651

CONTRACTING DEPARTMENT: Department of Human Services
Service Requested: Lease Agreement #527-L0711
Contract Term: Feb. 15, 2007 – Feb 14, 2012 Contract/Amendment Value: _____
Compliance with Human Resources requirements? Yes: _____ No: _____
Compliance verified by: _____

2007 JAN 15 PM 1:31
EL DORADO COUNTY COUNSEL
[Signature]

COUNTY COUNSEL: (Must approve all contracts and MOU's)
Approved: [Signature] Disapproved: _____ Date: 1/22/07 By: [Signature]
Approved: _____ Disapproved: _____ Date: _____ By: _____

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)
Approved: ✓ Disapproved: _____ Date: 1/23/07 By: [Signature]
Approved: _____ Disapproved: _____ Date: _____ By: _____

RECEIVED
HUMAN RESOURCES DEPT.
07 JAN 23 AM 8:26

OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract).
Departments: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____

COUNTY OF EL DORADO
LEASE # 527-L0711

ORIGINAL

THIS LEASE is made by and between **COUNTY OF EL DORADO**, a political subdivision of the State of California, hereinafter called "Lessee", and **THE CASO TRUST**, herein after referred to as "Lessor".

IT IS AGREED between the parties hereto as follows:

1. PREMISES

Lessor hereby leases to Lessee and Lessee hereby leases from Lessor, for and in consideration of the rents, covenants and agreement hereinafter set forth, the "Premises" is more particularly described as follows:

Office Space
550 Main Street, Suite C
Placerville, CA 95667

The Premises consists of 2,369 square feet of improved office space together with the use of three designated parking spaces in adjacent parking lot.

2. TERM

The term of this Lease shall be for five (5) years commencing on February 15, 2007 and ending on February 14, 2012 or upon execution of this agreement by both parties, subject however, to earlier termination as hereinafter more particularly provided in Paragraph 20.

3. PAYMENT

Lessee agrees to pay to Lessor as rent the sum of **Three Thousand One Hundred Ninety-Eighty Dollars (\$3,198.00)** per month payable on the first day of each and every month commencing on or about February 15, 2007 and each and every month thereafter. Said monthly rent amount shall be adjusted on February 15, 2008, and annually thereafter, in an amount equal to two (2%) percent of the then current monthly rent amount. Rent shall be paid to the order of: **The Caso Trust, P.O. Box 1018, Placerville, CA 95667. Attn: Lawrence Caso**

4. OPTION FOR ADDITIONAL TERMS

Lessee shall have the option to Lease the subject Premises for three (3) additional one (1) year term after the initial Lease expiration date of February 14, 2012. Lessee shall notify Lessor in writing approximately ninety (90) days prior to the expiration of the first five (5) year term and each additional one (1) year term thereafter, should Lessee elect to exercise said option (s).

Additionally, Lessee shall have the "first right of refusal" for any additional space or spaces that may become available at said facility location during the entire term of this agreement. Lessor agrees to provide Lessee with a sixty (60) day period during which time the Lessee may express its interest in leasing said available space or spaces.

5. USE OF PREMISES

The Premises are leased to the Lessee for the purpose of conducting business and activities permitted by law, including any government operations or uses related thereto.

6. PROHIBITED USE

Lessee shall not commit or permit the commission of any acts on the Premises nor permit the use of the Premises in any way that will:

- (a) Increase the existing fire rates or cancel any fire, casualty, liability or other insurance policy insuring the building or its contents;
- (b) Violate or conflict with any law, statute, ordinance, governmental rule or regulation whether now in force or hereinafter enacted, governing the Premises;
- (c) Obstruct or interfere with the rights of other tenants or occupants of the building or injure or annoy them; and
- (d) Constitute commission of a waste on the Premises.

7. INSURANCE

LESSOR shall provide proof of a policy of insurance satisfactory to the El Dorado County Risk Manager and documentation evidencing that LESSOR maintains insurance that meets the following requirements:

- A. Commercial General Liability Insurance of not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.

