

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



134

**FROM:** Community Health Agency

**SUBMITTAL DATE:**  
August 3, 2007

**SUBJECT:** In-Principle approval to seek leased warehouse space in the Western Riverside County area and in the Eastern Riverside County area for the Community Health Agency (CHA).

**RECOMMENDED MOTION:** That the Board of Supervisors authorize the Department of Facilities Management to seek leased warehouse space in the Western Riverside County area (approximately 42,000 sq. ft.) and in the Eastern Riverside County area (approximately 8,000 sq. ft.) for the Community Health Agency.

Departmental Concurrence

**BACKGROUND:** The Community Health Agency (CHA) requires warehouse space consisting of approximately 42,000 square feet in the Western Riverside County area and 8,000 square feet in the Eastern Riverside County area to support the storage and effective distribution of equipment and supplies. Currently, CHA stores equipment and supplies in connex boxes and various storage facilities located throughout the County. Consolidating this materiel will improve security, inventory control and distribution efficiency.

(continued on page 2)

KS:pg

Eric Frykman, MD, CHA Director

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 184,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 55,200	Budget Adjustment:	No
	Annual Net County Cost:	\$ 18,000	For Fiscal Year:	07/08

<b>SOURCE OF FUNDS:</b> 70% grant funds and other revenue, 30% county general fund	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
APPROVE	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

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

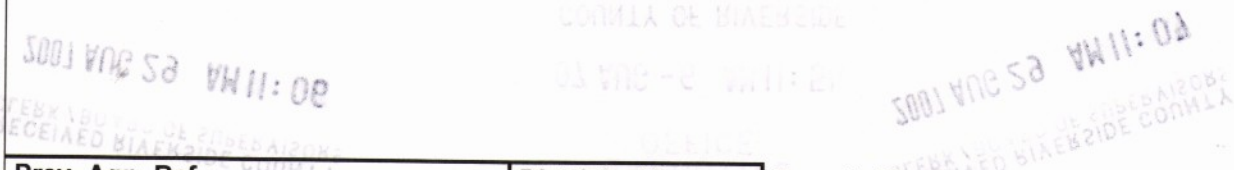
BY:   
Debra Cournoyer

**County Executive Office Signature**

Policy Policy  
X   
Consent Consent

Prev. Agn. Ref.: District: All Agenda Number:

3.6



**SUBJECT:** In-Principle approval to seek leased warehouse space in the Western Riverside County area and in the Eastern Riverside County area for the Community Health Agency (CHA).

**BACKGROUND: (continued)**

Twenty-two thousand sq ft of the Western Riverside County warehouse space will be used by the Public Health Emergency Preparedness Branch, and 20,000 will be used by other programs within CHA. Both sides of the space must be secured separately. These programs currently use grant funds with some General Fund match to rent connex boxes and/or other storage space to meet storage needs. These funds can be redirected to support this consolidated approach. In addition, current disaster preparedness grants require the department to maintain and store equipment, supplies and support trailers; and to conduct warehouse operations to support supply distribution during an emergency. These requirements can best be met with a large consolidated warehouse facility in the Western Riverside County area and a smaller consolidated facility in the Eastern Riverside County area.

The Western facility will be manned by 10-12 permanent staff and additional staff will be added as needed during emergencies and disasters. The Eastern facility will have 1-2 staff.

Specific requirements for each facility:

- Adequate parking, restrooms and staff rest areas for 20-25 staff who would be needed during emergencies (Western);
- Two lockable 120 sq.ft. offices (Eastern facility) and five lockable 120 sq ft offices (Western facility) and one 700 sq ft lockable area for six CHA IT staff (Western);
- Multiple access points with a loading dock that can support at least four trucks (Western) and are equipped with dock leveler and yard ramp equipment for handling palletized freight.
- Drive-in access for trucks and trailers;
- Climate controlled for the storage of temperature sensitive equipment and supplies;
- Generator backup for climate control, computers and lights.

Five sixteen-foot-long equipment trailers will be stored by CHA in the Western area warehouse space until an event requiring additional space for equipment and supplies distribution occurs. These trailers would be relocated to create this additional workspace during an emergency.

**FINANCIAL INFORMATION:** Currently, CHA spends approximately \$110,000 per year for off site storage and connex boxes. We expect these two warehouse facilities to cost less than \$60,000 per year, for a savings of up to \$50,000 per year after the first year. Start up costs for IT and telecom infrastructure are projected to be \$94,000 (Western) and \$60,000 (Eastern) for a total of \$154,000. CHA will pay for the warehouse and startup costs by grant funds and other revenue (70%) and county general fund (30%).




## ENDORSEMENT

### Community Health Agency Leased Space in Eastern/Western Riverside County

The Department of Facilities Management concurs with this request from the Community Health Agency for 42,000 square feet of leased warehouse space in Western Riverside County, and 8,000 square feet of leased warehouse space in Eastern Riverside County. 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 Community Health Agency.

Lead Time:	Six (6) months
Size:	50,000 square feet
Term:	Five years
Lease Cost:	\$0.70 per square foot
RCIT Costs:	\$85,067.92
Services:	County pays for electric and telephone service, Lessor to provide all other utilities.

By:   
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Robert Field, Director  
Department of Facilities Management

TW:pa  
08/21/07

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