

UNAPPROVED COUNTY COUNSEL
 DATE 3/31/14
 PATRICIA MUNROE
 Departmental Concurrence

**SUBMITTAL TO THE RIVERSIDE COUNTY
 IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

413



FROM: Economic Development Agency/Facilities Management

SUBMITTAL DATE:

April 24, 2014

SUBJECT: Fifth Amendment to Lease – Department of Public Social Services/Public Authority- 5 year Renewal, District 5, CEQA Exempt [\$1,384,828]; 49% Federal, 51% State

RECOMMENDED MOTION: That the Board of Supervisors:

1. Find that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, Existing Facilities; and
2. Ratify the attached Fifth Amendment to Lease and authorize the Chairman of the Board to execute the same on behalf of the County.

BACKGROUND:

Summary

(Commences on Page 2)

FISCAL PROCEDURES APPROVED
 PAUL J. ... AUDITOR-CONTROLLER
 BY: Esteban Hernandez 4/23/14

Robert Field

Robert Field
 Assistant County Executive Officer/EDA

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 220,799	\$ 276,763	\$ 1,384,828	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: 49% Federal, 51% State

Budget Adjustment: No
 For Fiscal Year: 2013/14

C.E.O. RECOMMENDATION:

APPROVE

BY: Rohini Dasika
 Rohini Dasika

County Executive Office Signature

MINUTES OF THE IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

- A-30
- 4/5 Vote
- Positions Added
- Change Order

Prev. Agn. Ref.: 3.47 of 8/28/12

District: 5/5

Agenda Number:

7-1

**SUBMITTAL TO THE RIVERSIDE COUNTY IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

Economic Development Agency/Facilities Management

FORM 11: Fifth Amendment to Lease – Department of Public Social Services/Public Authority- 5 year
Renewal, District 5, CEQA Exempt [\$1,384,828]; 49% Federal, 51% State

DATE: April 24, 2014

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BACKGROUND:

Summary

On May 3 2005, the County entered into a lease agreement on behalf of the Department of Public Social Services (DPSS) Public Authority (PA) for the facility located at 12125 Day Street, Suite S101, Moreno Valley. This Fifth Amendment to Lease represents a five year extension, expansion of 2,173 square feet and tenant improvements. The expansion and improvements are required as PA has recently expanded its scope of responsibility to include management of the PA Call Center. Currently, eleven staff and one supervisor are responsible for responding to a daily average of 700 calls typically received from PA providers. The staff and supervisor assigned to the Call Center are temporarily located at the Hole Street office until the current PA staff office suite can accommodate the additional staff. Centralization of all PA staff is essential to provide premium management oversight and maximize staffing resources.

Lessor: Canyon Springs Investment Trust
26371 Avery Parkway, Suite B
Mission Viejo, California

Location: 12125 Day Street, Suite S101
Moreno Valley, California

Size: Expanding 2,173 sq. ft. from 8,143 sq. ft. to 10,316 sq. ft.

Term: Five years

Rent:	Current	New
	\$1.62 per sq. ft.	\$1.62 per sq. ft.
	\$13,153.68 per month	\$16,711.92 per month
	\$157,844.16 per year	\$200,543.04 per year

New rent of \$13,153.68 will commence October 1, 2013, expansion rent of \$16,711.92 shall commence upon completion and acceptance of tenant improvements, which are Anticipated to be completed March 2014.

Rent Adjustment: Two and one half percent every October

Utilities: Electricity and telephone paid by County, all others provided by Lessor

Custodial: Provided by Lessor

Improvements: Not to exceed \$143,392.76 to be paid in three annual installments.

RCIT: \$23,530.00

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

Impact on Residents and Businesses

There will not be a foreseeable impact on residents and local businesses.

(Continued)

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SUPPLEMENTAL:

Additional Fiscal Information

DPSS/PA has budgeted these costs in FY 2013/14 and will reimburse the Economic Development Agency (EDA) for their lease costs on a monthly basis. If needed, EDA will request a budget adjustment during the second quarter of FY 2013/14.

Contract History and Price Reasonableness

Original contract was executed on May 3, 2005. Lease rate is consistent with market rates for the area.

