

727

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



FROM: Department of Public Social Services

SUBMITTAL DATE:
July 9, 2007

SUBJECT: APPROVAL IN PRINCIPLE FOR NEW OFFICE SPACE FOR THE
DEPARTMENT OF PUBLIC SOCIAL SERVICES

RECOMMENDED MOTION: That the Department of Facilities Management be authorized to negotiate and prepare the necessary documents for approval and execution by the Board of Supervisors to lease new office space in the Southwest Region of Riverside County for the Department of Public Social Services (DPSS).

Departmental Concurrence

BACKGROUND: DPSS Child Protective Services staff is currently located in leased facilities in the cities of Temecula and Perris providing Children Services for these communities. Neither of these offices can adequately house the staff requirements due to continuing growth of the program. The department is seeking to consolidate these two smaller offices into a new 7th Region that would be accessible to both communities with adequate space for staff growth.

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Susan K. Loew

Susan K. Loew, 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

- Comm: Consent
- Off: Consent
- Policy
- Policy

3.29

**SUBJECT: APPROVAL IN PRINCIPLE FOR NEW OFFICE SPACE FOR THE
DEPARTMENT OF PUBLIC SOCIAL SERVICES**

BACKGROUND: (continued)

The city of Murrieta has been identified as a preferable location for our staff to serve the respective communities. DPSS is seeking space in the range of 35,000 to 40,000 square feet with a target of relocating during the spring of 2010.

A new lease will be submitted by the Department of Facilities Management for Board approval. Sufficient funds will be identified to cover lease payments, communications equipment, systems furniture, moving costs, telephone and data wiring, data processing equipment, and State Data systems (CWS) wiring equipment. No additional County funds will be requested beyond the amount included in the department's annual budget.



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 seek and negotiate a lease for a facility in the City of Murrieta. This proposed new facility of approximately 35,000 square feet will combine current offices located in Temecula and Perris. Given the size of the office, it may require build to suit construction with significant lead time. There is *no county-owned* space available. This request meets County space standards.

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

Lead Time:	Twelve (12) to Twenty Four (24) months.
Square Footage:	Approximately 35,000 – 40,000 square feet.
Term:	A minimum of seven (7) years.
Lease Rate:	To be negotiated.
Utilities:	Provided by Landlord, except electrical.
Custodial:	Provided by Landlord.
Interior/Exterior Maintenance:	Provided by Landlord.
Tenant Improvements:	To be negotiated.
Voice/Data:	To be determined upon site selection.

By: 
Robert Field, Director
Department of Facilities Management

HR:jw
09/11/08
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