

DEPARTMENT: County Counsel BY: Jeffrey G. Green

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Resolution authorizing Chairman to execute a Lease Agreement between the County of Mariposa and Robert Chivers for the premises housing Social Services, Community Development and Housing Authority staff located at 5200 Highway 49 North.

An additional 500 square feet has been added to this Lease Agreement to accommodate record storage, which will eliminate the need for Social Services to rent/lease outside storage space.

A memo from the Human Services Director is attached for your information.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has authorized a Lease Agreement between the County and Mr. Chivers for the premises located at 5200 Highway 49 North since 1992. This additional 500 square feet that has become available will allow the Human Services Department to store their records on-site instead of utilizing an outside storage facility as is currently being done.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- ❖ Authorize Chairman to execute Lease Agreement, which includes an additional 500 square feet to be utilized for storage space.
- ❖ Do not authorize Chairman to execute Lease Agreement superceding existing Lease Agreement and have Human Services Department continue to utilize an outside storage facility.

Financial Impact? () Yes () No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively _____
Additional Funding Needed: \$ _____		Memo from Director of Human Services _____
Source:		Lease Agreement _____
Internal Transfer _____		_____
Unanticipated Revenue _____ 4/5's vote		_____
Transfer Between Funds _____ 4/5's vote		_____
Contingency _____ 4/5's vote		_____
() General () Other		_____

CLERK'S USE ONLY:

Res. No.: 03-107 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____
 Approved
 () Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
 Attest: MARGIE WILLIAMS, Clerk of the Board
 County of Mariposa, State of California

By: _____
 Deputy

COUNTY ADMINISTRATIVE OFFICER:

_____ Requested Action Recommended
 _____ No Opinion
 Comments:

Funding was mailed to the appropriate accounts during mid-year in anticipation of leasing storage space or paying more in rent for larger office space

CAO: LMW



**MARIPOSA COUNTY
HUMAN SERVICES DEPARTMENT**

P.O. Box 7 • Mariposa, CA 95338 • (209) 966-2442 • Fax (209) 742-5854

□ Alcohol & Drug □ Community Action □ Housing Authority □ Mental Health □ Public Guardian/Conservator □ Social Services
CHERYLE RUTHERFORD-KELLY, MSW, DIRECTOR

March 25, 2003

TO: Member, Board of Supervisors
FROM: Cheryle Rutherford-Kelly
RE: Lease of 5200 Highway 49 North

Recommendation

It is respectfully recommended that your Board approve and authorize the Chairman to sign a new lease for the premises at 5200 Highway 49 North, in the township of Mariposa. This lease will supercede the existing lease.

Background / Current Situation

The Human Services Department currently leases the majority of office space in the building at 5200 Highway 49 North for Social Services, Community Development and Housing Authority staff. Additional space has become available in the building that would be suitable to rent, primarily to store case records and supplies that are currently in several storage facilities miles from our office and/or cluttering the hallways and offices of all three of our facilities. The storage facilities we are currently renting have been broken into at least twice recently. It would be much more convenient, and secure, to have our files on-site and more readily accessible.

It would help the appearance and maintenance of each of our facilities to limit the amount of records we keep on-site. Once the records and stored items are moved into this facility, Social Services would no longer need to rent/lease outside storage space.