

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

923



FROM: DEPARTMENT OF PUBLIC SOCIAL SERVICES

SUBMITTAL DATE:

April 17, 2012

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 community of Moreno Valley or the surrounding area.

BACKGROUND: DPSS Self-Sufficiency staff is currently located on a campus environment in two separate facilities in the city of Moreno Valley. The combined space of these two offices does not adequately meet the staff or public service requirements due to separate entrances, limited parking, and caseload growth. The department is seeking to relocate and consolidate these two smaller offices into one office that can provide a more efficient use of space for current mandated services.

(Continued on Page 2)

Susan Loew

Susan Loew, Director

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

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 Courmoyer*
Debra Courmoyer

County Executive Office Signature

- Policy
- Policy
- Consent
- Consent

Dep't Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.: | **District:** 5 | **Agenda Number:**

3.14

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

Date April 17, 2012

Page 2

BACKGROUND (Continued):

Relocation to a new facility is predicated on the availability of State funding, which will not 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 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.

DPSS has identified this project as a priority due to the lack of growth potential in the current offices and the ongoing parking problems. DPSS has provided local services to Moreno Valley citizens for over seventeen years. Our caseload size supports our plans for continuing our presence in this area.

The current facilities and operations are described below:

Cal Works (GAIN) – 50 staff capacity
23119 Cottonwood Ave, Bldg B
Moreno Valley, CA
15,500 square feet

Self-Sufficiency-Eligibility – 127 staff capacity
23119 Cottonwood Ave, Bldg C
Moreno Valley, CA
30,565 square feet

Although a search for an existing 50,000 – 55,000 square foot facility requiring only tenant improvements is our preference, a build-to-suit project with a developer that is prepared for immediate construction is acceptable.

SL:bt



ENDORSEMENT

Department of Public Social Services Leased Space in the City of Moreno Valley

The Economic Development Agency concurs with this request from the Department of Public Social Services to seek space for office space of approximately 50,000 square feet in the city of Moreno Valley. An existing building or build to suit will be considered.

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

Lead Time:	Twelve (12) to Eighteen (18) months.
Square Footage:	Approximately 50,000 square feet.
Term:	Minimum ten (10) years.
Lease Rate:	To be negotiated.
Utilities:	Provided by Lessor.
Custodial:	Provided by Lessor.
Interior/Exterior Maintenance:	Provided by Lessor.
Tenant Improvements:	Provided by Lessor.
Voice/Data:	To be determined upon site selection.

By: 
Robert Field, Assistant County Executive Officer/EDA

HR:ra/041912/MV133/14.870