

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

572



FROM: PROBATION DEPARTMENT

SUBMITTAL DATE:

June 21, 2006

SUBJECT: In-Principle Approval for Leased Space in Moreno Valley for a Probation Department Division Office.

RECOMMENDED MOTION: That the Board of Supervisors authorize, in-principle, the County Leasing Officer to seek office space and negotiate a full-service, five year lease for approximately 20,000 square feet in the Moreno Valley Area for a new Probation Division Office.

BACKGROUND: With growth in Probation programs and staff, the present office space is inadequate and additional space is needed immediately in Riverside Adult and Juvenile offices, Temecula and Perris.

The Moreno Valley/Pass area is a strong growth area of the county and seems the appropriate site for relocation of staff who serve the workload in that area, and to meet anticipated growth between Moreno Valley and Beaumont.

Continued...

Marie Whittington
Marie Whittington, Chief Probation Officer

FINANCIAL DATA	Current F.Y. Total Cost:	\$	In Current Year Budget:	YES
	Current F.Y. Net County Cost:	\$	Budget Adjustment:	NO
	Annual Net County Cost:	\$	For Fiscal Year:	2006/07
SOURCE OF FUNDS: Probation 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

[Signature]

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

Prev. Agn. Ref.:

District:

Agenda Number:

5002 707 -2 06/21/06
RECEIVED RIVERSIDE COUNTY

3.44

SUBJECT: In-Principle Approval for Leased Space in Moreno Valley for a Probation Department Division Office

The Moreno Valley/Pass Area Division Office will require approximately 20,000 square feet of space to house 50-60 staff and related office equipment, including relocation of the Information Technology operations and the central computer server network for the entire department. This facility will also require secured parking for approximately 15 County vehicles.

Funding for the lease and move-in costs are included in Probation's final FY 2006/07 budget. One-time relocation costs are estimated below.

Data/Communications/Phones	\$105,587
Building Alarm/keyless entry	15,385
Office and Computer Equipment	49,625
Furniture	<u>275,999</u>
Estimated Relocation Costs	\$446,596

We are requesting in-principle approval of this project so that Facilities Management Real Estate Division can begin the search for property.



COUNTY OF RIVERSIDE
Department of Facilities Management
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Michael J. Sylvester
Director

Timothy L. Miller
Assistant Director

ENDORSEMENT

PROBATION DEPARTMENT LEASED SPACE IN MORENO VALLEY

The Department of Facilities Management concurs with this request from the Probation Department for 20,000 square feet of leased space in Moreno Valley. There is no county owned space available meeting this requirement. The request meets County Space Standards.

The information listed below summarizes the requirements provided by the Probation Department:

Lead Time: Six Months

Size: 20,000 square feet

Term: Five years

Lease Cost: To be determined

RCIT Costs: \$311,863.00

Utilities: County to provide electric. Landlord to provide all Other utilities associated with the leased premises.

Services: Landlord to provide maintenance and custodial.

By:

T.L. Miller

for ROBERT FIELD, DIRECTOR
Department of Facilities Management