

848
SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



FROM: Capital Improvement Program (CIP) Team

SUBMITTAL DATE: May 5, 2003

SUBJECT: Approval In-Principle to Reallocate Space in the Downtown Riverside Area

RECOMMENDED MOTION: That the Board of Supervisors approve, in-principle, the proposed reconfigured space allocations in the downtown Riverside area to further maximize utilization of County owned facilities, and authorize the Department of Facilities Management to return to the Board with moving and remodeling costs.

BACKGROUND: In response to recent lease requests, the CIP Team reviewed current downtown space allocations with the objectives of further maximizing the use of County owned facilities, and coordinating compatible functions while limiting general fund impacts. (Continued on page 2)

TONY CARSTENS
Deputy County Executive Officer

FINANCIAL DATA: *
CURRENT YEAR COST
NET COUNTY COST

ANNUAL COST:
IN CURRENT YEAR BUDGET:
BUDGET ADJUSTMENT FY:

SOURCE OF FUNDS:

C.E.O. RECOMMENDATION:

APPROVE

* This is an "in-principle" approval request only. It is intended that the series of moves contemplated on page 3 of this Form 11 will be cost neutral to the general fund; specific details will be forthcoming in the follow-up Form 11.

County Executive Officer Signature

- Policy
- Policy
- Consent
- Consent

Department Recommendation:
Per Executive Office:

Prev. Agn. ref.

Dist. 2

AGENDA NO.

3.5

PAGE TWO

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May 5, 2003

Recently, the Sheriff notified the CIP Team of the need for 15,000 sq. ft. for the Information Services Bureau (ISB) division, and the Public Defender requested relocation of personnel currently occupying the old Municipal Court building (on 10th and Orange Street). Both the Sheriff and the Public Defender suggested leasing space resulting in an annual general fund cost of approximately \$455,000, and one-time moving and tenant improvement costs of approximately \$140,000.

In response to the requests for additional space, and in view of the downtown space congestion, the CIP Team identified available space in the county-owned Franklin Street building, and proposes to move certain Probation functions and Court Revenue Collections operations, which are both currently located in the civic center, to the Franklin Street facility. While it may be convenient to have these functions located in the civic center, these activities do not require immediate adjacency to other functions in the downtown civic center. The county-owned Franklin Street building, located just 1.5 miles from the Riverside CAC, is approximately 40,150 sq. ft. and is less than half occupied. Rather than engaging in new lease arrangements at an expense to the general fund, the CIP Team recommends utilization of existing county facilities to the maximum extent practical. Also, the relocation of departments in county-owned facilities directs county funds towards retiring debt service rather than spending funds on lease arrangements that generally escalate 3% annually.

This proposal to move a portion of Probation and the Court's revenue collections division to the Franklin Street building vacates approximately one and one-half floors in the Criminal Justice building and allows the Sheriff to expand the ISB division, and consolidate the Sheriff's Court Services division (thirty Sheriff personnel currently located in the Public Defender Building) into the Criminal Justice building. This in turn allows the twenty Public Defender personnel in the old Municipal Court building to return to the Public Defender building on Orange Street. Since the County holds a current lease for the Orange Street facility, the funding support that was provided to the Sheriff's Court Services division for the leased space would be transferred to the Public Defender; no additional general funds would be needed to maintain this leased space.

Under this proposal, the departments will be requested to move into the vacated space in the Criminal Justice and Public Defender building with minimal improvements; no significant improvements/remodels are anticipated for these two buildings, which will help to minimize general fund impacts. The Franklin Street building however, will require building improvements to renovate the second floor, previously used for storage, in order to move thirty-five to forty-five Probation personnel into that area. The Courts Revenue Collections division will be located on the first floor of the Franklin Street building and will require systems furniture, but minimal tenant improvements.

It is anticipated that the proposed moves will have a net annual general fund cost avoidance of approximately \$300,000 by utilizing county-owned space versus entering into lease arrangements as originally contemplated by the Public Defender and Sheriff's departments. Precise moving and building improvements costs have not yet been finalized and will be determined based on the departments' needs and related building upgrades. Any costs associated with building improvements in county-owned facilities should be considered an investment and one-time costs as opposed to nonrefundable tenant improvements in leased facilities.

Additionally, while the CIP Team recommends utilization of the Franklin Street building, we also recommend the vacating of the old Municipal Court and deterring any further utilization of this facility. Facilities Management has identified that it is more cost effective to demolish this site rather than invest funds for remodeling the building. The vacated site may be considered at a later date, when funding becomes available, for a law building to eventually house the District Attorney, Public Defender and possibly County Counsel offices.

Sequence of Proposed Moves

DEPT/FUNCTION	FROM (Old Location):	TO (New Location):
Sheriff's ISB	Basement Criminal Justice Bldg	Upper Floors Criminal Justice Bldg
Sheriff's Court Services	3 rd Floor, Orange St. Public Defender Bldg	Upper Floors Criminal Justice Bldg
Public Defender Investigations	Basement Old Municipal Court	Public Defender Orange St. Bldg
Superior Court Collections	5 th Floor Criminal Justice Bldg	Franklin St. Bldg
Probation (Adult Services and Probation IT)	5 th Floor Criminal Justice Bldg	Franklin St. Bldg
Superior Court Own Recognizance Program	5 th Floor Criminal Justice Bldg	Basement Criminal Justice Bldg

Conclusion:

All of the above changes have been discussed with the affected departments in concept. The CIP Team will continue to meet with the affected parties over the next several weeks to refine the implementation details.

The CIP Team recommends that the Board of Supervisors direct Facilities Management to proceed expeditiously with the proposed moves, with CIP Team oversight, and return to the Board with more refined moving and building improvement costs.

Also, the CIP Team recommends that the Public Defender staff be relocated, on a short-term interim basis, to vacant space on Spruce Street due to water leaks in the old Municipal Court facility from recent rains. It is the intent of the CIP Team to relocate the Public Defender staff to the Public Defender building as quickly as possible.