

ECONOMIC DEVELOPMENT AGENCY
ANNUAL SPACE OCCUPANCY CERTIFICATION
FY 2011-2012

PRESENTED BY:

CATHY LOVELL
ELAINE KIST



Authority

Pursuant to Board of Supervisors' Policy No. H-27, and in accordance with Board Policy H-9, EDA Facilities Management shall establish and maintain a comprehensive space management system that enables the department to:

- ▶ Inventory all county owned and leased space.
- ▶ Track allocations of space to county departments and other entities occupying county-owned or leased space.
- ▶ Perform space planning services on behalf of other county departments.
- ▶ Ensure that county space is utilized efficiently and completely.



Annual Space Occupancy Certification Purpose

- ▶ Capture an accurate inventory of County owned buildings and structures.
- ▶ Verify occupancy by square footage which does not include common core* or leased space.
- ▶ Serve as a basis for custodial, maintenance and utility charges.
- ▶ Allow departments to provide feedback on their space usage.

* Common core areas consist of: mechanical rooms that serve more than one department; janitorial rooms that serve more than one department; restrooms that serve more than one department; and public or private egress that serves more than one department (hallways, elevators, etc).



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Objectives



- ▶ Provide an accurate and complete Building List Inventory.
- ▶ Establish Department/Agency Key Contact(s).
- ▶ Encourage departments to work together.
- ▶ Eliminate Duplication – cost savings to County.
- ▶ Share information/concerns.



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Process

- ▶ Building List
- ▶ Certification Process
- ▶ Questions



Sample Building List

Riverside County Building List By City (ALL)

(CO-CO=County Owned/County Occupied, CO-OO=County Owned/Other Occupied, CO-FL=County Owned/Fully Leased, CO-PL=County Owned/Partial Leased, O-CO=Other Owned/County Occupied, O-HA=Housing Authority, O-O=Other Owned/Other Occupied, CM-ADC=County Maintained/State Owned (Light Maintenance by County), CM-CO-ADC=County Owned/State Occupied (heavy Maintenance by County) CO-SU=County Owned/Special Use

Bldg ID	Address	Built	Floor	Building Name	Department	Department Use	SF FT	Cust	Maint	Date Verified	Move-In Date	Type	
Aguaanga													
AZ4704	4552 HWY 371	2011	1	Billy Goat	INFORMATION TECHNOLOGY/PSEC	Billy Goat Communication Shelter	80	No	No			CO-CO	
	4552 HWY 371	2011	1	Billy Goat	INFORMATION TECHNOLOGY/PSEC	Billy Goat Communication Tower	0	No	No			CO-CO	
							AZ4704 Total Bldg Square Ft	80					
							City Percentage of TTL County Square Ft	0.05 %					
						City TTL Square Ft	80						
Ariza													
AZ4701	5650 Hwy171	1999	1	AZ FIRE 29	FIRE DEPARTMENT	Anza Fire Station #29	2,300	No	No			O-CO	
						AZ4701 Total Bldg Square Ft	2,300						
AZ4703	4354 Cowboy Country Tr	2009	1	Lake Riverside	INFORMATION TECHNOLOGY/PSEC	Lake Riverside Communication Shelter	312	No	No	01/09/2009		CO-CO	
	4354 Cowboy Country Tr	2009	1	Lake Riverside	INFORMATION TECHNOLOGY/PSEC	Lake Riverside Communication Tower	0	No	No			CO-CO	
						AZ4703 Total Bldg Square Ft	312						
AZ4705	57210 Calulla Rd		1	Anza Maintenance Yard	TLMA	Office/Shop	1,480	No	No			CO-CO	
						AZ4705 Total Bldg Square Ft	1,480						
AZ4706	46937 Comanche Court	2010	1	Fire Station 77	FIRE DEPARTMENT	Fire Station 77	3,222	No	No			O-CO	
						AZ4706 Total Bldg Square Ft	3,222						
						City Percentage of TTL County Square Ft	0.06 %						
						City TTL Square Ft	7,314						
Banning													
BA101	135 Alessandro Rd	1951	0	BA CAC - State Courts	Common Core	Halls, Restrooms, etc	2,240	Yes	No	05/05/2009		CM-ADC	
	135 Alessandro Rd	1951	1	BA CAC - State Courts	Common Core	Halls, Restrooms, etc	1,741	Yes	Yes	05/05/2009		CM-ADC	
	135 Alessandro Rd	1951	2	BA CAC - State Courts	Common Core	Halls, Restrooms, etc	2,353	Yes	Yes	07/29/2009		CM-ADC	
	135 Alessandro Rd	1951	2	BA CAC - State Courts	DISTRICT ATTORNEY	District Attorney	2,303	Yes	Yes	07/29/2009		CM-ADC	
	135 Alessandro Rd	1951	1	BA CAC - State Courts	PROBATION	Probation	2,079	Yes	Yes	05/05/2009		CM-ADC	
	135 Alessandro Rd	1951	2	BA CAC - State Courts	PROBATION	Probation	651	Yes	Yes	07/29/2009		CM-ADC	
	135 Alessandro Rd	1951	2	BA CAC - State Courts	PUBLIC DEFENDER	Public Defender	547	Yes	Yes	07/29/2009		CM-ADC	
	135 Alessandro Rd	1951	0	BA CAC - State Courts	SUPERIOR CT OF CA - S	Courtrooms / Court Offices	4,296	Yes	No	05/05/2009		CM-ADC	
	135 Alessandro Rd	1951	1	BA CAC - State Courts	SUPERIOR CT OF CA - S	Courtrooms / Court Offices	3,255	Yes	No	05/05/2009		CM-ADC	
	135 Alessandro Rd	1951	2	BA CAC - State Courts	SUPERIOR CT OF CA - S	Courtrooms / Court Offices	932	Yes	No	07/29/2009		CM-ADC	
	135 Alessandro Rd	1951	2	BA CAC - State Courts	DISTRICT ATTORNEY	District Attorney	178	Yes	Yes	02/17/2009		CM-ADC	



