

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

540



**FROM:** Community Health Agency/Environmental Health

**SUBMITTAL DATE:**  
October 19, 2004

**SUBJECT:** In-Principle Approval to Seek Leased Space in the Hemet Office Building for the Department of Environmental Health

**RECOMMENDED MOTION:** That the Board of Supervisors grant in-principal approval to seek leased space in the Hemet Office Building for the Department of Environmental Health

**BACKGROUND:** The Community Health Agency, Department of Environmental Health requires approximately 2300 square feet of additional space in the Hemet Office Building. With the rapid growth in the County the Department's inspection and service workload has grown to the point where the current Hemet area office is becoming overcrowded. The staff in this office provides retail food facility, public swimming facility, hazardous materials management and complaint response related services.

Reviewed by  
CJP TEAM  
Gary M. Christina

Departmental Concurrence

*Gary Root*  
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Gary Root, Director

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$	Budget Adjustment:	0
	Annual Net County Cost:	\$	For Fiscal Year:	04/05

<b>SOURCE OF FUNDS:</b> Service & Permit Fees	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** *Dan Martinez*

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

**Prev. Agn. Ref.:** | **District: 2** | **Agenda Number:**

3.6

Subject: In-Principle Approval to Seek Leased Space in the Hemet Office for Department of Environmental Health.

The required space will include a waiting area; conference room; storage room; offices to accommodate a Supervising HMMS, HMMS IV, and 7 HMMS III's; restrooms and a staff break room. There should be sufficient parking to accommodate staff and clientele.

This space will initially be occupied by six (6) staff, but will accommodate up to nine (9) which will be needed as the County continues its rapid expansion. The Department currently has offices on the second floor of this building.

### **FINANCIAL INFORMATION**

The cost of this additional space will be offset by local fee revenue from business permits and other fees for service. It is estimated the additional cost will be \$38,640 per year for the term of the lease. The lease is expected to be 4 or 5 year lease.

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