

EXHIBIT B  
SONOMA PUBLIC INFRASTRUCTURE (FORMERLY GENERAL  
SERVICES)

**SECTION I - FACILITIES OPERATIONS DIVISION**

**a) Method of Service Delivery.**

Janitorial cleaning service is provided to the common areas of the buildings the Court occupies through Facilities Development and Management Division (formerly Facilities Operations) under a master contract with American Building Maintenance (ABM).

**b) Scope of Service.**

The County's current level of janitorial service now provided to the common areas of the buildings the Court occupies will be maintained unless budget reductions make cuts necessary. The normal service is composed of: cleaning public restrooms in common areas five days a week; and finishing floors in main corridors every twelve to fifteen weeks. The service includes the oversight of a Janitorial Services Supervisor employed by Facilities Development and Management Division (FDMD).

Courts are providing their own daytime and night janitorial services to Court's exclusive areas. It is recommended that the Court establish a single contact person to contact FDMD (565-2550) for any requested work. If additional janitorial service (clean up, restocking of paper supplies, and etc.) in Court exclusive areas is desired by the Court, a work request must be made directly to FDMD. Court will be billed for this service. Should service emergencies occur after normal County business hours, authorized Court staff can contact Sheriff's Dispatch (565-2213) who will call the on-call Building Mechanic.

**c) Cost of Service.**

The Court will be billed quarterly for janitorial service. The charges will be based on the rates shown in the contract with ABM, and an allocation of the Janitorial Services Supervisor's time spent on Court janitorial needs. The Court will be charged for janitorial service in common areas with supervision and other related allowable costs based on square feet of area occupied by the Court as set out in the chart below. Other costs that will be charged include the daytime porter with assignments and requests for services in the Court's exclusive areas as they relate to allowable billing, as well as a portion of the floor crew. The calculations used to estimate the FY 2023-2024 costs to the Court for their portion of the common area janitorial services are shown below. Certain assumptions have been made in the course of drafting this document. Where assumptions have been made, or estimates or approximations have been used, they are noted and explained in the body of the document. These calculations will be updated each fiscal year to reflect the new costs for these services. The janitorial contract reflects the County of Sonoma's living wage which was adopted 1/1/23. It assumes a 5% living wage

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increase on 1/1/24.

As provided in Section 9 of this MOU, in the event the COURT or Department of SONOMA PUBLIC INFRASTRUCTURE (formerly General Services) desire to adjust services and/or charges specified in this MOU or this Exhibit, changes may be made at any time during the term of this MOU upon mutual agreement of the COURT and the Department Head.

Allocation of expenses have been calculated in several areas, including Vendor Supervisor, Janitorial Services Supervisor (County Employee), regular janitorial services (monthly billing), periodic/utility cleaning, and Day Porter services.

**Total square footage per facility:**

	Court's Exclusive	County Exclusive	Court's Common	County Common	Total
Hall of Justice	58,099	39,764	28,475	19,489	145,827
JJC	9,823	15,762	4,063	6,518	36,166
MADF	11,204	260,380	862	20,043	292,489
Total	79,126	315,906	33,400	46,050	474,482

**Ratios:**

HOJ: Court has 59.4% of occupied space, and will be allocated 59.4% of the cost of maintaining common areas.

Juvenile Justice Center (JJC) – Court has 38.4% of the non-detention area of the JJC and will be allocated that percentage of janitorial expenses for the building.

Total Court common use area square footage for HOJ, JJC and Main Adult Detention Facility (“MADF”) = 33,400,

Total Court exclusive square footage for HOJ, JJC, and MADF = 79,126

Total square footage covered by janitorial contract 655,000

**Calculations:**

**ABM Supervisor, floor crew, and day porter have been included in calculating the costs below:**

**ABM Supervisor, floor crew, and day porter have been included in building costs in new contract.**

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**HOJ** – Annual janitorial bill = \$169,921  
Occupied % of HOJ = 67.1%  
Common % of HOJ = 32.9%  
Courts % of common area = 59.4%  
 $\$169,921 \times .329 \times .594 = \mathbf{\$33,207}$

**Juvenile Justice Center** – Annual janitorial bill = \$60,377  
Occupied % of JJC = 70.7%  
Common % of JJC = 29.3%  
Courts % of common area = 38.4%  
 $\$60,377 \times .293 \times .384 = \mathbf{6,793}$

**MADF** – Annual janitorial bill = \$73,161  
Occupied % of MADF = 93%  
Common % of MADF = 7.1%  
Courts % of common area = 4.1%  
 $\$73,161 \times .071 \times .041 = \mathbf{\$213}$

**Janitorial Services Supervisor** –

Courts common square footage of 33,400 divided by janitorial square footage serviced of 655,000 = 5.1%. Annual cost of \$205,777 (85% productivity) is **\$10,495**

Total annual expenses allocated to Courts by County for Janitorial Services: <b>\$50,708</b> to be billed quarterly at: \$12,677
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**d) Additional Services**

If the Court requests a change in service, or other services that are allowable under the contract with ABM, those services can be billed on a monthly basis (i.e., remodeling, security maintenance, or moving assistance). By August 30<sup>th</sup> of each year, FDMD will provide the Court a summary report showing all service costs per building occupied by the Court in the prior fiscal year.