Building Inventory List (cont'd)

▶ **TYPE – Type of Occupancy**

TYPE	DESCRIPTION	EXAMPLES
CO-CO	County Owned/County Occupied	Sheriff Stations
CO-OO	County Owned/Other Occupied	Sports Parks and Community Centers
CO-FL	County Owned/Fully Leased	Airports and Capital Leases
CO-PL	County Owned/Partially Leased	Riverside CAC – Cafeteria (Atrium)
O-CO	Other Owned/County Occupied	Fire Stations
O-HA	Other/Housing Authority	Housing Authority (Arlington)
O-O	Other Owned/Other Occupied	Cemeteries
CM-AOC	County Maintained/State Owned (Light Maintenance by County)	Superior Courts
CM-CO-AOC	County Owned/State Occupied (Heavy Maintenance by County)	Superior Courts
CO-SU	County Owned/Special Use	Indio Fairgrounds



Annual Space Occupancy Certification

- ▶ Annual Space Occupancy Letter
- ▶ Sample Space Allocation Certification
- ▶ Space Allocation Chargeback Information
- ▶ Completed Space Allocation Certification
- ▶ Sample Colorized Floor Plan
- ▶ SharePoint Access
- ▶ Timeline



Annual Space Occupancy Letter



MEMORANDUM

RIVERSIDE COUNTY ECONOMIC DEVELOPMENT AGENCY

Robert Field
Assistant County Executive Officer/EDA

DATE: March 12, 2012
TO: «Department_Head», «Title_»
«Department»
FROM: Suzanne Holland, Assistant Director
SUBJECT: Annual Space Occupancy Certification

Economic Development Agency is tasked with the yearly certification of department/agency space occupancy at each of four county owned facilities per Board Policy H-27. This space occupancy request serves as the basis for the County's master building list, custodial, maintenance and utility charges. This list does not include common core or leased space.

Based upon the updated Master Building Report as of March 2012, our records reflect the attached square footage data to be the space currently allocated to your department/agency in each of the buildings noted. Please review this information and provide the appropriate accounting string for chargeback highlighted in yellow on the certification. In addition a request is being made for the Level 4 Dept ID for COWCAP reporting, as it is required by the Auditor Controller's Office. The level 4 Dept ID is the highest budgetary level Dept ID.

The space allocation spreadsheet is available on the EDA's Sharepoint JV Access site. If available you may access the most current colonized floor plans showing space usage and department occupancies.

Please return the attached certification form signed by the department/agency head or designee for your organization to Economic Development Agency Asset Management, no later than April 5, 2012.

For all occupancy and/or square footage questions, comments, or concerns contact:

EDA Space Management Office
EDASpacePlanning@riversideeda.org

The signed original certification can be forwarded to Stop#2600, Attention Michael Alferez or mailed to:

Economic Development Agency
3133 Mission Inn Avenue
Riverside, California 92507
Attention: Michael Alferez

We appreciate your assistance in this matter.



Sample Space Allocation Certification



Economic Development Agency
2012 Space Occupancy Certification
Auditor-Controller

City	Bldg ID	Address	Floor	Building Name	Department Use	SF FT	Cust	Maint	Type	Chargeback Information (Please use one accounting string per BLDG ID)				Level 4 Dept ID for COWCAP	Comments
										Custodial Account	Maintenance Account	Fund	Dept		
Riverside	RV0905	4080 Lemon	1	RV CAC TOWER	ACO-Special Accounting	1,448	Yes	Yes	CO-CD						
Riverside	RV0905	4080 Lemon	1	RV CAC TOWER	ACO-Internal Audit	2,267	Yes	Yes	CO-CD						
Riverside	RV0905	4080 Lemon	3	RV CAC TOWER	Auditor	3,372	Yes	Yes	CO-CD						
Riverside	RV0905	4080 Lemon	11	RV CAC TOWER	Auditor	17,400	Yes	Yes	CO-CD						
Grand Total						24,487									

Date _____ Prepared by: _____ Date _____ Department Head (Or Designee) Name _____

Date _____ Reviewed by: _____ Department Head (Or Designee) Signature _____

Please itemize corrections in this area only (please do not change original certification)

