

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

717



FROM: CHA Animal Services

SUBMITTAL DATE: July 28, 2004

SUBJECT: In-Principle approval to seek leased space in the City of Indio for the Community Health Agency/Department of Animal Services.

RECOMMENDED MOTION: That the Board of Supervisors grant in-principle approval to seek leased space in the City of Indio for CHA Animal Services.

BACKGROUND: The Community Health Agency/Department of Animal Services requires approximately 780 square feet of space in the City of Indio for the purpose of initiating the Animal Services Volunteer Program in the Coachella Valley area. The new site is essential in centralizing supportive services such as animal hearings, administrative office space and staff training. It is also projected that a new Volunteer Coordinator for Coachella be temporarily "housed" in the new facility.

This position has been approved and is in the current budget. Department of Facilities Management was advised to look for a county-owned space but there is no availability at this time. It is vital to the Animal Shelter program to temporarily lease a space until the Coachella Valley Animal Campus is ready for occupancy in January 2005. The required space, at a minimum, should include 2 offices, a reception area and restrooms. There should also be sufficient parking to accommodate staff.

(Continued)

/ru

Roger Uminski II
Acting Director of Animal Services

FINANCIAL DATA:

CURRENT YEAR COST: \$ 7,170
NET COUNTY COST: \$ 7,170

ANNUAL COST: \$ 7,170
IN CURRENT BUDGET: YES
BUDGET ADJUSTMENT: NO FY: 04/05

SOURCE OF FUNDS: 100% General Fund

C.E.O. RECOMMENDATIONS:

APPROVE

County Executive Officer Signature:

COACHELLA VALLEY ANIMAL CAMPUS
APPROVED - 8/18/04
MAY 19 10 41 AM '04
RECEIVED DIRECTOR OF ANIMAL SERVICES

Prev.Agn.ref.

Dist.

AGENDA NO.

3.23

Reviewed by
CIP TEAM

Department Recommendation: Consent Policy
Per Executive Office: Consent Policy

Form 11

Subject: In-Principle approval to seek leased space in the City of Indio for the
Community Health Agency/Department of Animal Services staff.

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FINANCIAL INFORMATION

It is estimated that this cost will be \$7,170 for a 6-month term lease. This \$7,170 will be County General Fund Cost. The lease is anticipated to be a 6-month lease with the expectation that the staff will relocate to the Coachella Valley Animal Campus as soon as the site is ready for occupancy.