

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

716



FROM: Community Health Agency/Environmental Health

SUBMITTAL DATE:
August 10, 2004

SUBJECT: In-Principle Approval to Seek Leased Space in the Corona Area for the Department of Environmental Health

RECOMMENDED MOTION: That the Board of Supervisors grant in-principle approval to seek leased space in the Corona area for the Department of Environmental Health.

BACKGROUND: The Community Health Agency, Department of Environmental Health requires approximately 6,000 square feet of space in the Corona area for the establishment of a new service area office. With the rapid growth in the County, the Department's inspection and service workload has grown to the point where current area offices are becoming overcrowded and a reasonable span of control for supervision will soon be exceeded. The staff in this new office will provide retail food facility, public swimming facility, hazardous materials management and complaint response related services. It will provide better service in this area in terms of public access, improved response times to complaints and plan checks and to local service areas assigned to staff.

Departmental Concurrence

Reviewed by
CIP TEAM

(continued)

GR:rz

Gary Root

Gary Root, Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 60,000	In Current Year Budget:	YES
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	NO
	Annual Net County Cost:	\$ 0	For Fiscal Year:	04/05

SOURCE OF FUNDS: Local Fee Revenue	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: **APPROVE**

County Executive Office Signature *Rhonda King*

- Dep't Recomm.: Consent Policy
- Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.: | **District:** | **Agenda Number:** 3.26

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The required space will include approximately 6,000 square feet for a shared waiting room, conference room, food worker testing room, communications room, restrooms and a staff break room. There should be sufficient parking to accommodate staff and clientele, as well as secured parking for County vehicles.

This space will initially be occupied by fourteen staff, but will accommodate up to twenty (20) which will be needed as the County continues its rapid expansion. The Department currently has offices in Riverside (CAC & County Circle), Hemet, Murrieta (Sky Canyon Drive & Los Alamos Permit Center), Palm Springs, Indio and a satellite office in Blythe.

FINANCIAL INFORMATION

The cost of the lease will be offset by local fee revenue from business permits and other fees for service. It is estimated this cost will be \$130,000 per year for the term of the lease. The lease is expected to be a 4 or 5 year lease.