

C.A.O.  
EL DORADO COUNTY  
2011 JUN 30 PM 4:02

### COUNTY OF EL DORADO Request for Leased Space

(All requests must be made a minimum of 90 days prior to desired move-in date)

Requesting Department: Sheriff's Office Program: Radio/Boats/SAR

Leased space is requested for:

- New Program/Operations
- Expansion of Existing Operations
- Other, specify: Renew existing lease

No. of staff involved: 8 Est. square footage needed: 4,000 Parking spaces required: 10

Budget & Funding Information:

Index Code: 241160/244130/241550 Funding Source: General Fund/Boating & Waterways  
 Amount budgeted for new space rent: \$40,000.00  
 Amount budgeted for ancillary costs: \$0.00 (data, phone wiring, moving exp., signage, etc.)

Justification for requested leased space:

Have existing lease agreement renewed keeping the same terms and conditions of 232-L0311

Desired geographic location: 3615 China Garden, Diamond Springs, CA 95619

Desired move-in date: 09/20/2002

Dated: 6/30/11 Dept. Head Signature: [Signature] Phone: 621-5678

**WHEN COMPLETED PLEASE FORWARD TO CHIEF ADMINISTRATIVE OFFICERS' OFFICE**

#### ADMINISTRATION REVIEW

- Request Approved
- Funding Source Approved
- Requested Denied

Comments: nothing per attached e-mail no 20% increase.

Dated: 7/22/11 Signature: [Signature] Title: Principal Admin Analyst

**WHEN APPROVED / DENIED PLEASE FORWARD TO TRANSPORTATION DEPARTMENT PROPERTY SERVICES**

DOT/PROPERTY SERVICES Received On: 7/25/2011 By: [Signature]

Requesting department keeps Pink copy and forwards Yellow and White copies to Administration  
Administration keeps Yellow copy and forwards White copy to DOT Property Services

Kelly A Webb/PV/EDC  
08/25/2011 03:49 PM To  
Julie D Duchscherer/PV/EDC@TCP  
cc  
Sherrie C Busby-Graham/PV/EDC@TCP, Traci M Williams/PV/EDC@TCP  
bcc

Subject  
Re: Lease #134-L1211; CAO Request for Leased Space; 3615 China Garden;  
Sheriff's Storage

Hi Julie,  
I approved renewing the lease with no 2% increase for the first 5 years.  
Subsequent years may include an increase and will be revisited at that  
time.

Let me know if you need anything else and thanks for your hard work on  
this lease.

Kelly Webb  
Principal Administrative Analyst  
El Dorado County Chief Administrative Office  
530-621-6565  
Fax 530-626-5730  
Ext 6565  
kelly.webb@edcgov.us

Please Note: My e-mail address has changed to kelly.webb@edcgov.us.  
Please update your address book. Thank you.

From: Julie D Duchscherer/PV/EDC  
To: Kelly A Webb/PV/EDC@TCP  
Cc: Traci M Williams/PV/EDC@TCP, Sherrie C Busby-Graham/PV/EDC@TCP  
Date: 08/25/2011 08:49 AM  
Subject: Re: Lease #134-L1211; CAO Request for Leased Space; 3615 China  
Garden; Sheriff's Storage

Good Morning Kelly -

In negotiating the above-referenced lease, I was able to get the property  
owners to agree to no 2% increase for five years -  
but, then after five years, they are requesting that we go back to the 2%  
per year increase.

Because it is five years in the future, I have no problem with getting  
five years now with no 2%; and then revisiting this  
in five years. The lease runs five years with three additional 5 year  
options.

Since the Request for Leased Space that you signed states "No 2%

increase." (period)  
My DOT Admin are rightfully questioning this.

Can you send me a confirming email that states you are now aware of the fact that the [no] 2% increase is only for the first five years of a 5 year lease with three additional 5 year options, so that we can keep this moving forward and avoid a lapse in lease coverage.

We are on track to have it on the Board Agenda for 9/13/2011 - the current term expires 9/19/2011.

I have attached the Request for Leased Space form you signed for your information.  
Should you have any additional questions, please feel free to call me and I appreciate your prompt attention to this matter.

Thank you,

[attachment "Request for Leased space;3615 China garden.pdf" deleted by Kelly A Webb/PV/EDC]

Julie Duchscherer, SR/WA  
Associate Right of Way Agent  
El Dorado County Dept. of Transportation  
530-621-5922