

County Librarian  
 Nancy E. Johnson  
 Susan Loew, DPSS Director

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

204



**FROM:** Department of Facilities Management

**SUBMITTAL DATE:**  
 September 12, 2008

**SUBJECT:** First Amendment to Sublease – Department of Public Social Services, Probation, and Library Systems and Services, Riverside

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

1. Ratify the attached First Amendment to Sublease 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 budget for FY 2008/09 as set out on Schedule A.

**BACKGROUND:** On August 1, 2003, a sublease agreement was executed by the Director of the Department of Facilities Management (DOFM) for supplemental parking for county staff occupying the building located at 3021 Franklin Avenue, in Riverside. The need for additional parking continues, and this First Amendment to Sublease extends the term five (5) years until July 31, 2013, as described in Exhibits A and B.

FISCAL PROCEDURES APPROVED  
 ROBERT E. BYRD, AUDITOR-CONTROLLER

(Continued) BY: Susana Garcia-Bocanegra  
 SUSANA GARCIA-BOCANEGRA

Robert Field  
 Robert Field, Director  
 Department of Facilities Management

FINANCIAL DATA	Current F.Y. Total Cost:	\$28,715	In Current Year Budget:	Partially
	Current F.Y. Net County Cost:	\$11,641	Budget Adjustment:	Yes
	Annual Net County Cost:	\$13,164	For Fiscal Year:	08/09

SOURCE OF FUNDS: DPSS: Federal 52.1%; State 34.6%; General Fund 6.8%; Realignment 6.5%. Probation: General Fund. Library System and Services: Revenue	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  
 Jennifer L. Sargent

County Executive Office Signature

FORM APPROVED COUNTY COUNSEL  
 DATE 9/24/08  
 BY: Gordon V. Woo  
 GORDON V. WOO  
 Departmental Concurrence

Alan M. Hogan  
 Chief Probation Officer

Policy  Policy

Consent  Consent

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

Prev. Agn. Ref.: District: 1 Agenda Number:

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

3.21

**BACKGROUND:** (Continued)

Location: 2321 Third Street  
Riverside, California 92507

Sublessor: 220 Laboratories  
2321 Third Street,  
Riverside, California 92507

Size: Approximately sixty (60) parking stalls.

Term: Five (5) years, commencing August 1, 2008.

Options to Renew: None

Rent: 

	<u>Current</u>	<u>New</u>
	\$ 2,100.00 per month	\$ 2,505.00 per month
	\$25,200.00 per year	\$30,060.00 per year

Percentage Allocation: DPSS – 59.89%; Probation – 36.467%; LSSI – 3.66%.  
The percentage allocation for rent is derived from the proportionate square footage occupied by each entity at 3021 Franklin Avenue, Riverside.

Rent Adjustments: Four (4%) percent annually

Utilities: N/A

Tenant Improvements: N/A

RCIT Cost: N/A

Interior/Exterior Maintenance: N/A

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

**FINANCIAL DATA:** All associated costs for this Sublease Amendment will be fully funded through the Department of Public Social Services' (DPSS), Probation Department, and Library Systems and Services' (LSSI) budget. DPSS, Probation and LSSI have budgeted for these costs in FY 2008/09; however, DOFM requires a budget adjustment to its FY 2008/09 budget to cover the rental increase costs with the Sublessor. While DOFM will front the costs for this amendment with the property owner, DPSS, Probation and LSSI will reimburse DOFM for all associated sublease costs.

Department of Facilities Management  
First Amendment to Sublease – Department of Public Social Services, Probation, and  
Library Systems and Services, Riverside  
September 12, 2008  
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## Schedule A

### Increase Appropriations:

10000-7200400000-526700 – Rent/Lease Buildings	\$27,555
10000-7200400000-572500 – Intra – Leases	(\$27,555)

# Exhibit A

## DPSS, Probation and LSSI Lease Cost Analysis for FY 2008/09 2321 Third Street, Riverside, CA 92507

### Current Parking Stalls Occupied:

Parking Stalls: 60 Stalls

Lease Cost per Month (August 1, 2008 - June 30, 2009)	\$	27,555	
<b>Total Estimated Lease Cost for FY 2008/09</b>			<b>\$ 27,555</b>

### Estimated Utility Costs:

Utility Cost per Square Foot \$ 0.12

Estimated Utility Costs (Nov 1, 2008 - June 30, 2009) \$ -

**Total Estimated Utility Cost for FY 2008/09** \$ -

**Tenant Improvement Costs for Expansion Space:** \$ -

**RCIT Improvements:** \$ -

**FM Lease Management Fee (Based @ 4.21%)** \$ 1,160

**Total Estimated Lease Cost FY 2008/09** \$ 28,715

**Current FY Net General Fund Cost:**

**Probation General Fund @ 36.467%:** \$ 10,472

**DPSS @ 59.869%** \$ 17,191

**DPSS G.F. @ 6.8%** \$ 1,169

**\$ 11,641**

## Exhibit B

### DPSS, Probation and LSSI Lease Cost Analysis for FY 2009/10 2321 Third Street, Riverside, CA 92507

#### Current Parking Stalls Occupied:

Parking Stalls:	60 Stalls		
Lease Cost per Month (July 1, 2009 - June 30, 2010)		\$ 31,162 *	
<b>Total Estimated Lease Cost for FY 2009/10</b>		<b>\$</b>	<b>31,162</b>

#### Estimated Utility Costs:

Utility Cost per Square Foot	\$ 0.12		
Estimated Utility Costs (July 1, 2009 - June 30, 2010)		\$ -	
<b>Total Estimated Utility Cost for FY 2009/10</b>		<b>\$</b>	<b>-</b>
<b>Tenant Improvement Costs for Expansion Space:</b>		<b>\$</b>	<b>-</b>
<b>RCIT Improvements:</b>		<b>\$</b>	<b>-</b>
<b>FM Lease Management Fee (Based @ 4.21%)</b>		<b>\$</b>	<b>1,312</b>
<b>Total Estimated Lease Cost FY 2009/10:</b>		<b>\$</b>	<b>32,474</b>

\* 4% increase effective 08/01/09

#### **Annual FY Net General Fund Costs:**

<u>Probation @ 36.467%</u>		<b>\$</b>	<b>11,842</b>
<u>DPSS @ 59.869%</u>	\$ 19,442		
<u>DPSS G.F. @ 6.8%</u>		<b>\$</b>	<b>1,322</b>
		<b>\$</b>	<b>13,164</b>