

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

430



FROM: The District Attorney's Office .

SUBMITTAL DATE:
November 26, 2013.

SUBJECT: Approval in Principle for New Leased Office Space in the City of Banning.

RECOMMENDED MOTION: That the Board of Supervisors authorize the Real Estate Division of the Economic Development Agency to identify suitable space to support the District Attorney's Office operations in the City of Banning.

BACKGROUND: The District Attorney currently occupies office space in the City of Banning in a building located at 135 North Alessandro Road. This facility also houses the Superior Court, including three courtrooms, and is operated by the State of California's Administrative Office of the Courts. A new courthouse is nearing completion in the City of Banning and will be approximately 68,000 square feet with six courtrooms and is expected to open in or around April 2014. Once the new courthouse opens, and the old courthouse closes, the District Attorney will be required to relocate.

Departmental Concurrence

Jeff Van Wageningen, Assistant District Attorney for
Paul E. Zellerbach, District Attorney

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 37,840	\$ 113,520	\$	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 37,840	\$ 113,520	\$	\$	
SOURCE OF FUNDS: District Attorney's Budget				Budget Adjustment: NO	
				For Fiscal Year: 13/14	

C.E.O. RECOMMENDATION: APPROVE

County Executive Office Signature *Elizabeth J. Olson*

MINUTES OF THE BOARD OF SUPERVISORS

- Positions Added
- Change Order
- A-30
- 4/5 Vote

Prev. Agn. Ref.: _____ District: 5 Agenda Number: _____

3-11

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Approval in Principle for New Leased Office Space in the City of Banning.**

DATE: November 26, 2013

PAGE: 2 of 2

BACKGROUND:

Summary (continued)

The District Attorney has been working with EDA to determine the needs of the office in Banning moving forward. The District Attorney and EDA have determined that the District Attorney needs approximately 8,800 square feet. There is no County owned space in the area that is available to meet the requirements of the District Attorney. Accordingly, the District Attorney is asking the Board of Supervisors to authorize the Real Estate Division of EDA to identify suitable space to support the District Attorney's Office operations in the City of Banning.

The District Attorney has identified this project as a priority due to the anticipated opening of the new Banning Courthouse.

The objective is to complete the new lease during the current fiscal year. Therefore a search for an existing 8,800 square foot facility requiring only tenant improvements is the preference, however any new real estate development with suitable office space and an early completion timeline is also desirable. It is also necessary for the facility to be within close proximity to the new Banning Courthouse.

Impact on Citizens and Businesses

Contract History and Price Reasonableness

ATTACHMENTS (if needed, in this order):

A. **BUDGET ADJUSTMENT**

B. **CHANGE ORDER REPORT**

NUMBER	AMOUNT	PERCENT	DESCRIPTION

(Additional description and details of new change order(s) – one or two paragraphs for each.)

C. **PERSONNEL CHANGE and ORDINANCE 440 REPORT**



**ENDORSEMENT
District Attorney
Leased Space in the Banning Area**

The Economic Development Agency concurs with this request from the District Attorney for approximately 8,800 square feet of leased office space in the Banning Area. There is no County owned space available meeting this requirement. The request meets County space Standards.

The information listed summarizes the requirements provided by the District Attorney:

Lead Time:	Nine months.
Square Footage:	Approximately 8,800 Square Feet
Term:	Five years, with renewal options
Utilities:	Provided by Landlord
Custodial:	Provided by Landlord
Maintenance:	Provided by Landlord
Tenant Improvements:	Cost to be determined and negotiated
RCIT Costs:	Cost to be determined
Services:	County pays for electric and telephone service, Lessor to provide all other services.

By: 

Robert Field,
Assistant County Executive Officer/EDA

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