

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

522



*Brand*  
Reviewed by  
**CIP TEAM**

**FROM:** Human Resources Department

**SUBMITTAL DATE:**  
February 9, 2006

**SUBJECT:** Approval in Principle for Human Resources to seek additional space for staff displaced by remodeling of 7<sup>th</sup> floor of County Administrative Center.

**RECOMMENDED MOTION:** That the Board of Supervisors authorize Human Resources to seek approximately 9,000 square feet of additional space in Riverside.

**BACKGROUND:** The Human Resources Department is scheduled to have a remodel of the 7<sup>th</sup> floor- Southside- in the County Administrative Center building in FY 06-07. This project is funded by the Capital Improvement Project Fund. We have approximately 40 employees that will be displaced for approximately 12-18 months. We need to lease space as soon as possible so that the office furniture and computer requirements will be in place when demolition begins. This leased space will allow us to continue services to support the County.

Ronald W. Komers  
Asst. County Executive Officer/Human Resources Dir.

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 70,200	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ 210,600	For Fiscal Year:	2005-06

<b>SOURCE OF FUNDS:</b> Exclusive Care Funds; Workers' Compensation Funds; HR Funds	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

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

**County Executive Office Signature**

- Consent
- Policy
- Consent
- Policy

Dept't Recomm.:  
Per Exec. Ofc.:

RECEIVED RIVERSIDE COUNTY

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

3.17



# 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

#### LEASED SPACE WITHIN THE CITY OF RIVERSIDE FOR THE HUMAN RESOURCES DEPARTMENT

The Department of Facilities Management concurs with this request from the Human Resources Department to seek approximately 9,000 square feet of office space in Riverside. This request meets county space standards. County-owned space is not available to accommodate this request.

Lead Time: Four (4) months

Total Area: Approximately 9,000 square feet

Term: Year and a half

Lease Rate: \$2.05 per square foot

RCIT Cost: \$171,188.00

Utilities: Provided by landlord

Services: Custodial and maintenance by landlord

Improvement Cost: To be determined.

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

Date: 4/13/06

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

SE:eo  
4/12/06