

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

826



SUBMITTAL DATE:
July 9, 2005

FROM: Department of Public Social Services

SUBJECT: APPROVAL IN PRINCIPLE FOR VARIOUS SITES FOR THE
DEPARTMENT OF PUBLIC SOCIAL SERVICES

RECOMMENDED MOTION: That the Department of Facilities Management be authorized to locate, negotiate, and prepare the necessary documents for lease approval and execution by the Board of Supervisors for adequate sites in various cities of Riverside County for the Department of Public Social Services' (DPSS).

BACKGROUND: DPSS Child Protective Services, Self-Sufficiency, and Adult Services staffs are currently located in a variety of leased facilities throughout the County in order to ensure that the public can readily access our services. The Department recently completed a comprehensive review of our facilities to ensure that we are well positioned to respond to the changing demographics in the county, projected future growth, as well as new programs and service delivery approaches that are becoming available. We also assessed the extent to which a change to current offices may be necessary based on shifts in service populations, facility location and capacity, and pending lease expirations.

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Dennis J. Boyle
Dennis Boyle, Interim Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$	In Current Year Budget:
	Current F.Y. Net County Cost:	\$	Budget Adjustment:
	Annual Net County Cost:	\$	For Fiscal Year:

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

C.E.O. RECOMMENDATION:

APPROVE

BY: *Debra Cournoyer*
Debra Cournoyer

County Executive Office Signature

- Consent
- Policy
- Dept Recomm.:
- Consent
- Policy
- Per Exec. Ofc.:

3.81

Reviewed by
C.M. Harris

Departmental Concurrence

**SUBJECT: APPROVAL IN PRINCIPLE FOR VARIOUS SITES FOR THE
DEPARTMENT OF PUBLIC SOCIAL SERVICES**

BACKGROUND: (continued)

As a result of this review, we are recommending that several existing facilities be expanded and several others be considered as candidates for relocation.

Relocation

Following are the sites to be considered for relocation:

Location	Program	Square Footage	Lease Expiration
Banning	Self-Sufficiency	19,695	6/30/10
Blythe	Full-Service	16,100	6/30/09
Cathedral City	Self-Sufficiency	22,200	3/31/09
Moreno Valley	Full Service	86,151	2/28/10
Moreno Valley	Administration	27,131	1/31/12
Norco	Self-Sufficiency	18,885	2/28/10
Perris	Children's Services	9,938	6/30/07
Perris	Self-Sufficiency	18,130	12/31/09
Perris	Self-Sufficiency	11,050	12/31/09
Riverside	Administration	40,157	6/30/01
Riverside	Self-Sufficiency	25,253	11/30/07
Riverside	Self-Sufficiency	16,400	12/31/07
Temecula	Children's Services	10,311	6/30/09
Temecula	Self-Sufficiency	10,142	5/31/10

In order to ensure that these facilities support existing staff as well as allow for future growth, the Department in collaboration with Facilities Management will seek approximately 480,000 square feet of office space, with necessary parking, over the next 36 months. This amount represents an additional 148,457 square feet of leased space above the current occupied space within these communities.

Due to a scarcity of vacant office buildings, it may be necessary to proceed with build-to-suit projects in some areas, which can take well over two years to complete. As a result, we are recommending that we begin the process today to ensure that adequate facilities are in place on a timely basis.

Once the Department selects appropriate sites, a lease agreement for each site will be submitted by the Department of Facilities Management for Board approval.

Expansion

Concurrent with implementation of this long range facilities replacement plan, the Department has identified seven offices that require expansion before the scheduled relocation or expiration of the existing lease. These seven offices have an opportunity to satisfy an immediate need by expanding into available adjacent space that will better equip our staff to provide proper services to the public.

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BACKGROUND: (continued)

Following is a list of the facilities that we are seeking to expand:

Location/Program	Address	Current Space	Additional Space Required
Banning / Self-Sufficiency	63 S. Fourth Street	19,695 sf*	5,000 sf
Desert Hot Springs / Self-Sufficiency	14-201 Palm Drive	3,546 sf	7,000 sf
Hemet / Self-Sufficiency	541 N. San Jacinto	54,252 sf	4,000 sf
Hemet / CPS	547 N. San Jacinto	17,600 sf	25,000 sf
Perris / Self-Sufficiency	22055 N. Perris Blvd.	16,250 sf	2,000 sf
Riverside / CPS	3610 Central Avenue	23,643 sf	3,000 sf
Temecula / Self-Sufficiency	43264 Business Park Dr.	10,142 sf	5,000 sf

* square footage (sf)

This represents an additional 51,000 square feet above the current occupied space within these communities.

Facilities Management will submit the required lease amendments for each site to your Board for approval.

Financial Information

No funds are requested that are not already within the department's budget or in the Realignment Designated Fund. All expansion projects will be funded within the current DPSS budget.

Relocation projects will be funded primarily from DPSS's base budget. If necessary and prudent we will work with the Executive Office to fund any balance from the Realignment Designated Fund.




ENDORSEMENT

Department of Public Social Services Leased Space in the County of Riverside

The Department of Facilities Management concurs with this request from the Department of Public Social Services to procure leased space in various cities throughout Riverside County. Given the size of the offices and the current real estate market, some of these projects will require build to suit construction with significant lead time.

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

Lead Time:	Six (6) to Twenty Four (24) months.
Size:	Approximately 480,000 square feet with an overall increase of 148,457 square feet.
Term:	A minimum of five (5) years.
Lease Cost:	To be negotiated.
Utilities:	Provided by Landlord.
Custodial:	Provided by Landlord.
Interior/Exterior Maintenance:	Provided by Landlord.
Tenant Improvements:	To be negotiated.
Voice/Data:	To be determined upon site selections.

By: 
Robert Field, Director
Department of Facilities Management

HHR:pa
7/11/07

11.089