



County of Santa Cruz

DEPARTMENT OF CHILD SUPPORT SERVICES
LYNN C. MILLER, DIRECTOR

P.O. BOX 1841
SANTA CRUZ, CA 95061
(831) 454-3700
FAX (831) 454-3752

August 28, 2001

Agenda: September 11, 2001

The Honorable Tony Campos, Chairperson
and Members of the Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

APPROVAL OF LEASE ADDENDUM FOR THE SOUTH COUNTY DEPARTMENT OF CHILD SUPPORT SERVICES AT 165 WESTRIDGE DRIVE IN WATSONVILLE

Dear Chairperson Campos and Members of the Board:

As your Board will recall, approval was granted June 12, 2001 for the Department of Child Support Services to enter into a five-year lease between the County of Santa Cruz and Westridge 125, LLC. The lease for approximately 6800 square feet at 165 Westridge Drive was executed and the Department has taken occupancy. I am pleased to report a group of caseworkers and support staff moved in on July 16th and has been serving the needs of South County since that date.

The Department of Child Support Services has committed to improving its customer service delivery, program performance, and presence in South County. Toward these ends, the Department requests your Board's approval of the attached Lease Addendum # 1. Approval is requested for three reasons:

1. Security of clients and staff.

Included in the leasehold improvements (Attachment A) is a modification of the 165 Westridge reception area to provide security panels and a keypad door to separate public and controlled access areas. Implementation of these features will provide a similar level of security to that afforded at 420 May Avenue, will preserve confidentiality and is consistent with physical security measures employed by other local child support agencies.

2. Training area.

The leased space includes approximately 2300 square feet of open area. It was the original intent to use a portion of this space for large group training presentations and individual computer learning stations. Implementation of the proposed leasehold improvements will support the Department's objective of providing continuing education and staff development.

3. Additional workstations.

The proposed leasehold improvements specify enclosing approximately 800 square feet to accommodate workstations. Approval of this request will support the Department's objective of providing responsive services in South County by assigning additional Child Support program staff to this site.


According to the terms of the Lease Addendum # 1, leasehold improvements will not exceed \$53,800 and will be paid in a single payment upon completion and final inspection. The approved Department of Child Support Services budget for Fiscal Year 2001/2002 contains sufficient funds in Rents and Leases. There is no addition to the monthly rent amount.

These expenditures will be funded with State and Federal monies and there is no net County cost.

IT IS THEREFORE RECOMMENDED THAT YOUR BOARD:

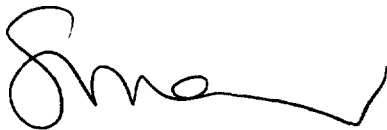
1. Approve the attached Lease Addendum #1 for the South County site located at 165 Westridge Drive in Watsonville between the County of Santa Cruz and Westridge 125, LLC. (Landlords), and;
2. Authorize the Director of Child Support Services to sign the Lease Addendum #1 with Westridge 125, LLC. (Landlords) for the site on behalf of the County of Santa Cruz.

