Date: 12/17/98

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: REAL ESTATE

Rescission of Resolutions Nos. 980226-B21, 980430-B22 and 980430-W3 and Authorization to Sublease 5841 sq. ft at Southeast Campus to Department of Human Services (DHS)
(Resolution No: 981217-W1)

BACKGROUND INFORMATION:

The Board of Trustees has approved three resolutions related to a sublease at Southeast Campus. The first resolution (No. 980226-B21), granted authorization to sublease approximately 4,103.7 rentable square feet of space at Southeast Campus to the San Francisco City and County Department of Human Services (DHS), starting October 9, 1997 on a month to month basis, for a sum of $1,600.44 a month with additional reimbursement to the District for the cost of One (1) FTE of Janitorial Staff and (1) FTE of Security Staff.

The second resolution (No. 980430-B22) authorized reimbursement to the College District for all expenses for One (1) FTE security staff at $51,946 including fringe benefits and one (1) FTE custodial staff at $41,579 including fringe benefits and 20.60% of annual utilities cost at the Southeast Campus.

The third resolution (No. 980430-W3) authorized an increase of sublease space by 1737.60 at a sublease rate of $1.00 per square foot for a period equal to the duration of the lease between the District and the City and County of San Francisco or 36 months whichever comes earlier.
District administration has determined that the square footage referenced in the resolutions was inconsistent with actual square footage subleased; additionally, the District has been understaffed in the areas of custodial and security and has been unable to adequately serve the needs of DHS at the site. The District believes and DHS agrees that it is in the best interest of both that DHS be fully responsible for its own security and custodial needs at the Southeast Campus.

In an effort to execute one fully executed sublease incorporating all the elements agreed to by the District and DHS and to clarify these elements for all parties, District administration has been meeting with officials from DHS and recommends that all previous resolutions related to this sublease be rescinded and a new resolution be approved by the Board of Trustees which would authorize a single sublease agreement to supersede any and all previous agreements with DHS related to the subleased space at the Southeast Campus.

RECOMMENDATION:

RESOLVED: That the Board of Trustees authorizes the rescission of Resolutions Nos. 980226-B21, 980430-B22 and 980430-W3, and

Further Be It Resolved: That the Board of Trustees authorizes a new sublease agreement to supersede any and all previous agreements with the Department of Human Services for approximately 5841 at a rate of 39 cents per square foot starting October 9, 1997 with an annual renewal on July 1 of each year upon mutual agreement, and

Further Be It Resolved: That the Department of Human Services will reimburse the District for custodial and security overtime through December 31, 1998 and thereafter will be fully responsible for its custodial and security needs within its subleased space, and

Further Be It Resolved: That the Chancellor, Chief Operating Officer and/or their designees are hereby authorized to execute such a sublease agreement on behalf of the San Francisco Community College District.

Stephen J. Herman, Originator

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