- B. Workers' Compensation and Employers' Liability Insurance covering all employees of LESSOR as required by law in the State of California.
- C. LESSOR shall furnish a certificate of insurance satisfactory to the LESSEE as evidence that the insurance required above is being maintained.
- D. The insurance shall be issued by an insurance company acceptable to LESSEE or be provided through partial or total self-insurance likewise acceptable to LESSEE.
- E. LESSOR agrees that the insurance required above shall be in effect at all times during the term of this Lease. In the event said insurance coverage expires at any time or times during the term of this Lease, LESSOR agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the Lease, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of LESSEE and LESSOR agrees that the Lease shall not commence prior to the giving of such approval. In the event the LESSOR fails to keep in effect at all times insurance coverage as herein provided, LESSEE may, in addition to any other remedies it may have, terminate this Lease upon the occurrence of such event.
- F. The certificate of insurance must include a provision stating that the insurer will not cancel the insured's coverage without 30 day prior written notice to the LESSEE.
- G. Any deductibles or self-insured retention must be declared to and approved by the LESSEE. At the option of the LESSEE either the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the LESSEE, its officers, officials and employees; or LESSOR shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- H. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the LESSEE, its officers, officials, employees or volunteers.
- I. The insurance companies shall have no recourse against the LESSEE, its officers, officials or employees for payment of any premiums or assessments under any policy issued by any insurance company.

- J. LESSOR's obligations shall not be limited by the foregoing requirements and shall survive the expiration of this Agreement.
- K. In the event LESSOR cannot provide an occurrence policy, LESSOR shall provide insurance covering claims made as a result of performance of this Lease for not less than three (3) years following completion of this Lease.
- L. The Certificate of Insurance shall meet additional standards as may be determined by the LESSEE, either independently or in consultation with LESSEE's Risk Manager, as essential for protection of LESSEE.
- M. LESSOR shall provide property insurance on all real property owned by LESSOR covered by this Lease under a standard "all risk" policy. The policy shall insure for not less than ninety percent (90%) of the replacement value of the property.

8. INDEMNIFICATION

LESSOR shall indemnify, defend, and hold harmless LESSEE, its officers, agents and employees, from and against any claims, actions, suits, costs, expenses (including reasonable attorney's fees) and other cost of defense incurred or liabilities, whether for damage to or loss of property, or injury to or death of person, which in any way arise from or are connected with the acts or omissions of LESSOR or its officers, agents, employees, contractors, subcontractors, or business invitees, or LESSOR'S use of the Premises, unless such damage, loss, injury, or death shall be caused by the sole, or active negligence of County, or the willful misconduct of County, as expressly provided by statute.

LESSEE shall indemnify, defend, and hold harmless LESSOR, its officers, agents, and employees, from and against any claims, actions, suits, costs, expenses (including reasonable attorney's fees) and other cost of defense incurred or liabilities, whether for damage to or loss of property, or injury to or death of person, which in any way arise from or are connect with the acts or omissions of LESSEE or its officers, agents, employees, contractors, subcontractors, or business invitees, or LESSEE'S use of the Premises to the extent such loss, damage, injury, or liability is not covered by the insurance required as provided for in paragraph 7. "INSURANCE" above, unless such damage, loss, injury or death shall be caused by the sole, or active negligence of LESSOR, or the willful

misconduct of LESSOR.

The duties of LESSOR or LESSEE to indemnify and save each other harmless include the duties to defend as set forth in California Civil Code Section 2778. The provisions of this section shall survive the termination of the Lease for any event occurring prior to the termination.

9. ALTERATIONS

Lessee shall not make or permit any other person to make any alterations to the Premises without the written consent of Lessor first obtained. Should Lessor consent to the making of any alterations to the Premises by the Lessee, subsequent to execution of this Lease, said alterations shall be made at the sole cost and expense of Lessee by a contractor or other person selected by Lessee and approved in writing by Lessor before work commences. Any and all alterations, with the exception of previously approved relocatable walls and other alterations readily removable without significant damage to the building Premises, interior or exterior, shall on expiration or sooner termination of this Lease, become the property of Lessor and remain on the Premises.

10. MAINTENANCE AND REPAIRS

Lessee shall, at all times during the term of this Lease and any renewal or extension thereof, maintain, at Lessee's sole cost and expense, the Premises, in a good, clean, and safe condition, and shall on expiration or sooner termination of this Lease surrender the Premises to Lessor in as good condition and repair as they are in on the date of this Lease, reasonable wear and tear and damage by the elements excepted.