Respectfully,



Lynn C Miller, Director
Department of Child Support Services

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

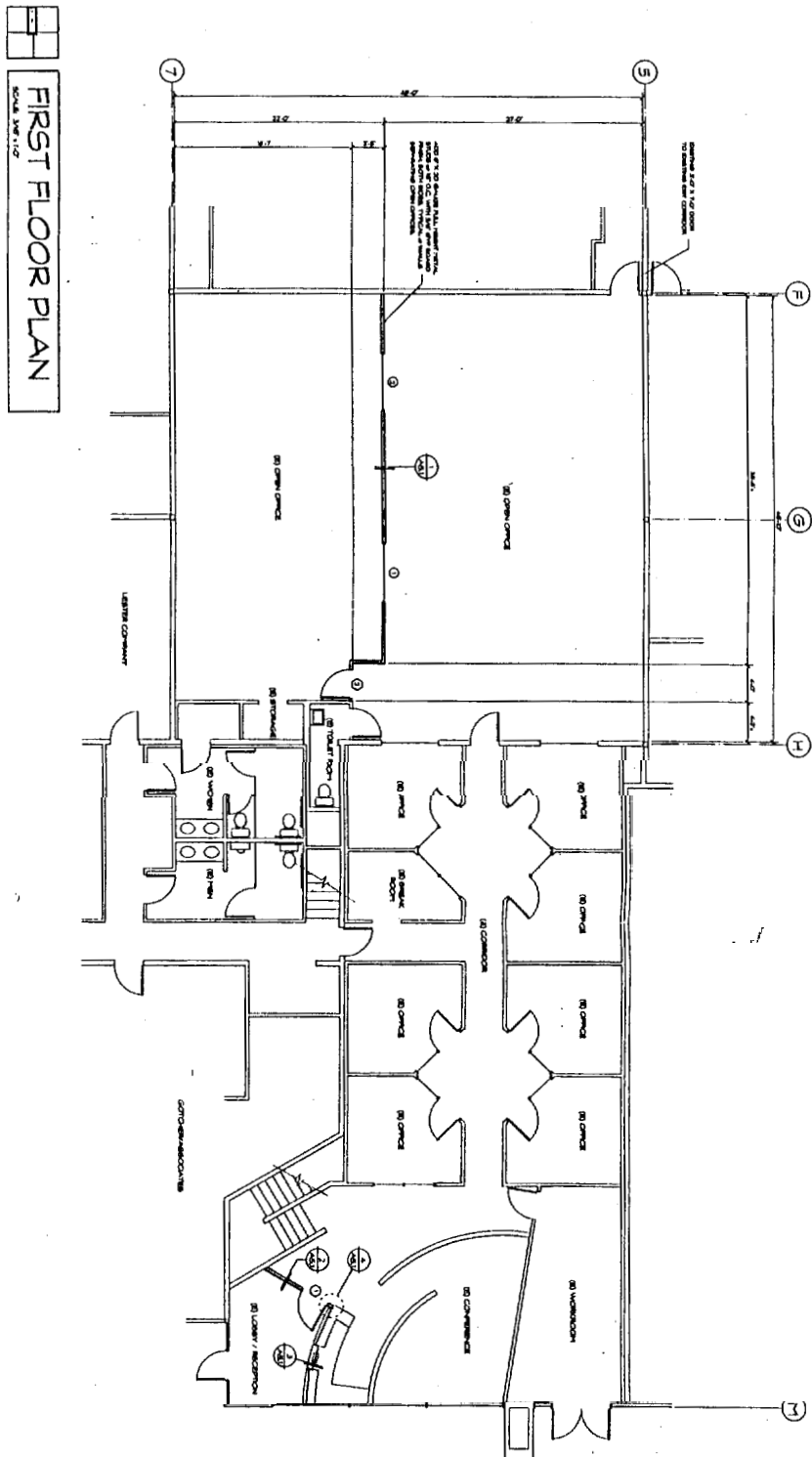
Date

Attachments:

ADM-29

Attachment A: Leasehold Improvement Plans

Attachment B: Lease Addendum #1



FIRST FLOOR PLAN

SCALE 1/8" = 1'-0"

FIRST FLOOR
PLAN

for
CHILD
PROTECTIVE
SERVICES
166 WESTRIDGE DRIVE
WATSONVILLE
CALIFORNIA

GOTCHER •
ASSOCIATES
TERRY GOTCHER
• ANCHORAGE

129 WESTLIDGE DRIVE
MILFORDVILLE, CA 95894
(916) 817-2881

GOTCHER • ASSOCIATES

NAME	REFERENCE

A1.2

LEASE ADDENDUM #1

This Lease Addendum #1 ("Addendum") is made to that Lease Agreement between **WESTRIDGE 125, LLC** ("Lessor"), and the **COUNTY OF SANTA CRUZ** ("Lessee") who agree as follows:

