

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

899



**FROM:** Human Resources Department

**SUBMITTAL DATE:**  
June 18, 2008

**SUBJECT:** In-Principle to seek space in Palm Springs for the Human Resources Desert Recruitment Services

**RECOMMENDED MOTION:** That the Board of Supervisors, 1) Authorize the Human Resources Desert Recruitment Services to relocate from the current Indio office to Palm Springs; and 2) authorize Facility Management Real Estate Division to locate approximately 4,000 to 5,000 square feet of office space and negotiate a full service five year lease in the Palm Springs area.

**BACKGROUND:** The Human Resources Department Desert Recruitment Services currently occupies workspace shared with the Employment Development Agency and the Workforce Development Agency located in Indio. Beginning 2008, the Sheriff's Department started preparing for a two-phase project which will include an expansion of the Larry Smith Correctional Facility and the construction of a new "Hub Jail" located west of Cabazon.

(continued on page 2)

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Ronald W. Komers  
Asst. County Executive Officer/Human Resources Dir.

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 139,000	In Current Year Budget:	NO
	Current F.Y. Net County Cost:	\$ 111,200	Budget Adjustment:	NO
	Annual Net County Cost:	\$ 111,200	For Fiscal Year:	2008/09

<b>SOURCE OF FUNDS:</b> Human Resources General Fund Budget, as well as the Occupational Health, Safety, and Risk Management ISF's	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**  
APPROVE  
  
BY:   
Elizabeth J. Olson  
**County Executive Office Signature**

- Consent
- Policy
- Consent
- Policy

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

**Prev. Agn. Ref.:** | **District:** | **Agenda Number:** 3.62

**BACKGROUND continued**

Development of the Smith facility will begin in August 2009, and will involve an addition of 582 beds. The "Hub Jail" has a projected opening date of 2011. Both facilities will require the hiring of 980 Correctional Deputies and 420 Deputy Sheriff's by 2011. Due to the increase of hiring demands in the desert communities, the current workspace in Indio does not allow HR to support those demands.

HR Desert Recruitment Services must relocate in order to expand to accommodate the growing employment needs of the desert communities. Due to the growing amount of jobs in the desert communities HR is requesting to seek office space in the Palm Springs area in an effort to support mandatory hiring initiatives. HR Desert Recruitment Services will need to lease approximately 4,000 to 5,000 square feet of space to accommodate an Assessment Center/Training Room, applicant interview rooms, Live Scan area, conference room, network space, lobby/reception area, break room, space for Occupational Health staff to conduct medical and drug screening, offices and cubicle workstations for, Polygraph Examiner, Psychologist, Safety, TAP, and storage space. The space needed should also include adequate employee and applicant parking areas.

We desire space in the Palm Springs area because of the centralized location to various desert communities. In addition, we appreciate the benefit of the name recognition of the location in combination with the association to "resort community" living which will appeal to job-seekers.

Despite current economic challenges, Riverside County remains positioned as a growth area in California due to our remaining developable land and increasing population base. The Board of Supervisors support of Human Resources efforts is essential to the future hiring needs of the desert communities and the success of both the Larry Smith Correctional Facility expansion and the "Hub Jail" opening.



## ENDORSEMENT

### HUMAN RESOURCES DEPARTMENT COUNTY OF RIVERSIDE

The Department of Facilities Management concurs with this request from the Human Resources Department for 5,000 square feet of office space in the City of Palm Springs. 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 Human Resources Department.

Lead Time:	Three (3) months
Size:	5,000 square feet
Term:	Three (3) years
Lease Cost	\$2.25 per square foot
RCIT Costs:	\$92,600.00
Services:	County pays for electric and telephone service, Lessor to provide all other utilities

Lisa Brandl for:

By: *Lisa Brandl for*  
Robert Field, Director  
Department of Facilities Management

TW:pa  
6/23/08

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