11. ADA MODIFICATIONS

Lessor agrees at its sole cost and expense to make changes necessary to bring the subject premises up to the accessibility standards of the Americans with Disabilities Act (ADA).

12. INSPECTION BY LESSOR

Lessee shall permit Lessor or Lessor's agent, representative, or employees to enter the Premises at all reasonable times for the purpose of inspecting the Premises to determine

whether Lessee is complying with the terms of the Lease and for the purpose of doing other lawful acts that may be necessary to protect Lessor's interest in the Premises under this Lease.

13. SERVICES FURNISHED BY LESSOR

Lessor is responsible for the payment of all local, state and federal taxes associated with or attributable to the property subject to this Lease Agreement, the operation of this Lease and the income flowing to Lessor through this Lease agreement. Lessor shall, at Lessor's own cost and expense, maintain the exterior walls, exterior windows, automobile parking areas, exterior lighting, sidewalks, retaining walls, ramps, plumbing, electrical, heating and air-conditioning, landscaped areas, air-conditioning and heating equipment and ductwork, and roof and structural supports of the building of which the Premises are a part, in good order and repair, excepting any repairs caused by the negligent or willful act of Lessee or Lessee's agents or servants.

14. UTILITIES

- a) Lessor shall be responsible for the payment of all utilities, to include water & sewer, gas/electric, and garbage removal.
- b) Lessor shall provide janitorial services.
- c) Lessee shall obtain and pay for telephone service.

15. AIR-CONDITIONING AND HEATING

Lessor has provided, and shall maintain, or cause to be maintained, in the building of which the Premises are a part, an air conditioning and heating system.

16. DESTRUCTION OF PREMISES

Should said Premises, or the building of which they are a part, be damaged or destroyed by any cause not the fault of Lessee, Lessor shall at Lessor's sole cost and expense promptly repair the same and the rent payable under this Lease shall be abated for the time and to the extent Lessee is prevented from occupying the Premises in their entirety; provided, however, that should the cost of repairing the damage or destruction exceed twenty-five (25%) percent of the full replacement cost of the Premises, Lessee may choose, in lieu of

Lessor making the repairs required by this paragraph to terminate this Lease by giving Lessor ten (10) days' written notice of such termination.

17. CONDEMNATION OF PREMISES

Should all or any part of the Premises be taken by any public or quasi-public agency or entity under the power of eminent domain during the term of the Lease:

- (a) **Either Lessor or Lessee may terminate this Lease by giving the other thirty (30) days' written notice of termination; provided, however, that Lessee cannot terminate this Lease unless the portion of the Premises taken by eminent domain is so extensive as to render the remainder of the Premises useless for the purposes intended by this Lease.**
- (b) Any and all damages and compensation awarded or paid because of the taking, except for amounts paid Lessee for moving expenses or for damage to any personal property or trade fixtures owned by Lessee, shall belong to Lessor, and Lessee shall have no claim against Lessor or the entity exercising eminent domain power for the value of the unexpired term of this Lease.
- (c) Should any portion of the building containing the Premises, other than the Premises, be taken by eminent domain, Lessor or Lessee may, at its option, terminate this Lease.

18. ASSIGNMENT OR SUBLEASING

Lessee shall not sub-lease, encumber, assign, or otherwise transfer its rights or interests under this Lease, without the express written consent of the Lessor first had and received, provided said consent by Lessor shall not be unreasonably withheld.

19. ACTS CONSTITUTING BREACHES BY LESSEE

Lessee shall be guilty of a material default and breach of this Lease should:

- (a) **Any rent be unpaid when due and remain unpaid for thirty (30) days after written notice to pay such rent or to surrender possession of the Premises has been given to Lessee by Lessor;**
- (b) Lessee default in the performance of or breach any provision, covenant, or condition of this Lease other than one for the payment of rent and such default or breach is not

cured within thirty (30) days after written notice thereof is given by Lessor to Lessee; or

- (c) Lessee breaches this Lease and abandons the Premises prior to the expiration of the term of this Lease.