City	Bldg ID	Address	Floor	Building Name	Department Use	SF FT	Cust	Maint	Type	Chargeback Information (Please use one accounting string per BLDG ID)				Level 4 Dept ID for COWCAP	Comments
										Custodial Account	Maintenance Account	Fund	Dept		



Space Allocation Chargeback Information

Chargeback Information (Please use one accounting string per BLDG ID)					Level 4 Dept ID for COWCAP	Comments
Custodial Account	Maintenance Account	Fund	Dept			

The Level 4 Dept ID is the highest budgetary level Dept ID. This information will be used by the ACO to allocate COWCAP charges

- ▶ Please use one accounting string per Building ID
- ▶ **DO NOT** change the printed information on the original spreadsheet. Any noted changes will be field verified by the Space Management Office.
- ▶ If you are aware of discrepancies or necessary updates, please document those in the CORRECTIONS section at the bottom of the certificate.
- ▶ If your department occupies space that does not show up on the certification sheet, please document those in the CORRECTIONS section at the bottom of the certificate.
- ▶ The Space Management Office will conduct a field verification upon receipt of this information. This will help alleviate costly future charge-back corrections to your department.



Completed Space Allocation Certification



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Economic Development Agency
2011 Space Occupancy Certification
Auditor-Controller

City	Bldg ID	Address	Floor	Building Name	Department Use	SF FT	Cust	Maint	Type	Chargeback Information						Level 4 Dept ID for COWCAP	Comments	
										Acct	Fund	Dept	Project	Program	Class			
Riverside	RV0905	4080 Lemon Street	1	RV CAC Tower	ACO-Internal Audit	2,267	Yes	Yes	CO-CO	522310	10000	1300200000	AC00080000					
Riverside	RV0905	4080 Lemon Street	1	RV CAC Tower	ACO-Special Accounting	1,448	Yes	Yes	CO-CO	522310	10000	1300100000	AC00070000					
Riverside	RV0905	4080 Lemon Street	3	RV CAC Tower	Auditor	3,372	Yes	Yes	CO-CO	522310	10000	1300300000	AC00090000					
Riverside	RV0905	4080 Lemon Street	11	RV CAC Tower	Auditor	17,400	Yes	Yes	CO-CO	522310	10000	1300100000	AC00010000					

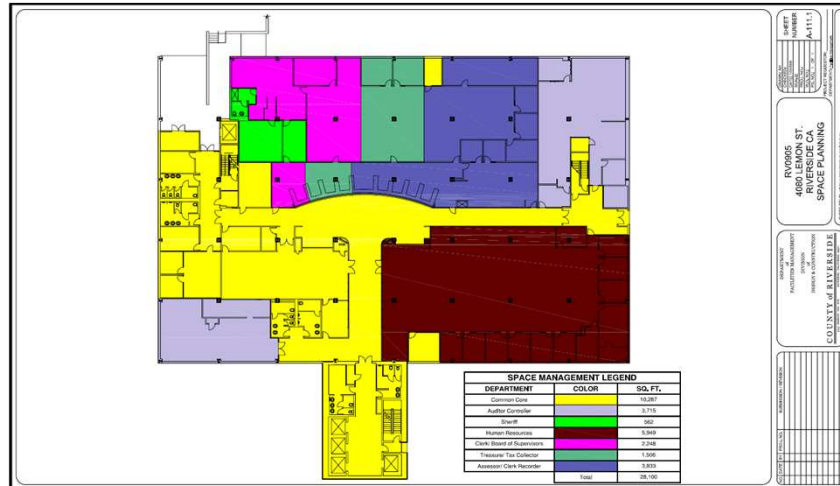
Grand Total 24,487

5/16/2011
Date

M. BERNARD FERNANDEZ
Department Head (Or Designee) Name
M. Bernard Fernandez
Department Head (Or Designee) Signature



Sample Colorized Floor Plan



SHAREPOINT ACCESS



Home Login

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Account Login Search

Welcome to the Riverside County Economic Development Agency's Accounting and Finance website.

In order to view the Web site you will need to login.

To request access to this Web site send a request to the [Website administrator](#). Please include your name, company name, and email address.

If you are having difficulties please notify the [Website administrator](#).

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Welcome to the Riverside County Economic Development Agency's Accounting and Finance website.

A Journal voucher is a document in which financial data can be exchanged between departments within the county. This document can be used between departments or within departments.

Journal Vouchers are available for the following categories:

- Real Estate Lease
- Rental
- Maintenance
- Custodial
- Parking

The Annual Space Occupancy Certification is a tool used to have departments confirm their space usage in each of our county owned facilities. This documents serves as the basis for the County's master building list, custodial, maintenance, and utility charges.

[Space Occupancy](#)

For more information visit the [Contact Us](#) section.



TIMELINE

- ▶ March 12th – Certifications going out to departments
- ▶ April 5th – Return certifications to EDA/FM
 - ▶ (Mail Stop #2600)



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- ▶ Occupancy and Square Footage Inquiries
 - ▶ Email: EDASpacePlanning@rivcoeda.org
- ▶ Certification Inquiries
 - ▶ Gabriela de la Rosa – (951) 955-9657
 - ▶ Michael Alferez – (951) 955-5150

