

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

430



FROM: Department of Public Social Services

SUBMITTAL DATE:
November 18, 2009

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

RECOMMENDED MOTION: That the Board of Supervisors authorize the Department of Facilities Management to identify suitable space to support the Department of Public Social Services (DPSS) operations in the community of Desert Hot Springs or the surrounding area.

BACKGROUND: The DPSS office currently located in the city of Desert Hot Springs (DHS) only supports our CalWORKs Welfare-to-Work/GAIN Program. Due to limited space, this office cannot adequately meet the staff or public service requirements to allow for a full-service office that includes Eligibility staff. Today, the public must obtain eligibility services from the Cathedral City office. The department is seeking to relocate and if possible, identify a large enough office to create a full service Self-Sufficiency office that can enable DPSS to more effectively and efficiently meet the needs of this community.

Departmental Concurrence

Continued on Page 2...

Susan 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

- Dept't Recomm.: Consent Policy
- Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.: _____ District: 5 Agenda Number: _____

3.41

Reviewed by
CIP TEAM
Christopher Hans
Christopher Hans

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

BACKGROUND: (continued)

In order to position ourselves to utilize current year funding, it is recommended that a search for potential sites be initiated at this time. A new lease will not be submitted to the Board for approval unless sufficient funding is identified to support the relocation and ongoing cost for operations.

In addition to the limited space at our current location, DPSS has identified this project as a priority due to the ongoing facility problems and an absentee landlord. DPSS has provided local services to DHS citizens for over sixteen years. Our caseload size supports our plans for continuing our presence in this area.

The current facilities and operations are described below:

Welfare-to-Work (GAIN) & Child Care – 12 staff
14-201 Palm Drive
3,546 square feet

In addition to the current GAIN services the proposed Full Service Self Sufficiency Office will include 33 Eligibility staff that will accept applications for Food Stamps, CalWORKS, and Medi-Cal services along with handling over 5,500 continuing cases.

In order to consider the full range of available buildings in the community, DPSS is seeking offices of 10,000–15,000 square feet.



ENDORSEMENT

DEPARTMENT OF PUBLIC SOCIAL SERVICES CITY OF DESERT HOT SPRINGS

The Economic Development Agency, Real Estate Division, concurs with this request from the Department of Public Social Services for 10,000 to 15,000 square feet of office space in the City of Desert Hot Springs. There is no County owned space available meeting this requirement. The request meets County Space Standards.

The information listed below summarizes the requirements provided by the Department of Public Social Services.

Lead Time: Six (6) months
Size: 10,000 to 15,000 square feet
Term: Five years
Lease Cost: \$1.90 per square foot
RCIT Costs: \$154,820.00
Services: County pays for electric and telephone service,
Lessor to provide all other utilities.

By: 
Robert Field
Assistant County Executive Officer/EDA