

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

426



**FROM:** Community Health Agency/Department of Public Health

**SUBMITTAL DATE:**  
3-27-2006

**SUBJECT:** In-Principle approval to seek leased space in the City of Riverside for Department of Public Health Program Staff.

**RECOMMENDED MOTION:** That the Board of Supervisors grant in-principle approval to seek leased space in the City of Riverside for Department of Public Health Program Staff.

**BACKGROUND:** The Community Health Agency, Department of Public Health requires approximately 3,000 square feet of space in the City of Riverside for anticipated program growth for the Bioterrorism Preparedness and Response and Health Promotion and Staff Development Branches.

The Health Promotion and Bioterrorism Branches are currently housed in the Sherman Building located at 3900 Sherman Drive in Riverside. This facility is currently leased for 7 years with the lease expected to expire in 2009. The Sherman Building also serves as an administrative annex for many key programs and is in close proximity to our administrative center, the Health Administration Building on County Circle Drive. Additionally, this facility functions as the primary Department Operations Center (DOC) in the event of bioterrorism, natural disaster or other potentially catastrophic occurrence. There is suitable space into which these programs could expand in the same facility.

*Susan D. Harrington*

Susan Harrington  
Director

**FINANCIAL DATA**

Current F.Y. Total Cost: \$ 81,861  
Current F.Y. Net County Cost: \$ 0  
Annual Net County Cost: \$ 0

In Current Year Budget: Yes  
Budget Adjustment: No  
For Fiscal Year: 05/06

**SOURCE OF FUNDS:** 86% Grant Funding, 14% Fees

Positions To Be Deleted Per A-30

Requires 4/5 Vote

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

**APPROVE**

**County Executive Office Signature**

*Dan Martz*

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

RECEIVED RIVERSIDE COUNTY  
MAY 15 11:35 AM '06

Prev. Agn. Ref.:

District:

Agenda Number:

3.5

*Deborah*  
Reviewed by  
**GIP TEAM**  
Departmental Concurrence

Form 11

Subject: In Principle to seek leased space in the City of Riverside for Department of Public Health Program Staff.

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Background (continued)

The Department of Public Health, Health Promotion Branch is implementing and enforcing the recently enacted Countywide Tobacco Retail License Ordinance. The program plans to hire 8-10 clerical and enforcement staff to process applications, issue annual licenses and provide periodic retail surveillance to enforce the ordinance.

The Department of Public Health, Bioterrorism Preparedness and Response Branch is planning to hire 4 additional staff to support the HRSA National Hospital Bioterrorism Preparedness Program Grant. The new staff will assist in developing response plans (with emphasis on regional planning); and developing a web based training program in terrorism/disaster preparedness for first responders, public health, emergency managers and hospitals/clinics.

There is sufficient parking to accommodate increased staff and clientele. The programs will be charged proportionally for space. It would not be acceptable to satisfy the space requirement with separate facilities.

As outlined in the Community Health Agency ISS-Facilities Plan, the Health Administration Building is unable to house all existing employees and programs. Some staff has been relocated to various sites in Riverside. This additional space is urgently needed at this time to permit program expansion necessary to meet the growing needs of the Agency.

Financial Information

All Programs will offset lease costs with Federal, State and/or Local Fees.

Additional costs include:

FY05/06 (June 2006)

3,190 sf @ \$1.80/sf (yearly rents)-----	\$68,904-----	\$5,742
Furniture (one-time expense)-----	\$60,000-----	\$60,000
Tenant Improvements (amortized over 3 years) \$158,000-----		\$4,389
CHA IT/County IT (one-time expense)-----	\$11,730-----	<u>\$11,730</u>
		\$81,861 Total



# COUNTY OF RIVERSIDE

Department of Facilities Management

3133 Mission Inn Avenue  
Riverside, California 92507-4199  
(951) 955-4800  
FAX (951) 955-9289

Michael J. Sylvester  
Director

Timothy L. Miller  
Assistant Director

## ENDORSEMENT

### COUNTY OF RIVERSIDE LEASED SPACE IN THE CITY OF RIVERSIDE

The Department of Facilities Management concurs with this request from The Community Health Agency to seek approximately 3,000 square feet of office space in Riverside for the Department of Public Health. This request meets County Space Standards. County-owned space in the Riverside area is not available to accommodate the Agency.

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

Lead Time: Six (6) months

Total Area: Approximately 3,000 square feet

Term: 5 years

Lease Rate: Approximately \$1.80 per square foot

Communication Cost: Approximately \$12,000.00

Utilities: County to pay electric and telephone. Lessor to pay all other services.

Custodial: Lessor provides.

Maintenance: Lessor provides.

Improvement Cost: Approximately \$158,000.00

Date: 4/10/06 By: *Michael J. Sylvester*  
MICHAEL J. SYLVESTER, Director  
Department of Facilities Management

TW:eo  
4/5/06