

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

520



**FROM:** Department of Facilities Management

**SUBMITTAL DATE:**  
October 12, 2004

**SUBJECT:** NEW LEASE – ASSESSOR-COUNTY CLERK-RECORDER/DANIEL BURKE,  
ET.AL. – 1111 SPRUCE STREET, RIVERSIDE

**RECOMMENDED MOTION:** That the Board of Supervisors:

- 1) Approve the attached New Lease (Attachment B) and authorize the Chairman of the Board to execute same on behalf of the County and,
- 2) Direct the Auditor-Controller to make an adjustment in the Assessor-County Clerk-Recorder's 04/05 budget per Attachment A.

**BACKGROUND:** On August 10, 2004, the Board of Supervisors approved item 3.90 authorizing the Department of Facilities Management, Real Estate Division, to locate suitable temporary office space for the Assessor-County Clerk-Recorder, in the Riverside area. The Assessor-County Clerk-Recorder requires temporary office space due to the future remodeling of their existing office space on the 6<sup>th</sup> floor of the County Administrative Center to be completed by Facilities Management, Design/Construction Division, pursuant to approval of item 3.16 by the Board of Supervisors on April 13, 2004. The Real Estate Division issued a "Request For Proposal" for the temporary office space and received submittals from area landlords. The Real Estate Division located approximately 11,900 square feet of office space for the Assessor-County Clerk-Recorder, and negotiated a lease with the landlord.

(Continued on Page 2)

MJS:SG:db  
9.244

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

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$131,104	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$-0-	Budget Adjustment:	Yes
	Annual Net County Cost:	\$-0-	For Fiscal Year:	04/05

<b>SOURCE OF FUNDS:</b> Recorder Modernization Funds	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input checked="" type="checkbox"/>

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

**APPROVE**

*Lisa Brandt*

**County Executive Office Signature**

FISCAL PROCEDURES APPROVED  
 ROBERT E. BYRD, Auditor-Controller  
 BY *Robert E. Byrd* Deputy

Reviewed by  
 CIP TEAM  
*Mary M. Chutinos*

*Lisa Brandt*  
 10/20/2004

Dept's Recomm.:  Policy  Consent  
 Per Exec. Ofc.:  Policy  Consent

Prev. Agn. Ref.: 08/10/04 #3.90 | District: 2 | Agenda Number:

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

3.24

BOARD OF SUPERVISORS

Form 11: NEW LEASE – ASSESSOR-COUNTY CLERK-RECORDER/DANIEL BURKE,  
ET.AL. –  
1111 SPRUCE STREET, RIVERSIDE

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**BACKGROUND:** (Continued)

The attached Lease Agreement is summarized below:

Lessor:	Daniel Burke, Et. Al. 28 Hammond, Suite F Irvine, California
Premises Location:	1111 Spruce Street, Riverside, California
Size:	11,900 square feet.
Term:	One (1) year, commencing on November 1, 2004.
Rent:	\$1.02 per square foot. \$12,138.00 per month. \$145,656 per year.
Rent Adjustments:	3.5% per year, during the lease term.
Utilities:	County pays utilities and telephone services.
Custodial Services:	Lessor responsible for Custodial Services.
Interior/Exterior Maintenance:	Lessor responsible for Interior/Exterior Maintenance.
Parking:	Sufficient for County needs.
Improvements:	Touch up paint throughout premises, clean carpets, install electrical circuits, door hardware, create opening in wall, and install signage.
Cost of Improvements:	Included in the lease rate.
Option to Terminate:	Option to terminate due to reduced or unavailable funding provided County gives Lessor 90 days advanced written notice.
Information Technology Cost:	\$33,371.

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BOARD OF SUPERVISORS

Form 11: NEW LEASE – ASSESSOR-COUNTYCLERK-RECORDER/DANIEL BURKE,  
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**BACKGROUND:** (Continued)

Facilities Management has researched rental rates for competitive space in the Riverside area and located the following competitive properties:

3880 Lemon Street, Riverside	\$1.95 per square foot.
3610 Central Avenue, Riverside	\$1.75 per square foot.
11161 Magnolia, Riverside	\$1.85 per square foot.

The attached Lease Agreement was approved as to form by County Counsel.

Submittal to the Board of Supervisors  
County of Riverside, State of California  
October 12, 2004

Subject: Approve the Assessor-County Clerk-Recorder to assume Spruce lease

**ATTACHMENT A – FY 2004-05**

Direct the Auditor-Controller to make the following budget adjustments:

Increase Appropriation:

10000-1200200000-520330 (Communication Services) by \$33,371

10000-1200200000-526700 (Rent-Lease Buildings) by \$97,104

Increase in Estimated Revenue:

10000-1200200000-774050 (Recorder Modernization) by \$130,475

Funding available in sub-fund 11076 (Modernization)

Detail of expenses:

Building lease 8 months @ \$12,138.00	\$ 97,104
Telephone and Data line charges	
County Information Technology Dept.	\$ 33,371
Total Expenses:	\$131,104