

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

141



**FROM:** DEPARTMENT OF PUBLIC SOCIAL SERVICES

**SUBMITTAL DATE:**  
September 11, 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 City of Riverside.

**BACKGROUND:** DPSS Eligibility Administration Services/Program Integrity staff (EAS) is currently co-located in a county building with the DPSS Adult Services Division (ASD). Both of these Divisions have expansion requirements and can no longer be accommodated in the limited square footage available. The department is seeking to relocate EAS to a new location and thereby providing the remaining space for ASD to consolidate staff from other locations.

Continued on Page 2...

*Susan Loew*

Susan Loew, Director

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ 0	For Fiscal Year:	12-13

<b>SOURCE OF FUNDS:</b>			<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
Federal Funding: 0%	State Funding: 0%	County Funding: 0%; Realignment Funding: 0%; Other Funding: 0%	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

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

BY: *Debra Cournoyer*  
Debra Cournoyer

**County Executive Office Signature**

Policy  Policy

Consent  Consent

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

Prev. Agn. Ref.:

District: 1,2

Agenda Number:

3.37

Departmental Concurrence

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

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**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 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 additional EAS staffing requirements for new customer services, the lack of space available to expand services in the current office, and the operational requirement of ASD to consolidate staff from two other locations.

The current facility and operations are described below:

Eligibility Administration Services & Adult Services Division – 132 staff capacity  
3950 Reynolds Road  
Riverside, CA  
21,451 square feet

It is our desire to complete this acquisition during the present fiscal year, therefore a search for an existing 30,000 – 35,000 square foot facility requiring only tenant improvements is our preference. Also, it would be ideal for this new facility to be within three (3) miles of our present location due to the proximity of our Administrative office.

**ATTACHMENT** – Economic Development Agency Endorsement

**CONCUR/EXECUTE** – Economic Development Agency

SL:bt



## ENDORSEMENT

### Department of Public Social Services Leased Space in the City of Riverside

The Economic Development Agency concurs with this request from the Department of Public Social Services to seek existing office space of approximately 30,000-35,000 square feet in the city of Riverside.

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

Lead Time:	Six months.
Square Footage:	Approximately 30,000-35,000 square feet.
Term:	Five 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:   
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Robert Field  
Assistant County Executive Officer/EDA

HR:ra/082712/RV535/15.228