



County of Santa Cruz

PROBATION DEPARTMENT

JOHN P. RHOADS, CHIEF PROBATION OFFICER

MAILING: P.O. BOX 1812, SANTACRUZ, CA 95061-1812

(408) 454-3800 FAX: (408) 454-3827

September 25, 1998

Agenda: October 20, 1998

Board of Supervisors
county of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060

Approve Amendment to the Agreement with Lewis D. Hutchins for Additional Leased Office Space for Probation Department at 303 Water Street, Santa Cruz; Authorize the Chief Probation Officer to Sign Lease Amendment; and Approve Related Increased Encumbrance, as Recommended by the Chief Probation Officer

Dear Board Members:

The Probation Department currently leases approximately 5,995 square feet of office space for Probation staff in the adult services, administration and pre-trial services programs, and Court staff in adult investigation services at 303 Water Street, Santa Cruz. The Courts have recently identified a need for additional space for child custody investigation services to be housed in the same location. An office suite of approximately 410 square feet has become available in the building. The proposed lease amendment will incorporate this additional space into the current lease under the same terms previously negotiated by the County Department of Public Works Real Property Agent for the period August 1, 1994 through July 31, 1999. The combined total space at 303 Water Street will be 6,405 square feet at \$1.46 per square foot through July 31, 1999.

IT IS THEREFORE RECOMMENDED that your Board approve the amendment to Agreement 80115 with Lewis D. Hutchins for the additional leased space and authorize the Chief Probation Officer to sign on behalf of the County; and approve the ADM 29 encumbering an additional \$4,784 appropriations available in the Probation budget (FAMIS Index 574000) for Fiscal Year 1998-99.

Sincerely,

John P Rhoads
JPR

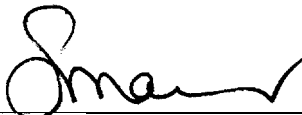
JOHN P. RHOADS
Chief Probation Officer

JPR:FN

Attachment: ADM 29

Board of Supervisors Agenda, October 20, 1998
Approve Probation Lease Amendment and Increase in Encumbrance
Page 2 of 2

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

cc: County Administrative Officer
Auditor-Controller
Superior Court Administrator
Department of Public Works, Real Property Agent
Probation Department

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

000 59

TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: Probation (Dept.)

John Rhoades (Signature) 9/30/98 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

1. Said agreement is between the County of Santa Cruz, Probation Department (Agency)
and Lewis D. Hutchins, 102 Lancewood Place, Los Gatos, CA 95032 (Name & Address)

2. The agreement will provide payment for leased office space at 303 Water Street, Santa Cruz

3. The agreement is needed to provide office space not available incounty-owned buildings

4. Period of the agreement is from August 1, 1994 to July 31, 1999

5. Anticipated cost is \$ 84,973 for FY 1998-99 (Fixed amount Monthly rate Not to exceed)

6. Remarks: This is an increase of \$4,784 for FY 1998-99 for agreement 80115B. Note that additional rents are paid from Index 579000 (Pretrial Services).

7. Appropriations are budgeted in 574000 (Index#) (351) (Subject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered. Contract No. 80115B Date 9/30/98
are not available and will be encumbered.
Subject to 98-99 Final Budget
GARY A. KNUTSON, Auditor - Controller
By Linda T. Chou Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the Chief Probation Officer to execute the same on behalf of the Probation Dept.

Remarks: (Agency).
BY *R. Kelly* County Administrative Officer Date 10/6/98
(Analyst)

Agreement approved as to form. Date _____

- Distribution:
Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - Green
Co. Admin. Officer - Canary
Auditor-Controller - Pink
Originating Dept. - Goldenrod

*To Orig. Dept. if rejected.

State of California)
County of Santa Cruz) ss
I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____ County Administrative Officer
_____ 19 ____ By _____ Deputy Clerk

LEASE AMENDMENT TWO

Amendment to that certain Lease dated May 10, 1994, as amended February 12, 1998, between Lewis D Hutchins as "Lessor" and the County of Santa Cruz as "Lessee".

RECITALS

WHEREAS, the Lessee is desirous of exercising it's right, per section 2.3 of the Lease, to lease additional vacant space within the building, being suite 19 on the second floor of approximately 410 net rentable square feet, which includes a 12% load factor for common area. The additional space will be leased under the same terms and conditions as the existing Lease.

