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

FROM: Bob Doyle, Sheriff-Coroner-PA

SUBMITTAL DATE:
10/12/06

SUBJECT: In Principle Authorization to Locate New Office Space for the Sheriff's Computer and Technology Crime High Tech and Response Team in the Greater Riverside City Area

RECOMMENDED MOTION: Move that the Board of Supervisors authorize the Department of Facilities Management to locate adequate office space for the Sheriff's Computer and Technology Crime High Tech and Response (CATCH) Team in the Greater Riverside City Area.

BACKGROUND: Since its inception in 2002, the Sheriff's CATCH Team has operated out of 3,000 square feet of workspace, within a suite of offices, rented by the Federal Secret Service in a building in Riverside, and provided to the Sheriff's Department rent-free. Now the Secret Service is moving to new offices, and although the CATCH Team would like to stay in the suite, the owner has other plans for the offices.

The Sheriff's Department has explored the possibility of housing CATCH, comprised of 11 staff members, in a County-owned building, specifically Crestmore Heights, on Castellano Road. However, this building would require extensive and expensive constructional improvements to existing vacant building space to house any additional personnel. Therefore, the Sheriff's and Facilities Management Departments recommend relocation of CATCH to a leased workspace.

Departmental Concurrence

Janis K Conklin for
Bob Doyle, Sheriff-Coroner-PA

BR 07-046

FINANCIAL DATA	Current F.Y. Total Cost:	\$133,100	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$133,100	Budget Adjustment:	No
	Annual Net County Cost:	\$104,000	For Fiscal Year:	FY 2006-07

SOURCE OF FUNDS: General Funds	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 *Debra Cournoyer*

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

JUNE 11 11:38 AM RECEIVED RIVERSIDE COUNTY

Prev. Agn. Ref.: | **District:** | **Agenda Number:** 3 . 30

An informal survey of the Riverside city area shows that office space is renting for, on average, \$1.85 per square foot for a modified gross lease with the County paying utilities. After factoring in \$2,000 for annual security and fire alarm maintenance, the annual lease cost for a CATCH office is estimated at \$104,000.

The Sheriff's Department has also totaled up a list of one-time relocation costs including:

InterDepartmental charges for voice and data equipment lines	\$70,240
Move files, storage items, furniture	<u>2,200</u>
Total	\$72,440

If the County entered into a lease for CATCH in December 2006, the lease for the remainder of the fiscal year, plus moving costs will total an estimated \$133,100. The Sheriff's Department will absorb all costs for the new workspace within the Patrol status quo budget.



COUNTY OF RIVERSIDE

Department of Facilities Management

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Robert D. Field
Director

Timothy L. Miller
Assistant Director

ENDORSEMENT

Sheriff's Department
Leased Space in Riverside

The Department of Facilities Management concurs with this request from the Sheriff's Department to procure 4,500 square feet of leased space in Riverside.

The information summarized below is used as an estimate in determining the Endorsement.

Lead Time:	Three months
Square Footage:	4,500
Term:	Five (5) years
Lease Rate:	To be negotiated
Utilities:	Provided by Landlord
Services:	Maintenance and custodial provided by landlord.
Tenant Improvements:	Cost to be determined
RCIT Cost:	\$70,240.10

Robert Field, Director
Department of Facilities Management