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



**FROM:** Department of Public Social Services

**SUBMITTAL DATE:**  
October 19, 2010

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

**RECOMMENDED MOTION:** That the Board of Supervisors authorize the Real Estate Division of the Economic Development Agency to identify suitable space to support the Department of Public Social Services (DPSS) operations in the City of Desert Hot Springs.

**BACKGROUND:** DPSS Self-Sufficiency staff is currently providing customer services to Desert Hot Springs (DHS) customers from two leased facilities. One is in Cathedral City and the other in the city of DHS. Due to the limited space available in the DHS office, the Cathedral City office has long provided eligibility services to the community of DHS. As a result of these limited space resources, as well as caseload growth, the department is seeking to build a suitable office that can provide a more efficient use of space for current mandated services.

Continued on Page 2...

*Susan Loew*  
Susan K. Loew, Director

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

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

**C.E.O. RECOMMENDATION:**

APPROVE

*Debra Courmoyer*  
Debra Courmoyer

County Executive Office Signature

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

Prev. Agn. Ref.:

District: 5

Agenda Number:

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

3.26

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

**BACKGROUND: (continued)**

Relocation to a new facility is predicated on the availability of State funding, which won't be known for several months. However, in order to position ourselves to utilize this funding should it be available, it is recommended that a search for potential developers 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.

DPSS has identified this project as a priority due to the ongoing facility problems at the current DHS location and the desire to establish a full Self Sufficiency office that will better serve the residents from DHS and the immediate surrounding areas.

The current facility and operation in DHS is described below:

GAIN – 15 staff  
14-201 Palm Drive  
3,546 square feet

After an exhaustive search for an existing office, DPSS is seeking to join other county services located on Palm Drive near Park Lane across the street from our present location. A developer needs to be identified to purchase 2.5 acres and build a 25,000 square feet office that would be leased to DPSS.



**ENDORSEMENT**

**Department of Public Social Services  
Leased Space in the City of Desert Hot Springs**

The Economic Development Agency concurs with this request from the Department of Public Social Services to seek a developer to purchase a portion of land owned by the County on Palm Drive in city of Desert Hot Springs for the construction of a building to be leased by the County.

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 25,000 square feet.
- Term: Ten (10) years.
- Lease Rate: 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 selection.

By:   
Robert Field, Assistant County Executive Officer/EDA