WITHNESSETH

NOW, THEREFORE, Lessor and Lessee do hereby agree to amend and supplement the Lease as set forth below and the following sections of the Lease are modified and changed and replace or add to the existing Lease sections as follows:

1. Replace existing Section 1.1, Location:

For and in consideration of the rents, covenants and agreements hereinafter agreed by Lessee to be paid, kept and performed, Lessor leases to Lessee and Lessee rents from Lessor that certain office space commonly known as suites 6, 9, 12, 14, 15, 16, 19, 20 and 21 situated at 303 Water Street, County of Santa **Cruz**, State of California, and specifically outlined in red on the attached Exhibit A and Exhibit A-2. suite 19 floor plan, and an allocation of 15 non designated parking spaces, together with appurtenances. Lessee acknowledges that Lessor has reassigned and is using the number 20 on another suite within the building that is not a part of this Lease.

2. Add to existing Section 1.2 Tenant Improvements:

Lessor shall not be required to provide any new tenant improvements for suite 19. Lessee shall pay for the costs of any changes to suite 19, at his sole cost, after obtaining Lessor approval for any such changes.

3. Replace Section 3.1 Rent Amount:

Based on net rentable square footage plus a twelve (12) percent load factor for common areas, agreed by both parties to be 6,405 square feet, after the addition of suite 19 of 410 square feet effective November 1, 1998, Lessee shall pay Lessor as rent for the Premises leased during said term in lawful money of the United States, payable in advance, in monthly installments, on the first day of each month during

said term as follows:

Rent Per Square Foot	Period	Total Rent Per Month
\$1.36	8/1/94 - 7/31/95	\$6,895.00
\$1.38	8/1/95 - 7/31/96	\$6,997.00
\$1.40	8/1/96 - 7/31/97	\$7,098.00
\$1.43	8/1/97 - 2/28/98	\$7,250.00
\$1.43	3/1/98 - 3/31/98	\$8,308.00
\$1.43	4/1/98 - 7/31/98	\$8,573.00
\$1.46	8/1/98 - 10/31/99	\$8,753.00
\$1.46	11/1/98- 7/31/99	\$9,351.60

All of said rental shall be paid to:

Lewis D Hutchins
102 Lancewood Place
Los Gatos, CA 95032

unless Lessor shall notify Lessee otherwise in writing.

All other terms and conditions of this Lease shall remain in full force and effect throughout the duration of this amended Lease term without further modification, amendment or supplement.

IN WITNESS WHEREOF, the parties have executed this Lease Amendment as of the _____ day of _____ 1998.

Lessee: COUNTY OF SANTA CRUZ

Lessor:

By: _____
John P. Rhoads
Chief Probation Officer

By: Lewis D Hutchins
Lewis D Hutchins

Approved as to Form:

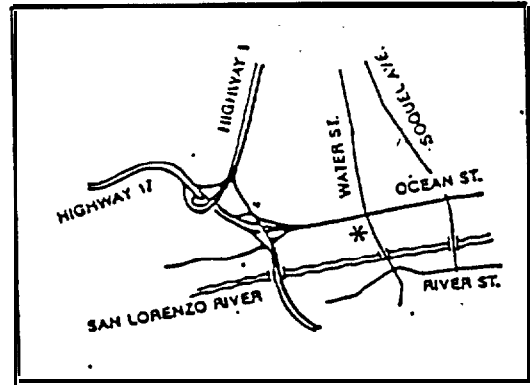
Kim E. Roarkitt 9.28.98
Assistant County Counsel

Recommended for Approval:

John Keisner
Real Property Division
Public Works Department

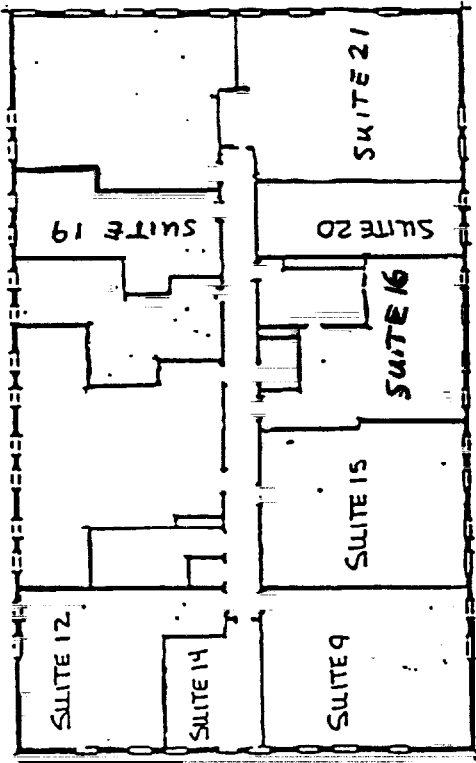
EXHIBIT "A"

