

Reviewed by
CIP
Christopher Adams

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

FROM: Department of Facilities Management

SUBMITTAL DATE:
March 10, 2008

SUBJECT: First Amendment to Lease - Code Enforcement, Thousand Palms

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached First Amendment to Lease and authorize the Chairman of the Board to execute same on behalf of the County; and
2. Authorize the Auditor-Controller to adjust the FY 2007/08 budget for Facilities Management and Code Enforcement's budgets as set out on Schedule A.

BACKGROUND: On July 1, 2007, the County entered into a Lease Agreement for the purpose of providing office space for Code Enforcement in Thousand Palms, California. The First Amendment to Lease represents costs for tenant improvements necessary to meet the needs and requirements of the department, as described in Exhibit B.

(Continued on Page 2)
FISCAL PROCEDURES APPROVED
ROBERT E. BYRD, Auditor-Controller

[Signature]
Robert Field, Director
Department of Facilities Management

RF:TW:pa
11.554/2008.02.303
BY *Samuel Wong* 5/7/08
SAMUEL WONG Deputy

FINANCIAL DATA	Current F.Y. Total Cost:	\$112,547	In Current Year Budget:	Partially
	Current F.Y. Net County Cost:	\$ -0-	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ -0-	For Fiscal Year:	07/08

SOURCE OF FUNDS: Code Enforcement, (tenant improvements only), CIP Fund	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY *Serena Chow*
Serena Chow

County Executive Office Signature

FORM APPROVED COUNTY COUNSEL
BY: *Sharon V. Woo* 3/12/08
GORDON V. WOO
DATE
Department of Code Enforcement

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

Prev. Agn. Ref.: 7/31/07 347 District: 4 Agenda Number:

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

3.20

BACKGROUND: (Continued)

Lessor: Corporate Way Four, LLC
45-445 Portola Avenue, Suite 5
Palm Desert, California 92260

Premises Location: 31-290 Plantation Drive
Thousand Palms, California 92276

Size: 7,050 square feet.

Term: Five (5) years effective October 1, 2007.

Base Rent: \$ 2.19 per square foot
\$ 15,409.89 per month
\$184,918.68 per year

Tenant Improvements: Not to exceed \$107,999.70.

The attached First Amendment to Lease has been reviewed and approved by County Counsel as to legal form

FINANCIAL DATA: All associated costs for this First Amendment to Lease will be fully funded through Code Enforcement's budget with reimbursement from the Capital Improvement Program Fund. Code Enforcement and Facilities Management require a budget adjustment to their FY 2007/08 budgets to cover related transactional costs with the property owner, as well as ongoing utility costs. While Facilities Management will front the costs for this amendment with the property owner, Code Enforcement will reimburse Facilities Management for all associated lease costs.

Schedule A

Increase Appropriations:

10000-3140100000-526700 ✓	– Rent/Lease Buildings ✓	\$112,547
10000-7200400000-526700 ✓	– Rent/Lease Buildings ✓	\$108,000
10000-7200400000-572500 ✓	– Intra – Leases ✓	(\$108,000)

Increase Estimated Revenue:

10000-3140100000-781540 ✓	– Contribution from Other Funds ✓	\$112,547
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Exhibit B

Code Enforcement Lease Cost Analysis for FY 2007/08 31-290 Plantation Drive, Suite C-2, Thousand Palms, CA

Current Square Feet Occupied:

Office:		7,050	SQFT
Cost per Square Foot:	\$	2.28	

Total Proposed Square Footage to be Leased:

Current Office:		7,050	SQFT
Total Square Footage:		<u>7,050</u>	SQFT

Tenant Improvement Costs for Expansion Space:	\$	108,000
RCIT Improvements:	\$	-
FM Lease Management Fee (Based @ 4.21%)	\$	<u>4,547</u>
Total Estimated Lease Cost FY 2007/08:	\$	112,547