1. **RECITALS.** The parties agree upon the following facts and purposes:

a. **Lease.** The parties are Lessor and Lessee under that Lease Agreement dated June 12, 2001, (the "Lease") concerning the premises commonly known as 165 Westridge Drive, Watsonville, **CA** 95076, (the "Premises").

b. **Additional Leasehold Improvements.** To maximize Lessee's efficient use of the Premises, Lessee requires additional improvements beyond those Lessor originally agreed to install in the Lease. The leasehold improvements are shown on the plans prepared by Terry Gotcher, **AIA**, titled "Tenant Improvements for Child Support Services, 165 Westridge Drive, Watsonville, California," dated June 18, 2001, and revised July 12, 2001, ("Improvement Plans"). A copy of the Improvement Plans is attached hereto and incorporated herein by this reference.

c. **Purpose.** The parties wish to amend the Lease to provide for Lessor to install additional leasehold improvements.

2. **LEASEHOLD IMPROVEMENTS.** Lessor agrees to install the leasehold improvements shown on the Improvement Plans after obtaining the necessary permits and approvals from the City of Watsonville.

a. **Lessor's Cost.** The leasehold improvements shown on the Improvement Plans include those leasehold improvements specified in Section 1.2 of the Lease which Lessor will install at Lessor's expense, as agreed in the Lease,

b. **Lessee's Cost.** The Improvement Plans include additional leasehold improvements which are Lessee's responsibility under the Lease. Lessor will install such additional leasehold improvements as shown on the Improvement Plans for the sum of \$53,800, which Lessee agrees to pay upon completion of same and acceptance by Lessee.

3. CONFIRMATION. Except as herein modified by this Addendum, all the other terms and provisions of the Existing Lease, including the sent, will remain the same without change and are hereby confirmed.

4. EXECUTION and SIGNATURE.

Executed in Santa Cruz County, California on _____, 2001.

LESSOR

WESTRIDGE 125, LLC
by LR&G, LLC, its manager

By _____

Wm. F. Locke-Paddon, Manager

LESSEE

COUNTY OF **SANTA CRUZ**

By _____

Lynn C. Miller, Director
Child Support Services

APPROVED AS TO FORM

By _____

Dana McRae
Chief Assistant County Counsel

8.22, 2001

Date

RECOMMENDED FOR APPROVAL

By _____

Scott Loichinger, Chief
Real Property Division

August 22, 2001

Date

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0050

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

Department of Child Support Services (Dept.)

[Signature] (Signature) 08-28-01 (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 Department of Child Support Services (Agency)
Westridge 125, LLC 155 Westridge Drive, Watsonville, CA 95076 (Name & Address)
and. physical security in reception area, enclosed office space for
additional staff, and separate training area.
2. The agreement will provide physical security in reception area, enclosed office space for
additional staff, and separate training area.
3. The agreement is needed to increase accessibility and better meet the needs of South County
Department of Child Support Service's customers.
4. Period of the agreement is from September 1, 2001 to October 31, 2001
5. Anticipated cost is \$ \$53,800 (Fixed amount; Monthly rate; Not to exceed)
6. Remarks: Upon approval, work will be paid by landlord and billed for reimbursement.
No increase in monthly rent.
7. Appropriations are budgeted in 251000 (Index#) 3810 (Subobject)

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

Appropriations are available and have been encumbered. Contract No. 12589 Date 8/29/01
are not will be

GARY A. KNUTSON, Auditor - Controller

By Adam J. Velez Deputy.

CC-4, I NOW II
Proposed reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the
to execute the same on behalf of the

(Agency). County Administrative Officer

Remarks:

(Analyst)

By _____ Date _____

Agreement approved as to form. Date _____

Distribute on:

Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - Green
Co. Admin. Officer - Conroy
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
By _____ Deputy Clerk

16
M - 29 (6/95)