

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

142



FROM: DISTRICT ATTORNEY

SUBMITTAL DATE:

October 5, 2005

SUBJECT: APPROVAL IN PRINCIPLE FOR THE DEPARTMENT OF FACILITIES MANAGEMENT REAL ESTATE DIVISION TO LOCATE SUITABLE OFFICE SPACE FOR THE DISTRICT ATTORNEY IN THE DOWNTOWN RIVERSIDE AREA.

RECOMMENDED MOTION: That the Board of Supervisors authorize the Department of Facilities Management Real Estate Division to locate up to 22,000 square feet of office space in the downtown Riverside area for the offices of the District Attorney Bureau of Investigations.

BACKGROUND: The downtown offices of the District Attorney Bureau of Investigations are currently staffed and located at 4075 Main Street in a County owned facility. The District Attorney, and support divisions of the department occupy the majority of space in the building; approximately 59,595 square feet. Since the offices of the District Attorney originally relocated into the building in 1990, staff for the Riverside office has grown from 140 staff members to over 400 staff members, including law clerks, temporary employees and volunteers. The current facility has reached its occupied maximum capacity and any future growth will require the relocation of staff to other leased facility locations.

(Continued on Page 2)


Grover Trask, District Attorney

| | | | | |
|-----------------------|-------------------------------|--------|-------------------------|-------|
| FINANCIAL DATA | Current F.Y. Total Cost: | \$ N/A | In Current Year Budget: | Yes |
| | Current F.Y. Net County Cost: | \$ N/A | Budget Adjustment: | No |
| | Annual Net County Cost: | \$ N/A | For Fiscal Year: | 05/06 |

| | | |
|---|----------------------------------|--------------------------|
| 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



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

Prev. Agn. Ref.: 3.42-4/5/05; 3.10-5/3/05; 3.15-6/28/05

District: All **Agenda**

3.16

Reviewed by

 CIP TEAM
 Departmental Concurrence

BOARD OF SUPERVISORS

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BACKGROUND: (continued)

The Criminal Division has immediate urgent staffing needs, which include new attorney positions, investigators, paralegals, law clerks, clerical support staff, technical staff, interns and administrative staff. Currently, some criminal attorneys are forced to work in cubicles or doubling up in offices, which is not the office standard for attorney level personnel. In addition, some investigators are required to telecommute, or work in substandard office space due to the fact that there is no space for them at the Riverside facility.

On June 28, 2005, (3.15) the Board of Supervisors gave approval to the Riverside County District Attorney, facilitated by Facilities Management, to enter a lease for space to relieve crowding concerns in the main office. The Administrative Division and newly created Training Center moved into the new space in the downtown area of Riverside; this allowed for 35 staff to move. This gave the office a very short lived respite to accommodate the rapidly growing district attorney's office. Through March of 2006 approximately 60 new positions will be added to the Western Division of the district attorney's office. More attorney offices and support staff work areas will be needed to meet these current needs.

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 suitable office space in the downtown office market for the Investigative Bureau. The offices of the District Attorney contacted the Department of Facilities Management, Real Estate Division, and requested that the Real Estate Division assess the space requirements and calculate the square footage necessary for the Bureau of Investigations. Based upon input from the District Attorney's office, the Real Estate Division calculated that the Investigative Bureau requires approximately 22,000 square feet. The going rate in the downtown Riverside area is two dollars and ten cents a square foot. The approximate monthly rental cost would be \$46,200. Moving the Investigative Bureau is considered the most viable solution at this time, as the sections within the unit can operate autonomously, if necessary, as a group outside the main district attorney offices. The Bureau of Investigations, Riverside branch, is comprised of one chief investigator, three assistant chief investigators and five supervising investigators, who manage or supervise the following units: Trial Preparation, Domestic Violence, Gangs, Career Criminal, Major Crimes, Dispatch, Juvenile Division, Homicide Unit, SACA/ASA/STAT RAPE, Homicide Warrants, Special Activities Unit, Criminal

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Special Investigations, Officer Misconduct, Major Fraud, Real Estate Fraud, Environmental Crimes, Identity Theft, Indian Affairs, Elder Abuse, White Collar Specials, Welfare Fraud, Insurance Fraud, Intelligence, Raid Task Force, CATCH, Training & Law Enforcement Liaison and Check Program, Riverside Office Security Threats and Specials, Computer Forensics, Administrative Investigations, Student Interns and Clerical Support, which includes 121 staff. These sections are of sufficient size and can maintain their autonomy away from the main district attorney offices. This will make available the necessary office space to be absorbed by the Criminal Division in the existing facility.

Due to the increase of staff during this current fiscal year, the need for additional office space is at a critical level. The district attorney will absorb the cost of the lease cost and associated costs such as moving expense, communications costs, etc in their current budget.

If additional off site office space is acquired, the Investigative Bureau will require telephone and data communications improvements, the costs of which has been estimated by the Department of Information Technology. The estimated data and communications costs are \$140,600.



COUNTY OF RIVERSIDE

Department of Facilities Management

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Riverside, California 92507-4199
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Michael J. Sylvester
Director

Timothy L. Miller
Assistant Director

ENDORSEMENT

OFFICE OF THE DISTRICT ATTORNEY LEASED SPACE IN THE CITY OF RIVERSIDE

The Department of Facilities Management concurs with this request from the office of the District Attorney to seek approximately 22000 square feet of office space in Riverside for the Bureau of Investigations. This request meets County Space Standards. County-owned space in the Riverside area is not available to accommodate the Department.

The information listed below is used as an estimate to determine this endorsement:

| | |
|---------------------|---|
| Lead Time: | Six (6) months |
| Total Area | Approximately 22,000 square feet |
| Term: | 5 years |
| Lease Rate: | Approximately \$2.10 per square foot |
| Communication Cost: | To be determined |
| Utilities: | County to pay electric and telephone. Lessor to pay all other services. |
| Custodial: | Lessor provides. |
| Maintenance: | Lessor provides. |
| Improvement Cost: | To be determined |

Date: 10/6/05

By: Michael J. Sylvester
MICHAEL J. SYLVESTER, Director
Department of Facilities Management