

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

945



FROM: Dept. of Public Social Services

SUBMITTAL DATE: November 5, 2003

SUBJECT: APPROVAL IN PRINCIPLE TO LEASE A FACILITY FOR SELF-SUFFICIENCY

RECOMMENDED MOTION:

That the Department of Facilities Management be authorized to locate adequate office space to accommodate additional Medi-Cal staff in the Norco – Corona area.

BACKGROUND:

DPSS Self-Sufficiency is hiring 20 Medi-Cal staff to provide services in the Norco-Corona region. Currently, the Norco facility has reached maximum occupancy of 18,885 square feet and cannot accommodate the increase in staff. DPSS requests that an additional 6,500 square feet of space be identified to accommodate this staff. Once the Department selects an appropriate site, a lease agreement for that site will be submitted for Board approval. There are sufficient funds in the FY 03/04 budget to fund this lease. No County funds are requested.

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Susan Jew for
Dennis J. Boyle, Director

FINANCIAL DATA:

CURRENT YEAR COST: \$ 420,225

ANNUAL COST: \$ 120,900

NET COUNTY COST: \$ 0

IN CURRENT YEAR BUDGET: Yes

BUDGET ADJUSTMENT: No FY 03/04

SOURCE OF FUNDS: 53% Federal, 47% State

C.E.O. RECOMMENDATION: The Executive Office will verify funding source before leasing arrangement is presented to the Board for approval.

APPROVE

County Executive Officer Signature

Dan Martinez

Prev. Agn. ref.

Dist.

AGENDA NO.

2

3.24

Reviewed by *T. Rat*
CIP TEAM

Department Recommendation: Consent Policy
Per Executive Office: Consent Policy

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COUNTY OF RIVERSIDE
RECEIVED

SUBJECT: APPROVAL IN PRINCIPLE TO LEASE A FACILITY FOR MEDI - CAL

BACKGROUND: (continued)

The Self-Sufficiency program's primary use of this office will be to provide public assistance in the area of Medi-Cal. An expansion is crucial in order for Self-Sufficiency to meet the duties and responsibilities to those clients eligible for Medi-Cal.

The Facility Project Budget Worksheet assumes the expansion of 6,500 square feet with an estimated lease costs of \$1.55 per sq. ft. In the current year, we included three months of lease costs at \$30,225 plus the estimated Tenant Improvement costs of \$390,000.00.

Sufficient Medi-Cal funding has been allocated to DPSS to support this facility.