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



FROM: Community Health Agency

SUBMITTAL DATE: May 6, 2003

SUBJECT: In-Principle approval to seek leased space in the City of Riverside for Department of Public Health Program Staff.

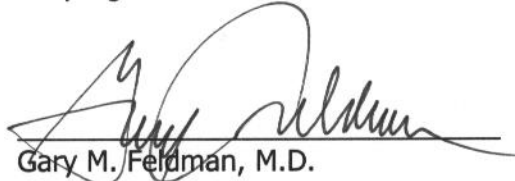
RECOMMENDED MOTION: That the Board of Supervisors grant in-principle approval to seek leased space in the City of Riverside for Department of Public Health Program Staff.

BACKGROUND: The Community Health Agency, Department of Public Health requires approximately 4,000 square feet of space in the City of Riverside for HIV/AIDS program staff who are currently housed in the leased space at Hole Avenue. The HIV/AIDS program will be relocated to make room for expansion of California Children Services (CCS) staff per BOS item #3.9 of 4/8/03. In keeping with the CHA Facilities Plan (Item #2.0 of 11/19/01), it is anticipated that this staff will be returned to the Health Agency Building once that proposed expansion has been completed.

The facility should be located in the City of Riverside, near the existing Health Agency Building and have approximately 4,000 square feet of space for HIV/AIDS program.

Continued...

JL/gf


Gary M. Feldman, M.D.
Director

FINANCIAL DATA:

CURRENT YEAR COST: \$ 0
NET COUNTY COST: \$ 0

ANNUAL COST: \$ 150,000
IN CURRENT BUDGET: YES
BUDGET ADJUSTMENT: NO FY: 02/03

SOURCE OF FUNDS: 75% Grant Funding, 25% County General Fund

C.E.O. RECOMMENDATIONS:

APPROVE

County Executive Officer Signature: 

Prev.Agn.ref. item 2.0 of 11/19/01; 3.9 of 4/18/03

Dist.
AGENDA NO.

3.4

Department Recommendation: Policy Policy
Per Executive Office: Consent Consent

Form 11

Subject: In-Principle approval to seek leased space in the City of Riverside for
Department of Public Health Program Staff.

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Background (continued)

The required space will include approximately 4,000 square feet for office space, waiting room, conference room, communications room, staff and public restrooms and a staff break room. There should be sufficient parking to accommodate staff and clientele.

As outlined in the CHA Facilities Plan, the Health Administration Building is unable to house the existing employees and programs. Some staff has been relocated to the West Annex facility on Hole Avenue. Other staff has been relocated to the Sherman Building. Both of these facilities are full and cannot accommodate the HIV/AIDS program.

FINANCIAL INFORMATION

The lease is expected to be a 4 to 5-year lease with the expectation that the programs will return to the Health Agency Building after the completion of the proposed expansion. It is anticipated that furnishings will be financed over the term of the lease. It is estimated that total cost will be \$150,000 per year for the term of the lease. Each year \$37,500 will be County General Fund Cost.



COUNTY OF RIVERSIDE

FACILITIES MANAGEMENT

MICHAEL J. SYLVESTER
DIRECTOR

DESIGN & CONSTRUCTION
REAL ESTATE
MAINTENANCE
CUSTODIAL

ENDORSEMENT

COMMUNITY HEALTH AGENCY LEASED SPACE IN THE CITY OF RIVERSIDE

The Department of Facilities Management concurs with the Community Health Agency's request for leased space in the City of Riverside for the Agency's HIV/AIDS program. This request meets County Space Standards. County-owned space is not available to accommodate the HIV/AIDS program.

The information listed below is used as an estimation in determining this endorsement:

Lead Time:	Four (4) months
Total Area:	4,000 square feet
Term:	Five years
Lease Rate:	To be determined
Communication Cost:	To be determined
Utilities:	County to pay electric and telephone. Lessor to pay all other services.
Custodial:	Lessor provides.
Maintenance:	Lessor provides.
Improvement Cost:	Included in monthly rent


MICHAEL J. SYLVESTER, DIRECTOR