

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



ITEM: 3.38  
(ID # 22562)

MEETING DATE:  
Tuesday, August 29, 2023

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Approval In-Principle for New Training Facility Space for the Human Resources Department; All Districts. [Total Cost \$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and Authorize Facilities Management-Real Estate (FM-RE) to identify suitable space to support the Human Resources Department Training Operations in the City of Riverside or surrounding area, including locating existing buildings that may be suitable for this requirement, and to negotiate and prepare the necessary documents to submit for approval by the Board to lease such space.

ACTION:

  
Michael Bowers, HR Director 8/17/2023

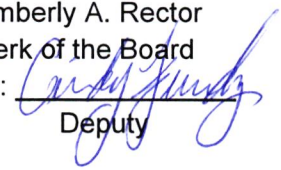
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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Perez, Washington, and Gutierrez  
Nays: None  
Absent: None  
Date: August 29, 2023  
xc: H.R., FM-RE

Kimberly A. Rector  
Clerk of the Board

By:   
Deputy

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

| <b>FINANCIAL DATA</b>       | <b>Current Fiscal Year:</b> | <b>Next Fiscal Year:</b> | <b>Total Cost:</b>        | <b>Ongoing Cost</b> |
|-----------------------------|-----------------------------|--------------------------|---------------------------|---------------------|
| <b>COST</b>                 | \$ 0                        | \$ 0                     | \$ 0                      | \$ 0                |
| <b>NET COUNTY COST</b>      | \$ 0                        | \$ 0                     | \$ 0                      | \$ 0                |
| <b>SOURCE OF FUNDS: N/A</b> |                             |                          | <b>Budget Adjustment:</b> | <b>N/A</b>          |
|                             |                             |                          | <b>For Fiscal Year:</b>   | <b>N/A</b>          |

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Human Resources Department currently occupies 48,707 square feet of administrative space in the County Administrative Center (CAC) located at 4080 Lemon Street, Riverside. Of that only 1,111 square feet are allocated to training in the Assessment Center located in the basement of the CAC.

The Department has an immediate need to find a large and centralized space suitable for conducting training and in-person new employee orientations with up to 300 parking spaces. Human Resources is responsible for providing mandated training, professional development courses, leadership academies, and now in-person New Employee Orientation for all county departments per union requirements. Training courses are offered on a weekly basis, while New Employee Orientation is held bi-weekly.

The current training square footage allocated to Human Resources is not large enough to accommodate the number of participants in the biweekly New Employee Orientation, which ranges from 150-300 employees. There are three facilities currently managed by other County departments that would accommodate the number of participants but are not available on a regular weekly basis for Human Resources and/or do not provide adequate parking for up to 300 employees.

**Impact on Residents and Businesses**

The new facility should facilitate employee required training and orientation events for County employees.

**Attachment**

Endorsement from Facilities Management

  
 Dave Rogers, Chief Administrative Officer      8/21/2023



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## ENDORSEMENT

### Human Resources Department Leased Space in the City of Riverside or surrounding area

Facilities Management concurs with this request from the Human Resources Department to seek existing space from 5,000 – 10,000 square feet in the City of Riverside or surrounding area. There is currently no suitable County-owned space that will meet the space requirements requested by the Human Resources Department.

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

|                                |                                      |
|--------------------------------|--------------------------------------|
| Lead Time:                     | Approximately 10 months to 1 year    |
| Square Footage:                | Approximately 5,000 – 10,000 sq. ft. |
| Term:                          | To be determined.                    |
| Lease Rate:                    | To be determined.                    |
| Utilities:                     | Provided by Lessor.                  |
| Custodial:                     | Provided by Lessor.                  |
| Interior/Exterior Maintenance: | Provided by Lessor.                  |
| Tenant Improvements:           | Provided by Lessor.                  |
| Voice/Data:                    | To be determined.                    |

By:   
Rose Salgado, Director  
Facilities Management

**Facilities Management**  
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Riverside CA 92501  
Main Line: 951.955.3345 Fax: 951.955.4828  
Facilities Emergency 24-Hour Line: 951.955.4850

Project Management Office  
Maintenance & Custodial  
Real Estate & Parking  
Energy Efficiency  
Administration