

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

209



FROM: PROBATION DEPARTMENT

SUBMITTAL DATE:
July 27, 2011

SUBJECT: In-Principle Approval for Leased Space and Office Expansion in Riverside, Murrieta, & San Jacinto for the Probation Department as a result of AB 109/117 & 118 Criminal Justice Alignment.

RECOMMENDED MOTION: That the Board of Supervisors authorize EDA/Facilities Management to:

1. Locate approximately 21,000 square feet of office space in Riverside and negotiate a full service, five (5) year lease for the Probation Department Adult Services Division.
2. Locate approximately 8,000 square feet of office space in Riverside and negotiate a full service, five (5) year lease for the Probation Department Risk Management Special Projects Division.
3. Locate approximately 11,000 square feet of office space in Murrieta and negotiate a full service, five (5) year lease for the Probation Department Southwest Adult/Juvenile Services Division.
4. Negotiate expansion of 5,000 square feet of office space for the San Jacinto location to include tenant improvements.

BACKGROUND: The Probation Department requests that the Board of Supervisors approve, In-Principle, the authority for EDA/Facilities Management, Real Estate Division to locate suitable office space in Riverside & Murrieta and to also negotiate an expansion leased of space in San Jacinto.

(Continued on page 2)

Departmental Concurrence

Alan M. Crogan
Chief Probation Officer

FINANCIAL DATA	Current F.Y. Total Cost:	\$	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$	Budget Adjustment:	No
	Annual Net County Cost:	\$	For Fiscal Year:	2011/12

SOURCE OF FUNDS: AB109/117 & 118 State Funding	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY:
County Executive Office Signature Elizabeth J. Olson

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

Prev. Agn. Ref.:

District: 1 or 2

Agenda Number:

BACKGROUND: (Continued)

The Probation Department must relocate several divisions to meet the growing needs of the department. The current moves and expansions will provide office space for additional staff, training rooms, interview rooms, client drug testing rooms, and classrooms to fully implement the Realignment Legislation AB109/117 & 118. The offices will also need secured parking for county vehicles.

The Adult Services Division located on Franklin St. in Riverside, has outgrown their current location. The Adult Division currently occupies 13,000 square feet of office space but will need a total of 20,000 square feet of space to accommodate additional staff, a training room, and a classroom.

The newly created Risk Management Special Projects Division will need to relocate. The new division is currently located within Probation Administration but due to the expansion of the infrastructure, this unit will need to relocate. This division will need approximately 8,000 square feet of office space.

The Southwest Division which consists of the San Jacinto, Temecula and Murrieta Probation Offices will undergo a restructure. The current space in Temecula is 3,400 square feet and the configuration for this space does not meet the department's needs. The Temecula Office will be relocated near the Southwest Justice Center Courthouse along with the Investigations unit from the Southwest Murrieta Office. The consolidation will address the space issue as well as add client interview rooms, adequate facilities for client drug testing and a training room.

The Probation Office in San Jacinto will need an additional 5,000 square feet of office space which will include a training room, classroom, 5 interview rooms, and a client drug testing room.

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 Riverside/Downtown Riverside; Murrieta and
San Jacinto**

The Economic Development Agency concurs with this request from the Probation Department to procure approximately 52,214 cumulative square feet of leased space, for the Cities listed above. There is no County owned space available. This request meets County space standards.

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

Lead Time:	Six (6) months
Size:	21,000 sq. ft. Riverside 12,222 sq. ft. Downtown Riverside 13,992 sq. ft. Murrieta 5,000 sq. ft. San Jacinto
Term:	A minimum of Five (5) Years
Lease rate:	To be negotiated
Utilities:	To be determined
Custodial:	To be negotiated
Interior/Exterior Maintenance:	Provided by Landlord
Tenant Improvements:	To be negotiated
Voice/Data:	Pending


ROBERT FIELD
Assistant County Executive Officer/EDA

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RIVERSIDE COUNTY PROBATION DEPARTMENT

ALAN M. CROGAN
CHIEF PROBATION OFFICER



AGREEMENT/CONTRACT/FORM 11
REVIEW/APPROVAL

ROUTING SHEET

ORIGINATOR: Carol Weatherspoon DATE: August 9, 2011

TITLE OF DOCUMENT: Form 11 to authorize EDA/FM to look for and negotiate office space for Adult Services, Risk Management/Special Srvc, Murrieta/Temecula & negotiate expansion for San Jacinto

COORDINATION REQUIRED WITH THE FOLLOWING STAFF PRIOR TO SIGNATURE BY THE CHIEF PROBATION OFFICER

Table with 12 rows and 4 columns: Item #, Description, Initial, Date. Includes entries for Division Director, Contract/Procurement Manager, Admin Services Mgr, and Chief Deputy Approvals for Field Services and Institution.

Approval checkboxes for County Counsel, County Auditor-Controller, County Human Resources, and County Purchasing.

Other County Department Approval [X] Yes [] No [] N/A

AGREEMENT/CONTRACT/F11 SUMMARY/HIGHLIGHTS

SUBJECT: In -Principle Approval for Leased Space in Riverside, Murrieta, & San Jacinto Expansion

DEPT ID: 2600700000

WHAT: Relocate and expand offices

WHY: Larger space for additional staff, training room, classrooms and testing rooms

COMMENTS: ED/FM cannot negotiate with the Property Managers until this form 11 has been processed.

If Proclamation: Who from the Program will be there to accept the Proclamation from the BOS: N/A
If no presentation of the proclamation is to be made, please state none.