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

Susan Loew
Susan Loew, DPSS Director

FROM: Department of Facilities Management

SUBMITTAL DATE:
November 18, 2008

SUBJECT: Third Amendment to Lease – Department of Public Social Services, Desert Hot Springs

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify the attached Third 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 September 26, 2000, the Board of Supervisors entered into a Lease for 2,904 square feet of office space at 14-201 Palm Drive, in Desert Hot Springs, which expired on October 31, 2008. The facility is occupied by the Department of Public Social Services' (DPSS) Family Resource Center and the office continues to meet the needs of the department. This Third Amendment to Lease extends the term three (3) years.

FORM APPROVED COUNTY COUNSEL
BY: *Gordon V. Woo* 12/1/08
GORDON V. WOO DATE
Departmental Concurrence

FISCAL PROCEDURES APPROVED
(Continued) ROBERT E. BYRD, AUDITOR-CONTROLLER
BY: *Susana Garcia-Bocanegra* 12/30/08
SUSANA GARCIA-BOCANEGRA

Robert Field
Robert Field, Director
Department of Facilities Management

FINANCIAL DATA	Current F.Y. Total Cost:	\$42,804	In Current Year Budget:	Partially
	Current F.Y. Net County Cost:	\$ 728	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 1,122	For Fiscal Year:	08/09
SOURCE OF FUNDS: Federal - 41%, State - 41%, General Fund - 18%			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 J. Sargent*
County Executive Office Signature

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

Prev. Agn. Ref.: 9/26/00, 3.11;
10/28/03, 3.16; 11/22/05, 3.5
District: 5
Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3.18

BACKGROUND: (Continued)

Location: 14-201 Palm Drive, Suites 107, 108, and 109b
Desert Hot Springs, California 92240

Lessor: Eun Hee Lee
c/o 3 CPM
1601 South Alameda Street
Los Angeles, California 90021

Size: 2,904 square feet

Term: Three (3) years, commencing November 1, 2008, through October 31, 2011.

Rent:

	<u>Current</u>	<u>New</u>
	\$ 1.65	\$ 1.65
	\$ 4,800.00	\$ 4,800.00
	\$57,600.00	\$57,600.00

Rent Adjustment: Three (3%) percent annually commencing November 1, 2009.

Utilities: County pays electric. Lessor pays all other utilities.

Interior/Exterior Maintenance: Provided by Lessor.

Tenant Improvements: None

Market Data:

30-877 Date Palm Drive, Cathedral City	\$2.05 mg
67-777 E. Palm Canyon Drive, Cathedral City	\$1.51 mg
997 E. Tahquitz Canyon Way, Palm Springs	\$1.64 mg

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

FINANCIAL DATA:

All associated costs for this Third Amendment to Lease will be fully funded through the DPSS' budget. DPSS has budgeted for 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 owner. While DOFM will front the costs for this amendment with the property owner, DPSS will reimburse DOFM for all associated improvement costs.

Schedule A

Increase Appropriations:

10000-7200400000-526700 [✓] – Rent/Lease Buildings	\$38,400
10000-7200600000-529540 [✓] - Utilities	\$ 2,788
10000-7200400000-572500 [✓] – Intra – Leases	(\$38,400)
10000-7200600000-573800 [✓] – Intra – Utilities	(\$ 2,788)

Exhibit A

DPSS Lease Cost Analysis for FY 2008/09 14-201 Palm Drive, Suites 107, 108, and 109b, Desert Hot Springs

Proposed Square Footage:

Office: 2,904 SQFT

Cost per Square Foot: \$ 1.65

Estimated Lease Cost Per Month (November 1, 2008 - June 30, 2009) \$ 38,400 ✓
Total Estimated Lease Cost for FY 2008/09: \$ 38,400

Estimated Utility Costs:

Utility Cost per Square Foot \$0.12

Estimated Utility Costs (November 1, 2008 - June 30, 2009) \$2,788 ✓

FM Lease Management Fee (Based @ 4.21%) \$ 1,616 ✓

Total Estimated Lease Cost FY 2008/09: \$ 42,804

Current FY Net General Fund Cost at 1.7% \$ 728 ✓

Exhibit B

DPSS Lease Cost Analysis for FY 2009/10 14-201 Palm Drive, Suites 107, 108, and 109b, Desert Hot Springs

Proposed Square Footage:

Office: 2,904 SQFT

Cost per Square Foot: \$ 1.65

Estimated Lease Cost Per Month (July 1, 2009 - June 30, 2010) \$ 57,600
Annual Increase of 3%: \$ 1,728 ✓

Total Estimated Lease Cost for FY 2009/10: \$ 59,328 ✓

Estimated Utility Costs:

Utility Cost per Square Foot \$0.12

Estimated Utility Costs (July 1, 2009 - June 30, 2010) \$4,182 ✓

FM Lease Management Fee (Based @ 4.21%) \$ 2,498 ✓

Total Estimated Lease Cost FY 2009/10: \$ 66,008

Current FY Net General Fund Cost at 1.7% \$ 1,122 ✓