

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

428



FROM: Riverside County Department of Mental Health

SUBMITTAL DATE:
October 25, 2012

SUBJECT: In-Principle approval for lease of new space for the Riverside County Department of Mental Health for a new Community Service Center. [District 1, 3, 5]

RECOMMENDED MOTION: Move that the Riverside County Board of Supervisors authorize, in-principle, the Economic Development Agency (EDA) to seek office space to lease approximately 4,100 square feet of office space for a new Community Service Center.

BACKGROUND: The Riverside County Department of Mental Health (RCDMH) has received a HUD grant to help establish a new Community Service Center in order to provide supportive housing services to consumers residing in HUD funded scattered site apartments. The HUD grant funds help off-set the cost of supportive housing staff and the cost of the lease for the new space. In addition, the RCDMH is seeking additional space for its existing and new vocational services programs. Therefore, in order to improve consumer care and provide adequate staff space, new office space in the Mid-County Region of Riverside County is being sought.
(Continued on page 2)

Departmental Concurrence

JW:DC:MIM:SL

Jerry Wengard

Jerry Wengard, Director
Riverside County Department of Mental Health

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2012/2013

SOURCE OF FUNDS: 69% Federal, 31% State	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

- Policy
- Consent
- Policy
- Consent

Dept's Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.:

District: 1,3, 5

Agenda Number:

3.44

SUBJECT: In-Principle approval for lease of new space for the Riverside County Department of Mental Health for a new Community Service Center. [District 1, 3, 5]

BACKGROUND: (Continued)

A Community Service Center is a center based within the community that is designed to assist mental health consumers with developing and maintain life skills that support housing stability and employment development. The existing Mid-County Region office was assessed as needing these service enhancements, but unfortunately does not have adequate space to support the new Community Service Center as required by the HUD grant funding. The area the RCDMH is interested in would include unincorporated areas in Mid-County near the 215 Hwy. The new Community Service Center will also be close to public transportation so that scattered site residents and consumers receiving vocational services can access services.

The RCDMH will need approximately 4,100 square feet of space to accommodate eleven (11) licensed professional, paraprofessional, and clerical mental health staff. Below is a brief description of the services that will be provided at the New Community Service Center:

- **Supportive Housing Services:** A centralized location for consumers receiving supportive housing services in scattered sites to meet for life and educational activities as a group. Consumers currently reside in various HUD subsidized apartments that are located throughout Riverside County.
- **Homeless Street Outreach:** Staff provides daily mobile outreach and client service engagement for homeless individuals and families on the streets, in service venues, and other locations where they can be found in Riverside. The Street Outreach Team responds to the issues and concerns of people in need of assistance as well as local residents, businesses and others relative to homelessness in the community.
- **Community Room:** The community room provides for life skills training and socialization support.
- **Vocational Services:** The RCDMH's existing California Department of Rehabilitation state contract will be used to establish a local job club center. Consumers throughout the region can receive employment counseling and job readiness training in a job club environment.
- **Laundry/Shower:** To promote good hygiene and self care education and support.

FINANCIAL INFORMATION

There are sufficient funds in the RCDMH FY 12/13 budget to fund this additional space. No additional County funds are required.



ENDORSEMENT

Department of Mental Health Leased Space in the Perris or Menifee area and the adjacent unincorporated areas near the 215 Hwy

Economic Development Agency concurs with this request from the Riverside County Department of Mental Health for 4,100 square feet of leased office space in the Perris or Menifee area and the adjacent unincorporated areas near Interstate 215. 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 Riverside County Department of Mental Health.

Lead Time:	Six (6) Months
Square Footage:	4,100 Square Feet
Term:	Five Years
Utilities:	Provided by Landlord
Custodial:	Provided by Landlord
Maintenance:	Provided by Landlord
Tenant Improvements:	Cost to be determined and negotiated
RCIT Costs:	Cost to be determined
Services:	County pays for electric and telephone service, Lessor to provide all other services.

By: 
Robert Field
Assistant County Executive Officer/EDA

MH:ra/100412/007MH/15.350

ATTACHMENT A COMMUNITY SERVICE CENTER SPACE REQUIREMENTS

Total Sq.Ft. 3075 + 1015 (33% circulation) = 4090 Square Feet

Program/Project	Proposed Staff	Proposed Office(s) & Common Areas			
COMMUNITY SERVICE CENTER	Position	#	Sq.ft.		
		BHS II @ 25 Sq.Ft.	6	150	
		CSA @ 65 Sq.Ft.*	1	65	
		PSS @ 25 Sq.Ft.	1	25	
		ESC @ 25 Sq.Ft.	2	50	
		OA II @ 65 Sq.Ft.*	1	65	
		Total	11	355	
	* Located within Receptionist Area				
		Space Requirement	# of Rooms/Space Required.	Sq.Ft.	
		Communications Room (IT)	1	140	
		Community Room	1	350	
		Computer Lab (Job Club)	1	300	
		Employee Break room	1	250	
		Guest Supervisors Office	1	120	
		Interview Rooms @ 120 sq.ft.	2	240	
	Janitors Closet	1	50		
	Laundry Room w/Washer & Dryer)	1	140		
	Network Printer/Copier/Fax Room	1	120		
	Receptionist Area – no lobby	1	250		
	Records/Storage room	1	200		
	Program Supply Storage Room	1	140		
	Shower Stalls	2	120		
	Unisex Restrooms @ 100 sq.ft.	3	300		
	Total Square Feet	18	2720		
Parking Space for 4-6 County Cars					