20. NON-APPROPRIATION

Lessor acknowledges that Lessee's funding for this Lease is in large part dependent upon receipt of certain state, federal and other funds by Lessee. Lessee may terminate this Lease upon sixty (60) days notice if funds are not budgeted in any fiscal year for the leasehold of these Premises. If the termination for lack of funding provision of this paragraph is utilized by the Lessee, Lessee agrees not to lease other space for the non-funded function for the remainder of the then-current fiscal year.

21. LESSOR'S LIABILITY

In the event of a transfer of Lessor's title or interest to the property during the term of this Lease, Lessee agrees that the grantee of such a transfer will be substituted as Lessor under this Agreement, provided that all deposits are transferred to the grantee. Lessor shall be released from all future liability under this Lease Agreement, but shall not be released from the obligation to indemnify Lessee under paragraph 8 above for acts or omissions occurring prior to the transfer unless so released by Lessee in writing.

22. NOTICES

Except as otherwise expressly provided by law, any and all notices or other communications required or permitted by this Lease or by law to be served on or given to either party hereto by the other party hereto shall be in writing and shall be deemed duly served and given when personally delivered to the party, Lessor or Lessee, to whom it is directed or any managing employee of such party or, in lieu of such personal service, when deposited in the United States mail, first-class postage prepaid, addressed to:

Lessor: The Caso Trust
 Attn: Lawrence Caso
 P.O. Box 1018
 Placerville, CA 95667

Telephone: (530) 626-8651

Lessee: County Of El Dorado, General Services Department
360 Fair Lane
Placerville, California 95667

Attention: Joanne M. Narloch
Telephone: (530) 621-5846

Either party, Lessor or Lessee, may change its address for purposes of this paragraph by giving written notice of the change to the other party in the manner provided in this paragraph.

23. BINDING ON HEIRS AND SUCCESSORS

This Lease shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors, and assigns of the parties, Lessor and Lessee, hereto.

24. TIME OF ESSENCE

Time is expressly declared to be the essence of this Lease.

25. WAIVER

The waiver of any breach of any of the provisions of this Lease by Lessor shall not constitute a continuing waiver or a waiver of any subsequent breach by Lessee either of the same or of another provision of this Lease.

26. SOLE AND ONLY AGREEMENT

This instrument constitutes the sole and only agreement between Lessor and Lessee respecting the Premises and correctly sets forth the obligations of Lessor and Lessee to each other as of its date. Any agreements or representations respecting the Premises or their leasing by Lessor to Lessee not expressly set forth in this instrument are null and void.

27. HOLD OVER

Any holding over after the expiration of this Lease shall be construed as a month-to-month tenancy at the monthly rental amount then in effect. In the event the Lessor wishes to terminate said month to month tenancy, Lessor shall provide Lessee written notice at least ninety (90) days prior to said termination.

28. SEVERABILITY

If any provision, clause or part of this Lease Agreement, or the application thereof under certain circumstances, is held invalid, the remainder of this Lease Agreement or the application of such provisions, clauses, or parts under other circumstances shall not be affected thereby.

29. CALIFORNIA FORUM AND LAW

Any dispute resolution action arising out of this Lease Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California.

30. ATTORNEY'S FEES

Should any litigation be commenced between Lessor and Lessee concerning the Premises, this Lease, or the rights and duties of either Lessor or Lessee in relation thereto, the party, Lessor or Lessee, prevailing in such litigation shall be entitled, in addition to such other relief as may be granted, to a reasonable sum as and for its attorney's fees in the litigation which shall be determined by the court in such litigation or in a separate action brought for that purpose.

31. LEASE ADMINISTRATION

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

DEPARTMENT CONCURRENCE:

Dated: 1/24/07 Signed: 

**Doug Nowka, Deputy Director
Department of Human Services**

“
”
”
”

IN WITNESS WHEREOF, the parties hereto have executed this Lease Agreement the day and year first below written.

LESSOR:

Dated:

4/23/07

Signed:

Lawrence A. Caso, III
Lawrence Caso, Owner

LESSEE: COUNTY OF EL DORADO

Dated: _____

Signed: _____

, Chairman

Board of Supervisors

ATTEST:

Cindy Keck, Clerk of the
Board of Supervisors

By: _____

Dated: _____