

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

427



FROM: Economic Development Agency

SUBMITTAL DATE:
October 31, 2008

SUBJECT: In-Principle Approval to Secure New Leased Space for the Workforce Development Centers (WDC) in Riverside and Hemet

RECOMMENDED MOTION: That the Board of Supervisors authorize the Department of Facilities Management to negotiate and prepare the necessary documents for approval and execution by the Board of Supervisors to lease new professional office space to house the Riverside and Hemet Workforce Development Centers.

BACKGROUND: In 1994, the Economic Development Agency (EDA) relocated its workforce development offices from downtown to a portion of a warehouse building on Spruce Street in Riverside. Subsequently, the Workforce Investment Act (WIA) of 1998 required multiple partners to come together in a "one-stop" environment to deliver services to job seekers and businesses in the local area. As a result, additional space was leased at the Spruce Street location to accommodate additional agencies. The total space leased expanded to its present 52,120 square feet. The current lease will expire on October 31, 2009.

(continued on Page 2)

Robin Zimpher

RZ:DL:FF:LS:MR

Robin Zimpher, Assistant County Executive Officer/EDA

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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:	N/A

COMPANION ITEM ON BOARD OF DIRECTORS AGENDA: No

SOURCE OF FUNDS: Federal Department of Labor Workforce Investment Act Funds	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY: *Jennifer L. Sargent*

County Executive Office Signature

- Policy
- Policy
- Consent
- Consent

Dept Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.:	District:	Agenda Number:
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3.23

BACKGROUND (continued):

Since 2000, funding has decreased under WIA for all partners at the Workforce Development Centers and has resulted in many partners reducing space or moving out of the one-stop. This has resulted in idle space and has forced EDA to sub-lease space to non-WIA partners in order to avoid unallowable costs.

To provide one-stop services in the mid-county area, in August 1999, EDA took occupancy of 35,260 square feet of leased space on State Street in Hemet. Similar to Riverside, as partners decreased space or left the one-stop, EDA reduced space. However, the lease still includes approximately 27,800 square feet. This lease will expire on December 31, 2009.

In both the Riverside and Hemet Workforce Development Centers, the WIA service delivery model has changed to include more one-on-one services to job seekers and an enhanced menu of services offered to businesses. Relocation to professional office space is more conducive to delivering job-seeker services in this way and will allow staff to provide services to our business customers in a more desirable and professional atmosphere. Furthermore, since customers and federal funding are directly related to economic conditions, it is necessary to design the centers to effectively deliver services without excessive crowding or idle space. New leased space will allow these needs to be taken into consideration in the tenant improvement process.

In consultation with Facilities Management, EDA has determined that approximately 30,000 square feet of professional office space is needed for the Riverside Workforce Development Center, and approximately 18,000 square feet of professional office space is needed for the Hemet Workforce Development Center. This will reduce the size of the Riverside WDC by approximately 22,000 square feet and will reduce the size of the Hemet WDC by approximately 9,800 square feet, an overall reduction of approximately 40%. It is expected that the new leasehold spaces will be more efficient and cost effective. Therefore, EDA is requesting approval in-principle to locate suitable office space for these two offices and to negotiate a lease for approval by the Board.

Total costs for the move will be funded from federal sources.



ENDORSEMENT

Economic Development Agency Leased Space in the cities of Riverside and Hemet

The Department of Facilities Management concurs with this request from the Economic Development Agency to seek and negotiate leases for existing buildings in the cities of Riverside and Hemet. There is no County owned space available.

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

Lead Time:	Twelve (12) months minimum.
Square Footage:	Approximately 30,000 and 18,000 square feet.
Term:	A minimum of five (5) years.
Lease Rate:	To be negotiated.
Utilities:	Provided by Landlord.
Custodial:	Provided by Landlord.
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

HR:pa
11/12/08

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