

104

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



FROM: DISTRICT ATTORNEY

SUBMITTAL DATE:
March 12, 2007

SUBJECT: Approval in principle for the Department of Facilities Management, Real Estate Division, to locate suitable office space for the District Attorney for the Southwest Division Victim-Witness Unit and Transcriber Unit in Murrieta.

RECOMMENDED MOTION: 1) That the Board of Supervisors authorize the Department of Facilities Management Real Estate Division to locate approximately 9,500 square feet of office space in the vicinity of 30045 Technology Drive in Murrieta for the Victim-Witness Unit and Transcriber Unit.

BACKGROUND: In an effort to meet the burgeoning growth requirements of the County of Riverside, the district attorney's staff requirements have also grown. Additional office space is needed to accommodate staff. The space will be occupied by Victim-Witness personnel and a Transcription Unit. The main office at the Southwest Justice Center has maximized its use of office space by creating a shared room environment for entry level attorneys by converting conference rooms, the library and lounge areas in to workstations for lawyers. However, additional space is needed for seasoned deputy district attorneys.

(See next page for continuation)

ROD PACHECO, District Attorney

FINANCIAL DATA	Current F.Y. Total Cost:	\$ N/A	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ N/A	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ N/A	For Fiscal Year:	2006/07

SOURCE OF FUNDS: District Attorney 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

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

Prev. Agn. Ref.:

District: 3

Agenda Number:

3.5

BOARD OF SUPERVISORS

Form 11: Approval in principle for the Department of Facilities Management, Real Estate Division, to locate suitable office space for the District Attorney in Murrieta.

March 12, 2007

Page 2

To alleviate the shortage of office space, the District Attorney requests that the Board of Supervisors approve "In Principle" the authority for the Department of Facilities Management, Real Estate Division, to locate suitable office space in the vicinity of 30045 Technology Drive in Murrieta. The offices of the District Attorney contacted the Department of Facilities Management, Real Estate Division, and requested that the Real Estate Division assess the space requirements and calculate the square footage necessary for the Victim-Witness Unit and Transcriber Unit. Based upon input from the District Attorney's office, the Real Estate Division calculated that the described units require approximately 9,500 square feet.

Moving the Victim-Witness Unit and Transcriber Unit is considered the most viable solution at this time, as these units can operate autonomously, if necessary, as a group outside the main district attorney offices. The number of personnel in these units is approximately 47. These units are of sufficient size and can maintain their autonomy away from the main district attorney offices. This will make available the necessary office space to be absorbed by the Criminal Division in the existing facility.

The district attorney will absorb the cost of the lease and associated cost of this lease in their budget.

Telephone and data line communications will be needed. The Department of Information Services has estimated the costs at approximately \$152,000.



ENDORSEMENT

OFFICE OF THE DISTRICT ATTORNEY LEASED SPACE IN RIVERSIDE

The Department of Facilities Management concurs with this request from the District Attorney's office for 9,000 square feet of leased space in Murrieta. 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 District Attorney's office.

Lead Time:	Six (6) months
Size:	9,000 square feet
Term:	Three (3) years
Lease Cost:	\$1.95 per square foot
RCIT Costs:	\$152,000.00
Utilities:	County pays for electric and telephone service. Lessor to provide all other utilities.
Services:	Lessor to provide maintenance and custodial.

By: 

Robert Field, Director
Department of Facilities Management

TW:cm
3/16/07
MU000
10.820