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



FROM: Law Offices of the Public Defender

SUBMITTAL DATE:
December 5, 2006

SUBJECT: In-Principle approval to seek leased space in the Cities of Riverside, Murrieta and Banning for additional Public Defender Staff

RECOMMENDED MOTION: Move that the Board of Supervisors authorize, in-principle, the County Leasing Officer to seek and negotiate full-service, five year leases for the following:

1. Approximately 8,500 square feet of office space in downtown Riverside, in close proximity to the Court system.
2. Approximately 5,000 square feet of office space in Murrieta, in close proximity to the Court system.
3. Approximately 2,000 square feet of office space in Banning, in close proximity to the Court system.

BACKGROUND: As raised in the budget negotiations for FY 06/07, the Law Offices of the Public Defender needs additional space to accommodate current personnel needs. The long term solution for our downtown Riverside space requirement is being addressed via the capital improvement process. The Public Defender is tentatively scheduled to move into a larger space in downtown Riverside no sooner than 2011 and the space needs at that time are projected to be in excess of 55,000 square feet.

Until a permanent solution is achieved, the current staffing needs of the Public Defender require

Gary Windom

Gary Windom, Public Defender

FINANCIAL DATA	Current F.Y. Total Cost:	\$ N/A	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ N/A	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ N/A	For Fiscal Year:	06/07

SOURCE OF FUNDS: 100% General Fund	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 *Wally Field*

NOV 20 10 34 AM '06

Prev. Agn. Ref.: | **District:** 1,3,5 | **Agenda Number:**

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Chalder
Departmental Concurrence

Dept. Recomm.: Consent Policy
Per Exec. Ofc.: Consent Policy

BOARD OF SUPERVISORS

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that we begin a search for additional space in the downtown Riverside area. The Public Defender's Riverside Office employee population has increased 35% over the last two fiscal years; our office accommodations have, however, remained the same. Shared office space, especially with attorney staff, has proven to be impractical and not conducive to good case management practices. Our immediate space need in Riverside is 8,500 square feet to accommodate approximately 35 employees.

The Southwest Office has also reached a crisis of space. Our increased employee allocation has rendered the current accommodations inadequate. Office reconfigurations and shared office space initially bandaged the problem; however, these are only stop gap measures. Five thousand (5,000) square feet of space is needed to manage the current employee overflow. We realize a resolution to the space issue in the Southwest area is in the planning phase. We are requesting leased space until a permanent space solution is achieved.

As with the Riverside and Southwest Offices, the need for additional space in the Banning Office is critical. The Banning Office comfortably houses two attorneys and 1 support employee. Stretching the limits of comfort, it can house 3 attorneys and 2 support employees. To properly manage existing caseload requirements, we need an office population of 6 attorneys and 2 support employees.

The leased spaces being requested in downtown Riverside, Murrieta and Banning are identical in terms of utilization. The divergence is in the square footage and occupancy totals. The requested Riverside space will house approximately 35 employees, consisting of attorneys and support staff at 8,500 square feet. The requested Murrieta space will house approximately 20 employees, consisting of attorneys and support staff at 5,000 square feet. The requested Banning space will house approximately 8 employees, consisting of attorneys and support staff at 2,000 square feet.

Depending on specific office needs, the space profile for each site will be comprised totally or partially of the following: enclosed offices and systems furniture setups; storage for client files and general supplies/equipment; interview/conference room(s); a communications/data room; restrooms; work space; a training room; a multi-media room; a client waiting room area; and a break room. Additionally, parking will need to accommodate Public Defender staff and constituent automobiles. Secured parking will be required for departmental vehicles.



COUNTY OF RIVERSIDE

Department of Facilities Management

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

Robert D. Field
Director

Timothy L. Miller
Assistant Director

ENDORSEMENT Law Offices of the Public Defender Leased Space in the Riverside Area, Murrieta and Banning

The Department of Facilities Management concurs with this request from the Law Offices of the Public Defender for approximately 8,500 square feet of leased space in the Riverside area, 5,000 square feet in Murrieta area, and 2,000 square feet in the Banning area. There is no County owned space available. This request meets County space standards.

The information listed below was used as an estimate in determining this Endorsement:

Lead Time:	Six Months
Size:	Riverside – 8,500 square feet Murrieta – 5,000 square feet Banning – 2,000 square feet
Term:	5 years
Lease cost:	To be determined
Communication Cost/ Data Cost:	Riverside \$86,707.00 Murrieta \$75,168.00 Banning \$48,530.00
Utilities:	Landlord shall provide with exception of electrical.
Services:	Landlord shall provide custodial and maintenance.

Robert Field, Director
Department of Facilities Management

MH:ss
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