

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

213



FROM: DISTRICT ATTORNEY

SUBMITTAL DATE:
September 9, 2004

SUBJECT: APPROVAL IN PRINCIPLE FOR THE DEPT. OF FACILITIES MANAGEMENT REAL ESTATE DIVISION TO LOCATE AND LEASE SUITABLE OFFICE SPACE FOR THE DISTRICT ATTORNEY FOR INVESTIGATIVE AND ATTORNEY STAFF IN THE SOUTHWEST AREA OF THE COUNTY.

RECOMMENDED MOTION: That the Board of Supervisors authorize the Department of Facilities Management Real Estate Division to locate and lease up to 5,700 square feet of office space in the Southwest Temecula/Murrieta area for investigative and attorney staff for a short-term lease of twelve to eighteen months.

BACKGROUND:

The Southwest offices of the District Attorney are currently staffed and located at 30755 Auld Road, in a County owned facility. The current facility has reached its occupied maximum capacity and any future growth will require the relocation of staff to other off-site leased facility locations.

(Continued on Page 2)

Reviewed by Gary M. Christman
 CIP TEAM
 Departmental Concurrence


 Grover Trask
 District Attorney

FINANCIAL DATA	Current F.Y. Total Cost:	N/A	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: Departmental Budget				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

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

Prev. Agn. Ref.: _____ | District: 3 | Agenda Number: _____

**ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD**

3.16

BACKGROUND: (continued)

The Southwest Criminal Division now has immediate staffing needs, which include new attorney, investigator, investigative technician, paralegal, victim-witness advocate and legal transcriber positions. Currently, some criminal attorneys are forced to work in cubicles, which is not the office standard for attorney level personnel. In addition, some investigators are required to telecommute, which is not an effective way to conduct District Attorney business.

To alleviate the shortage of office space, the District Attorney requests that the Board of Supervisors approve "In Principle" the authority for the Department of Facilities Management, Real Estate Division, to locate and lease suitable office space in the Southwest office market for the Investigative Division and Youth Accountability attorneys. Based upon input from the District Attorney's office, the Real Estate Division calculated that the Administrative Unit requires approximately 5,700 square feet.

Moving the Investigative Unit and the Youth Accountability attorneys is considered the most viable solution at this time, as the personnel within the unit can operate autonomously, if necessary. This will make available some necessary office space to be absorbed by the Criminal Division in the existing facility.

The District Attorney's Office currently occupies the eastern wing of the third floor in the Justice Building in Murrieta. With the addition of twenty-six positions, additional space is needed off-site.

However, if additional off-site office space is required, the Administrative Unit will require telephone and data communications improvements, the costs of which will be estimated by the Department of Information Technology.