Other services that might be requested by the Court including maintenance and construction will be based on the County approved rates developed each year. FDMD, with the assistance of Sonoma Public Infrastructure Department Accounting, can provide reports showing service costs by tasks in categories of allowable and unallowable. The Court can request such reports from FDMD.

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**e) Performance Standards.**

FDMD will meet with the Court each January to review the fiscal year-to-date performance in providing specific level of service and the costs of those services being paid by the Court. The Court may request a change in the type and/or level of janitorial service provided. FDMD will provide an estimated cost for such service under the terms of the agreement with ABM, within 30 County business days of receiving the request.

Work requests for all services provided by FDMD will be submitted by the Court through its designated contact and forwarded to FDMD. The quality of services provided to Court under this section shall be no less than the quality of such services provided to County departments.

**SECTION II- COURT ARCHIVAL STORAGE ADMINISTERED BY PUBLIC INFRASTRUCTURE**

**a) Method of Service Delivery.**

Since 1995, the County's administration building located at Los Guilicos had been used to house the official archives for the County of Sonoma, including Court archives. In 2021, the Glass Fire posed a direct threat to the Los Guilicos areas prompting the relocation of the archives to a safer location. On August 1, 2021, the County secured a location for storage of Court and other county archival documents until a permanent solution is identified.

Under this MOU, County of Sonoma agrees to provide a location for long term storage of Court Archives to be stored with other County archives at air-conditioned warehouse space located at 3555 Westwind Blvd., Santa Rosa wherein the County, as tenant, leases space from the Sonoma County Farm Bureau, as landlord (referred to as the "Archival Premises"). The lease is a full service lease with a term end date of July 31, 2028.

The total rentable square feet of floor area the Archival Premises is: 5,269 sq. ft.

Court archival records storage comprise 1,094.33 sf of the total Archival Premises or 20.77% of the total space.

**b) Scope of Service.**

County will continue to maintain a lease for the parties archival documents through the current lease term of July 31, 2028, subject to termination rights under the lease. Court may access the leased premises upon prior notice to County through the County Library as steward of the archives consistent with its policies.

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**c) Cost of Service.**

The following describes the current rent and future rent terms and the costs associated with renting the Archival Premises.

**Rent as of July 1, 2023:**

County pays rent in full in advance to the landlord of the Archival Premises under the Archive Lease, which rent as of July 1, 2023 is \$5,833.33/monthly for storage.

The portion of the Archival Premises allocable to Court Archives:

- 20.77% of total premises, thus
- The portion of rent allocable to Court for the month of July 1, 2023 is \$1,211.58.

The portion of the Archival Premises allocable to County Archives is:

- 79.23% of total premises; thus
- The portion of rent allocable to County for the month of July 1, 2023 is \$4,621.75.

**Rent Adjustment commencing 8/1/2023**

For the portion of the lease term commencing August 1, 2023 and thereafter, below is a detailed explanation of charges:

Estimated monthly occupancy cost for Archival Premises is \$8,799.23 (\$1.67 per square foot per month), consisting of:

- (i) an initial monthly rent of \$6,059.35, (\$1.15 per square foot per month); plus
- (ii) an estimated charge for the premises' pro-rata share of building taxes, insurance and maintenance expenses ("NNN expenses") of \$1,317.25 per month (\$.25 per square foot per month); plus
- (iii) utilities and janitorial expenses estimated at \$1,422.63 per month (\$.27 per square foot per month).

Under the terms of the lease, the annual base rent shall increase based upon CPI, not to exceed 4%.

Total Rent payable as of August 1, 2023 is \$8,799.23.

The portion of the Archival Premises allocable to Court Archives is:

- 20.77% of total premises, thus
- The portion of rent allocable to Court as of August 1, 2023, and thereafter, is \$1,827.60.

The portion of the Archival Premises allocable to County Archives is:

- 79.23% of total premises, thus

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- The portion of rent allocable to County as of August 1, 2023, and thereafter, is \$6,971.63.

Upon execution of this MOU, and commencing July 1, 2023, County to invoice Court no less frequently than quarterly for Court's prorata share of rent owed under *Archival Premises* lease as described above, and Court shall pay said amount within 30 days of receipt thereof.

Said invoices shall reflect increases in rent due to CPI change upon adjustment and according to the terms of the lease.

If County terminates the lease and termination charges are incurred, Court shall pay its prorata share thereof. Court may elect to remove all or a portion of the Court Archives in its sole discretion upon sixty (60) days prior notice to County. In the event of such removal, Court's allocable share of rent shall be reduced proportionately to the volume of the Court Archives removed.

A copy of the lease shall be provided to the Court upon request.

Total monthly expenses allocated to Court by County for Archival Storage Services: (i) <b>\$1,211.58</b> for the month of July 1, 2023; and (ii) <b>\$1,827.60</b> as of August 1, 2023, and thereafter, to be billed no less that quarterly, which monthly expenses are subject to CPI adjustment annually not to exceed 4%, per underlying lease.
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