

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

331



FROM: Transportation and Land Management Agency/Building & Safety

SUBMITTAL DATE:
September 14, 2004

SUBJECT: In-Principle Approval to Locate Lease Space in the Moreno Valley area for the Building and Safety Department

RECOMMENDED MOTION: That the Board of Supervisors:
Authorize the Department of Facilities Management to seek and negotiate for adequate and appropriate office space for a Permits Assistance Center for the Building and Safety Department, to be located in the northwest area of Moreno Valley.

BACKGROUND: The Building and Safety Department is seeking approximately 1300 square feet of space in Moreno Valley to open another Permit Assistance Center (modeled after the office recently opened in Lake Elsinore) in this portion of the County, to assist in the reduction of customer waiting times in our Riverside CAC Regional Office. TLMA and Facilities Management staff have reviewed County facilities and concluded that existing facilities do not meet our needs. This Permits Assistance Center office will house five (5) permanent full time positions: 1 Agency Program Administrator, 2 Building Inspector III's, 1 Land Use Technician, and 1 Accounting Assistant II (Cashier), all of which are funded with building permit revenue. Please see the Cost Estimates and Site Requirements (attached).

Tony Carstens, TLM Agency Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 277,778	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: Building Permit 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

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

Prev. Agn. Ref.: | **District:** | **Agenda Number:** 3.22

BACKGROUND: TLMA/B&S 10000-3110100000

Cost Estimates:

Current Year Costs:

<u>IT Costs- Data and Communication Cabling (One time costs)</u>	\$9,430
<u>Leased Space Cost- \$2.47 psf @ 1300 sf = \$3,211 x seven months (psf includes base rent, custodial, taxes, insurance)</u>	\$22,477
<u>Modular furniture installation- (One time costs)</u>	\$ 7,000
<u>Security system-</u>	\$ 5,000
<u>Salary/Benefits Costs-</u> Current Year (Seven months @ Step 9)	<u>\$233,871</u>
Total Current Year Costs based on 7 months Operation & One Time Costs	\$ 277,778

Source of Funds: Building permit revenue

Annual Costs:

<u>Leased Space Cost- \$2.54 psf @ 1300 = \$3,307 x 12 months (Lease estimated to increase annually by 3%)(psf includes base rent, custodial, taxes, insurance)</u>	\$ 39,688
<u>Salary/Benefits Cost-</u> Full year @ Step 9	\$ 400,922
<u>Security System-</u>	\$ 600
I.T. Monthly Cost-	\$ 8,160
Total Estimated Annual Costs:	\$ 449,370

TLMA/BUILDING & SAFETY
Riverside Office

SITE REQUIREMENTS

This facility should be located within 30 minutes driving time from our downtown, Riverside CAC Regional Office, with good highway access from either the 60 or the 215 Freeways.

A store front office in a mall or smaller shopping center would be ideal. The office must be located on the ground floor with adjacent parking for the five (5) staff and approximately thirty (30) customers per day. The parking should be well lighted and directly adjacent to the building. There are daily deliveries (including FedEx), armored car, and trucks with office supplies. Security is very important as well.

CONDITION	RESPONSE	ARCHITECT'S DESIGN SOLUTION
A small waiting area is needed for overflow customers		
Security is important but not critical; evening security important due to computer equipment		
Connection to the County's CORNET is essential for business operations		

MARKET RENTS :

Canyon Springs Plaza	12125 Day Street	1,300 sf.	\$1.85 Per Square Foot
BH Properties	3600 Central Avenue	2,180 sf.	\$2.00 Per Square Foot
Inland Pacific Advisors	341 E. Alessandro,	1,400 sf.	\$2.75 Per Square Foot