

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SAN BERNARDINO  
AND RECORD OF ACTION**

October 8, 2019

**FROM**

**TERRY W. THOMPSON, Director, Real Estate Services Department**

**BOB DUTTON, Assessor-Recorder-County Clerk, Assessor-Recorder-County Clerk**

**SUBJECT**

Amendment No. 1 to License Agreement with the Judicial Council of California for Office Space for the Assessor-Recorder-County Clerk in Big Bear Lake

**RECOMMENDATION(S)**

Approve **Amendment No. 1** to License **Agreement No. 14-855** with the Judicial Council of California to extend the term of the license 10 years for the period of November 1, 2019 through October 31, 2029, adjust the rental rate, and update standard license agreement language for the use of 341 square feet of office space in the Big Bear Courthouse located at 477 Summit Boulevard in Big Bear Lake for the Assessor-Recorder-County Clerk in the amount of \$58,872. (Presenter: Terry W. Thompson, Director, 387-5252)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The total cost of this 10-year amendment is \$58,872. License payments will be paid from the Rents budget (7810001000) and reimbursed from the Assessor-Recorder-County Clerk (ARC) budget (3112151000). Other costs associated with this license include janitorial, telephone, and data expenses, which will be paid from the ARC budget. Sufficient appropriation is included in the 2019-20 Rents and ARC budgets and will be included in future recommended budgets. Annual license costs are as follows:

<u>Year</u>	<u>Annual License Cost</u>	<u>Estimate of Other Costs Associated With This License</u>
November 1, 2019 to October 31, 2020	\$ 5,136	\$ 733
November 1, 2020 to October 31, 2021	\$ 5,292	\$ 755
November 1, 2021 to October 31, 2022	\$ 5,448	\$ 778
November 1, 2022 to October 31, 2023	\$ 5,616	\$ 801
November 1, 2023 to October 31, 2024	\$ 5,784	\$ 825
November 1, 2024 to October 31, 2025	\$ 5,952	\$ 850
November 1, 2025 to October 31, 2026	\$ 6,132	\$ 876
November 1, 2026 to October 31, 2027	\$ 6,312	\$ 902
November 1, 2027 to October 31, 2028	\$ 6,504	\$ 929
November 1, 2028 to October 31, 2029	<u>\$ 6,696</u>	<u>\$ 957</u>
<b>Total Cost</b>	<b>\$58,872</b>	<b>\$8,406</b>

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**BACKGROUND INFORMATION**

The recommended action will amend the existing license with the Judicial Council of California (JCC) to extend the term of the license 10 years for the period of November 1, 2019 through October 31, 2029, adjust the rental rate, and update standard license agreement language for approximately 341 square feet of office space at 477 Summit Boulevard in Big Bear Lake because of ARC's continuing need for office space at the Big Bear Courthouse.

On October 21, 2014 (Item No. 40), the Board of Supervisors (Board) approved a five-year License Agreement No. 14-855, for approximately 341 square feet of office space within the Big Bear Courthouse located at 477 Summit Boulevard in Big Bear Lake, which was executed by JCC on October 27, 2014. The original term of the license was for the period of November 1, 2014 through October 31, 2019.

The Real Estate Services Department (RESA) negotiated a 10-year extension of the license agreement with JCC at the rate of \$1.26 per square foot (\$5,136 annually) an increase of \$0.04 from the prior rate of \$1.22 per square foot (\$4,992 annually), for the period of November 1, 2019 through October 31, 2029, under the same provisions as the existing license, with the exception that the monthly rent increased by approximately 3% per year and incorporated updates to standard license agreement language, for approximately 341 square feet of office space at 477 Summit Boulevard in Big Bear Lake. Either party may terminate this agreement by giving 30-days' notice. All other terms and conditions of the license remain unchanged.

Staff has reviewed the recommended action pursuant to the California Environmental Quality Act (CEQA) and has determined that it does not constitute a project. Accordingly, no further action is required under CEQA.

**Summary of License Terms**

Licensors:	Judicial Council of California (Stephen Saddler, Manager)
Location:	477 Summit Boulevard, Big Bear Lake
Size:	341 square feet of office space
Term:	10 years commencing November 1, 2019
Options:	None
Rent:	Cost per sq. ft. per month: Approximately \$1.26* full service gross Monthly: \$428 Annual: 5,136 *Mid-range for comparable facilities in the Big Bear area per the competitive set analysis on file with RESA
Annual Increases:	Approximately 3%

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Improvement Costs:	None
Custodial:	Provided by County
Maintenance:	Provided by County
Utilities:	Provided by Licensor
Insurance:	Both parties are self-insured public entities
Right to Terminate:	Each party may terminate this license with 30-days' notice
Parking:	Sufficient for County needs

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Agnes Cheng, Deputy County Counsel, 387-5455) on September 5, 2019; ARC (Chris Wilhite, Assistant Assessor, 382-3202) on August 14, 2019; Purchasing Department (Michelle Churchill, Buyer III, 387-2070) on September 6, 2019; Finance (Carl Lofton, 386-5404, Administrative Analyst, 387-5426 and Wen Mai, Principal Administrative Analyst, 387-4020) on September 19, 2019; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on September 22, 2019.

(PN: 677-8321)

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Record of Action of the Board of Supervisors  
County of San Bernardino

**APPROVED (CONSENT CALENDAR)**

Moved: Robert A. Lovingood   Seconded: Janice Rutherford  
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: October 8, 2019



cc:     RESD- Thompson w/agree for sign  
         Contractor- C/O RESD w/agree  
         File- w/agree  
la       10/9/2019