Attachments:

Fifth Amendment to Lease

Exhibit A

Exhibit B

Exhibit C

Exhibit A

Department of Public Social Services Lease Cost Analysis FY 2013/14 12125 Day Street, Suite S101, Moreno Valley, California

ESTIMATED AMOUNTS

Total Square Footage to be Leased:

Current Office: 8,143 SQFT
Proposed New Office 10,316 SQFT

Approximate Cost per SQFT (Oct - Feb) \$ 1.62
Approximate Cost per SQFT (Mar - Jun) \$ 1.62

Lease Cost per Month (Oct - Feb) \$ 13,153.68
Lease Cost per Month (Mar - June) \$ 16,711.92

Total Lease Cost (Oct - Feb) \$ 65,768.40
Total Lease Cost (Mar - June) \$ 66,847.68
Total Estimated Lease Cost for FY 2013/14 \$ **132,616.08**

Estimated Additional Costs:

Utility Cost per Square Foot \$ 0.12
Total Estimated Utility Cost \$ 9,837.48

Tenant Improvement Costs 1/3 Annually = \$47,797.58 \$47,797.58
RCIT Costs \$23,530.00
EDA Lease Management Fee (Based @ 3.89%) \$ 7,018.09

TOTAL ESTIMATED COST FOR FY 2013/14 \$ **220,799.23**

TOTAL COUNTY COST 0% \$ -

Exhibit B

Department of Public Social Services Lease Cost Analysis FY 2014-15 12125 Day Street, Suite S101, Moreno Valley, California

ESTIMATED AMOUNTS

Total Square Footage to be Leased:

Current Office:	10,316	SQFT	
Approximate Cost per SQFT (July - Oct)	\$	1.62	
Approximate Cost per SQFT (Nov - Jun)	\$	1.66	
Lease Cost per Month (July - Sept)		\$	16,711.92
Lease Cost per Month (Oct - June)		\$	17,129.72
Total Lease Cost (July - Sept)		\$	50,135.76
Total Lease Cost (Oct - June)		\$	154,167.46
Total Estimated Lease Cost for FY 2014/15		\$	204,303.22

Estimated Additional Costs:

Utility Cost per Square Foot	\$	0.12	
Estimated Utility Costs per Month (July - June)		\$	1,237.92
Total Estimated Utility Cost		\$	14,855.04
Tenant Improvement Costs 1/3 Annually = \$47,797.58			\$47,797.58
EDA Lease Management Fee (Based @ 3.89%)		\$	9,806.72
TOTAL ESTIMATED COST FOR FY 2014/15		\$	276,762.56
TOTAL COUNTY COST 0%		\$	-

Exhibit C

Department of Public Social Services Lease Cost Analysis FY 2015/16 thru FY 2018/19
12125 Day Street, Suite S101, Moreno Valley, California

ESTIMATED AMOUNTS

Total Square Footage to be Leased:

Current Office: 10,316 SQFT

	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19
Approximate Cost per SQFT (July - Sept)	\$ 1.66	\$ 1.70	\$ 1.74	\$ 1.79
Approximate Cost per SQFT (Oct - Jun)	\$ 1.70	\$ 1.74	\$ 1.79	\$ -
Lease Cost per Month (July - Sept)	\$ 17,129.72	\$ 17,557.96	\$ 17,996.91	\$ 18,446.83
Lease Cost per Month (Oct - June)	\$ 17,557.96	\$ 17,996.91	\$ 18,446.83	\$ 18,908.00
Tenant Improvement Costs 1/3 Annually = \$47,797.58	\$47,797.58			
Total Lease Cost (July - Sept)	\$ 51,389.15	\$ 52,673.88	\$ 53,990.73	\$ 55,340.50
Total Lease Cost (Oct - June)	\$ 158,021.65	\$ 161,972.19	\$ 166,021.49	\$ 56,724.01
Total Estimated Lease Cost for FY 2015/16 to FY 2017/18	\$257,208.38	\$ 214,646.07	\$ 220,012.22	\$ 112,064.51

Estimated Additional Costs:

Utility Cost per Square Foot	\$ 0.12	\$ 0.12	\$ 0.12	\$ 0.12
Estimated Utility Costs per Month (July - June)	\$ 1,237.92	\$ 1,237.92	\$ 1,237.92	\$ 1,237.92
Total Estimated Utility Cost	\$ 14,855.04	\$ 14,855.04	\$ 14,855.04	\$ 7,496.98
EDA Lease Management Fee (Based @ 3.89%)	\$ 10,005.41	\$ 8,349.73	\$ 8,558.48	\$ 4,359.31
TOTAL ESTIMATED COST FOR FY 2015/16 to FY 2018/19	\$ 282,068.83	\$ 237,850.84	\$ 243,425.74	\$ 123,920.79
TOTAL COUNTY COST 0	\$ -	\$ -	\$ -	\$ -
TOTAL REMAINING COST:				\$ -