

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

**FINANCIAL
DATA**

Current F.Y. Total Cost: \$ 0
Current F.Y. Net County Cost: \$ 0
Annual Net County Cost: \$ 0

In Current Year Budget: N/A
Budget Adjustment: N/A
For Fiscal Year: 12-13

SOURCE OF FUNDS:

Federal Funding: 0% State Funding: 0%; County Funding: 0%; Realignment
Funding: 0%; Other Funding: 0%

Positions To Be Deleted Per A-30 ☐
Requires 4/5 Vote ☐

C.E.O. RECOMMENDATION:

APPROVE

BY: *Debra Cournoyer*
Debra Cournoyer

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Stone and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: September 25, 2012
xc: DPSS

Kecia Harper-Ihem
Clerk of the Board

By: *[Signature]*
Deputy

Prev. Agn. Ref.:

District: 1,2

Agenda Number:

3.37

Departmental Concurrence

Policy ☒ Policy ☒

Consent ☐ Consent ☐

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

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

Date September 11, 2012

Page 2

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: _____

Robert Field

Assistant County Executive Officer/EDA

HR:ra/082712/RV535/15.228

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