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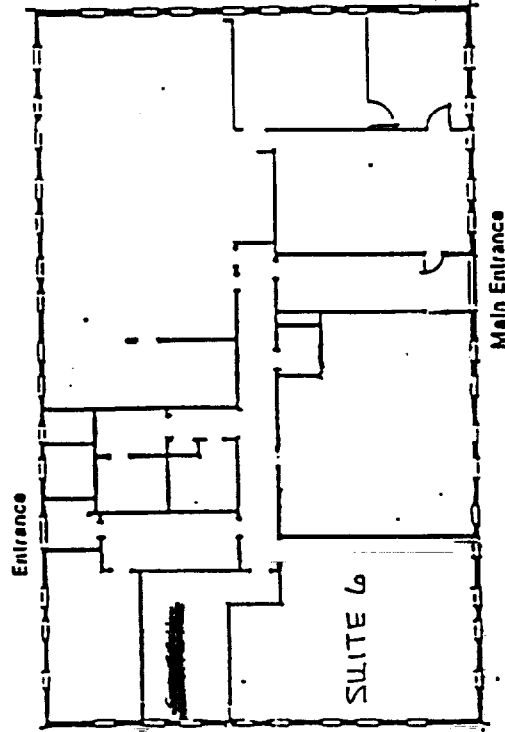


VICINITY MAP

303 WATER STREET
SANTA CRUZ, CA 95060



SECOND FLOOR



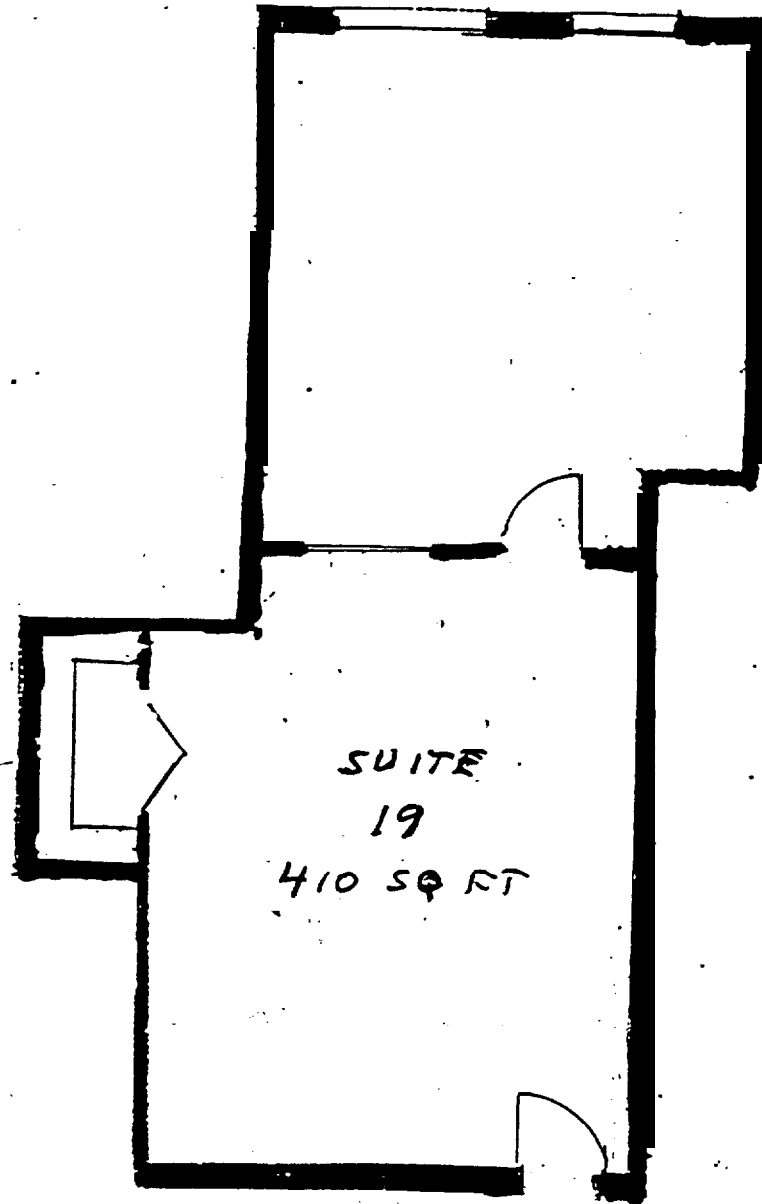
FIRST FLOOR
NO SCALE

206

201d
5m

20

EXHIBIT A-2, FLOOR PLAN # 19
303 WATER STREET 63
SANTA CRUZ



2DH