

Susan Frew 6/10/08

Susan Loew, Director  
DPSS

803

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



**FROM:** Department of Facilities Management

**SUBMITTAL DATE:**  
May 23, 2008

**SUBJECT:** First Amendment to Lease – Department of Public Social Services, Banning

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

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

**BACKGROUND:** On July 17, 2007, the County entered into a Lease Agreement for the purpose of providing office space for the Department of Public Social Services, Child Protective Services (CPS), in Banning. This First Amendment to Lease represents additional tenant improvement cost necessary to meet the needs and requirements of the department, as described in Exhibit A.

(Continued)

FISCAL PROCEDURES APPROVED  
ROBERT E. BYRD, Auditor-Controller

Robert Field, Director  
Department of Facilities Management

BY SAMUEL WONG 6/12/08  
Deputy

FINANCIAL DATA	Current F.Y. Total Cost:	\$14,891	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 1,102	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 1,322	For Fiscal Year:	07/08

**SOURCE OF FUNDS:** Federal 48.2%; State 36.4%; General Fund 7.4%; Realignment 7.9%; Other 0.1%

Positions To Be Deleted Per A-30	<input type="checkbox"/>
Requires 4/5 Vote	<input checked="" type="checkbox"/>

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

County Executive Office Signature

FORM APPROVED COUNTY COUNSEL  
BY: Gordon V. Woo 6/10/08  
DATE  
GORDON V. WOO

Dep't Recomm.:  Consent  Policy

Per Exec. Ofc.:  Consent  Policy

Prev. Agn. Ref.: 07/17/07, #3.23 | District: 5 | Agenda Number:

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

3.41

(Continued)

**BACKGROUND:** Exhibit B outlines the costs for FY 2008/09.

Location: 901 Ramsey Street  
Banning, California 92220

Lessor: Gary and Wendy Carlton Trust  
940 E. Williams Street  
Banning, California 92220

Size: 38,286 square feet.

Term: Five years

Rent: Current  
\$ 2.02 per square foot ✓  
\$ 77,337.72 per month ✓  
\$928,052.64 per year ✓

Tenant  
Improvements: County's reimbursable share is \$42,867.00 to be paid in three payments over three fiscal years plus ten (10%) percent interest on the 2<sup>nd</sup> and 3<sup>rd</sup> installment payments.

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 the Department of Public Social Services budget. DPSS has budgeted for these costs in FY 2007/08; however, Facilities Management requires a budget adjustment to its FY 2007/08 budget to cover related transactional costs with the property owner. While Facilities Management will front the costs for this amendment with the property owner, DPSS will reimburse Facilities Management for all associated lease costs.

## Schedule A

Increase Appropriations:

10000-7200400000-526700 - Rent/Lease Buildings	\$14,289
10000-7200400000-572500 - Intra-Leases	(\$14,289)

# Exhibit A

## DPSS Lease Cost Analysis for FY 2007/08 901 Ramsey Street, Banning, California

### Current Square Feet Occupied:

Office: 38,286 SQFT

Cost per Square Foot: \$ 2.02

Tenant Improvement Costs: 1/3 payment	\$ 42,867	\$ 14,289 ✓
RCIT Improvements:		\$ -
FM Lease Management Fee (Based @ 4.21%)		<u>\$ 602 ✓</u>
Total Estimated Lease Cost FY 2007/08:		\$ 14,891 ✓
Current FY Net General Fund Cost @ 7.4		\$ 1,102 ✓

# Exhibit B

## DPSS Lease Cost Analysis for FY 2008/09 901 Ramsey Street, Banning, California

### Current Square Feet Occupied:

Office: 38,286 SQFT

Cost per Square Foot: \$ 2.02

Tenant Improvement Costs: 1/3 payment plus 10% on remaining balance \$ 42,867 \$ 17,146 ✓

FM Lease Management Fee (Based @ 4.21%) \$ 722 ✓

Total Estimated Lease Cost FY 2008/09: \$ 17,868 ✓

Annual Net General Fund Cost @ 7.4% \$ 1,322 ✓