

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

723



FROM: PROBATION DEPARTMENT

SUBMITTAL DATE:
September 18, 2008

SUBJECT: In-Principle Approval for Leased Space in Palm Springs

RECOMMENDED MOTION: That the Board of Supervisors authorize the Probation Department to work with the Department of Facilities Management to locate approximately 7,000 square feet of office space in Palm Springs and negotiate a full service, five (5) year lease.

BACKGROUND: The Probation Department has been advised by the State of California Superior Court in Palm Springs of their intention to fully occupy the Palm Springs Superior Court facility. Currently the Probation Department occupies over 5,000 sq. feet in this facility in two separate offices. The Probation Department is requesting Board approval to relocate these offices in close proximity to the courts.

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PRB-001-08/09

Departmental Concurrence

Alan M. Crogan
Alan M. Crogan, Chief Probation Officer

FINANCIAL DATA	Current F.Y. Total Cost:	\$ N/A	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ N/A	Budget Adjustment:	No
	Annual Net County Cost:	\$ N/A	For Fiscal Year:	FY 08-09
SOURCE OF FUNDS: Departmental Budget				Positions To Be Deleted Per A-30 <input type="checkbox"/>
				Requires 4/5 Vote <input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: *Steve P. Schubert*
Steve P. Schubert

County Executive Office Signature

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

Prev. Agn. Ref.:

District: 4

Agenda Number:

3.27

Probation Department

Form 11: In-Principle Approval for Leased Space in Palm Springs

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The Department's current office space in this facility houses 20 employees. The current facility does not provide client interview rooms or adequate facilities for client drug testing. In addition the space configuration for these offices no longer meets the department's needs. In order to address the additional needs of the department to serve the community, an additional 2,000 square feet is needed.

There are sufficient funds in the Department's budget to pay for the annual lease costs. No additional General Funds are needed.




ENDORSEMENT
Probation Department
Leased Space in the County of Riverside

The Department of Facilities Management concurs with this request from the Probation Department to seek and negotiate a lease for a facility in the City of Palm Springs. This proposed new facility of approximately 7,000 square feet will facilitate the relocation of the Probation Department from the Palm Springs Superior Court Facility, which no longer meets the needs and requirements of the department. There is no county-owned space available. This request meets County space standards.

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

Lead Time:	Six (6) months
Square Footage:	Approximately 7,000 square feet.
Term:	Five (5) years
Lease Rate:	To be negotiated.
Utilities:	Paid by County.
Custodial:	Provided by County.
Interior/Exterior Maintenance:	Provided by Landlord.
Tenant Improvements:	To be negotiated.
Voice/Data:	To be determined upon site selection.

By: 
Robert Field, Director
Department of Facilities Management

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