

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



**FROM:** Department of Facilities Management

**SUBMITTAL DATE:**  
October 3, 2008

**SUBJECT:** First Amendment to Lease - Transportation Land Management Agency, Moreno Valley

**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 the Department of Facilities Management's FY 2008/09 budget as set out on Schedule A.

**BACKGROUND:** On April 18, 2005, the Board of Supervisors entered into a lease agreement for 1,940 square feet for the facility located at 24318 Hemlock, Suite C1, in Moreno Valley, for Transportation Land Management Agency (TLMA). This First Amendment to Lease represents a request for an additional 1,200 square feet, from 1,940 square feet to 3,140 square feet. The expansion is due to an increase in staff which will improve service for the community.

(Continued) FISCAL PROCEDURES APPROVED  
ROBERT E. BYRD, AUDITOR-CONTROLLER  
BY: Susana Garcia-Bocanegra 10/20/08  
SUSANA GARCIA-BOCANEGRA

Robert Field  
Robert Field, Director  
Department of Facilities Management

FINANCIAL DATA	Current F.Y. Total Cost:	\$129,294	In Current Year Budget:	Partially
	Current F.Y. Net County Cost:	\$129,294	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 76,108	For Fiscal Year:	08/09

SOURCE OF FUNDS: General 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: Jennifer L. Sargent  
County Executive Office Signature

CODE ENFORCEMENT FORM APPROVED COUNTY COUNSEL  
Gordon V. Woo  
BY: Gordon V. Woo 10/7/08  
DATE  
ich44pc8  
Departmental Concurrence

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

Prev. Agn. Ref.: | District: 5 | Agenda Number: **3.19**

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

(Continued)

**BACKGROUND:**

Lessor: Moreno Valley Festival Ltd.  
3625 Del Amo Boulevard, Suite 130  
Torrance, California 92557

Premises Location: 24318 Hemlock Avenue, Suite C1  
Moreno Valley, California 92553

Size: Increase from 1,940 square feet to 3,140 square feet

Term: Five (5) years, commencing upon completion of tenant improvements tentative as of October 1, 2008

Rent:

	<u>Current Rent</u>	<u>New Rent</u>
	\$ 1.77 per sq. ft.	\$ 1.77 per sq. ft.
	\$ 3,429.00 per month	\$ 5,557.80 per month
	\$ 41,148.00 per year	\$ 66,693.60 per year

Rental Adjustments: Three percent (3%) annually

Utilities: County pays electric.

Tenant Improvements: Not to exceed \$45,367.00 including a ten percent (10%) contingency

RCIT Costs: \$26,500.00 (paid by TLMA)

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 TLMA/Code Enforcement's budget. TLMA/Code Enforcement have budgeted these costs in FY 2008/09; however, the Department of Facilities Management (DOFM) requires a budget adjustment to its FY 2008/09 budget to cover related transactional costs with the property owners. While DOFM will front the costs for this First Amendment to Lease with the property owners, TLMA will reimburse DOFM for all associated costs. Code Enforcement will be reimbursed from the County Capital Improvement Fund for all tenant improvements and IT facility infrastructure costs. No additional Net County Cost will be incurred as a result of this lease amendment.

## Schedule A

Increase Appropriations

10000-7200400000-526700 ✓ – Rent/Lease Buildings	\$50,020
10000-7200600000-529540 ✓ – Utilities	\$ 3,391
10000-7200400000-572500 ✓ – Intra Leases	(\$50,020)
10000-7200600000-573800 ✓ – Intra Utilities	(\$ 3,391)

# Exhibit A

## TLMA Lease Cost Analysis for FY 2008/09 24318 Hemlock Avenue, C1, Moreno Valley

### Current Square Feet Occupied:

Office: 1,940 SQFT

### Proposed Expansion:

Office: 1,200 SQFT

### Total Proposed Square Footage to be Leased:

Current Office:	1,940	SQFT
Proposed Office	1,200	SQFT
<b>Total Square Footage:</b>	<b>3,140</b>	<b>SQFT</b>

Cost per Square Foot: \$ 1.77

Estimated Lease Cost (October 1, 2008 - June 30, 2009)	\$ 50,020	✓
<b>Total Estimated Lease Cost for FY 2008/09</b>	<b>\$ 50,020</b>	

### Estimated Utility Costs:

Utility Cost per Square Foot \$ 0.12

Estimated Utility Costs (October 1, 2008 - June 30, 2009) \$ 3,391 ✓

<b>Total Estimated Utility Cost for FY 2008/09</b>	<b>\$ 3,391</b>	
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<b>Tenant Improvement Costs for Expansion Space:</b>	<b>\$ 45,367</b>	
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<b>RCIT Improvements:</b>	<b>\$ 26,500</b>	✓
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<b>FM Lease Management Fee (Based @ 4.21%)</b>	<b>\$ 4,016</b>	✓
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<b>Total Estimated Lease Cost FY 2008/09:</b>	<b>\$ 129,294</b>	
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## Exhibit B

### TLMA Lease Cost Analysis for FY 2009/10 24318 Hemlock Avenue, C1, Moreno Valley

#### Current Square Feet Occupied:

Office: 3,140 SQFT

Cost per Square Foot: \$ 1.77

Estimated Lease Cost Per Month (July 1, 2009 - June 30, 2010)	\$	66,694	
Annual Increase @ 3%	\$	2,001	
<b>Estimated Lease Cost (July 1, 2009 - June 30, 2010)</b>			<b>\$ 68,694</b>

#### Estimated Utility Costs:

Utility Cost per Square Foot \$ 0.12

Estimated Utility Costs (July 1, 2009 - June 30, 2010) \$ 4,522

FM Lease Management Fee (Based @ 4.21%) \$ 2,892

Total Estimated Lease Cost FY 2009/10: \$ 76,108