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**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: Department of Facilities Management

SUBMITTAL DATE:
May 24, 2004

SUBJECT: Memorandum of Understanding – 3021 Franklin Avenue, Riverside, County of Riverside/Department of Public Social Services/Probation Department

RECOMMENDED MOTION: That the Board of Supervisors approve the attached Memorandum of Understanding and authorize the Chairman of the Board to execute the same on behalf of the County.

BACKGROUND: The County leases from CORAL the Library Administration building located at 3021 Franklin Avenue, in Riverside. The Department of Public Social Services has occupied the building since 1998, and their recent reconfigure of space has reduced their office area to 24,452 square feet. In addition, the Probation Department has completed its move from the Criminal Justice Building into 14,894 square feet, which fully utilizes the available space. This Memorandum of Understanding (MOU) authorizes DPSS and Probation to use the building at a rental rate that will reimburse the County for building operating costs and help offset lease payments to CORAL.

MJS:HHR:db
9.046

Michael J. Sylvester
MICHAEL J. SYLVESTER, Director
Department of Facilities Management

| | | | | |
|-----------------------|--------------------------------------|-----------|--------------------------------|-------|
| FINANCIAL DATA | Current F.Y. Total Cost: | \$385,321 | In Current Year Budget: | Yes |
| | Current F.Y. Net County Cost: | \$40,221 | Budget Adjustment: | No |
| | Annual Net County Cost: | \$49,484 | For Fiscal Year: | 03/04 |

SOURCE OF FUNDS: DPSS: Federal 66.3%, State 27.9%, County 4.7%; Realignment 1.1%
Probation: Federal 53%, State 18%, Other 6%, County 23%

| | |
|---|--|
| Positions To Be Deleted Per A-30 | |
| Requires 4/5 Vote | |

C.E.O. RECOMMENDATION: **APPROVE**

County Executive Office Signature

[Signature]

- Dep't Recomm.: Consent
- Per Exec. Ofc.: Consent
- Policy
- Policy

Prev. Agn. Ref.: 6/23/98, Item 3.20 | District: 1 | Agenda Number:

**ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD**

3.16

Reviewed by
CIP TEAM
Departmental Concurrence
Maice Whittington

BOARD OF SUPERVISORS

Form 11: Memorandum of Understanding – 3021 Franklin Avenue, Riverside, County of Riverside/Department of Public Social Services/Probation Department

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BACKGROUND: (Continued)

Location: 3021 Franklin Avenue, Riverside

Term: Fifty-eight (58) months.
Commencing October 1, 2003, through July 31, 2008.

DPSS:

Size: Approximately 24,452 square feet.

Total Rent: \$22,041.45/month

| | | | |
|-------------|---------------------------|-------------------|--------------------------|
| Allocation: | Rent to the Library: | \$ 8,069.16/month | (\$.33/sq. ft.). |
| | Building operating costs: | \$12,715.04/month | (\$.52/sq. ft.). |
| | Supplemental parking: | \$ 1,257.25/month | <u>(\$.05/sq. ft.).</u> |
| | | | \$.90/sq.ft. |

Probation:

Size: 14,894 square feet.

Total Rent: \$13,424.81/month

| | | | |
|-------------|---------------------------|------------|--------------------------|
| Allocation: | Rent to the Library: | \$4,915.00 | (\$.33/sq. ft.). |
| | Building Operating costs: | \$7,744.00 | (\$.52/sq. ft.). |
| | Supplemental Parking: | \$ 765.81 | <u>(\$.05/sq. ft.).</u> |
| | | | \$.90/sq. ft. |

Rental

Adjustments: Three percent (3%) annually on the building operating costs.

Interior/Exterior

Maintenance: Provided by County, included in rent.

Custodial Services: Provided by County, included in rent.

Utilities: DPSS and Probation shall pay for all telephone services and their proportional share of all other utilities costs.

The attached Memorandum of Understanding is approved by County Counsel as to form.