

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



FROM: Department of Public Social Services

SUBMITTAL DATE:
9/25/13

SUBJECT: APPROVAL IN PRINCIPLE FOR NEW OFFICE SPACE FOR THE DEPARTMENT OF
PUBLIC SOCIAL SERVICES [Districts 1,3,4,5] [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Authorize the Real Estate Division of the Economic Development Agency to identify suitable office space to support Department of Public Social Services (DPSS) operations throughout the County.

BACKGROUND:

Summary

DPSS has determined that to meet the needs of its Self Sufficiency Division, we need to relocate existing offices to larger facilities and establish new offices in various communities. This need is predicated on caseload growth.

(Continued on Page 2...)

Susan Loew

Susan Loew
Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$	\$	\$	\$	Consent <input checked="" type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	

SOURCE OF FUNDS: Federal Funding: 59.31% State Funding: 36.94%;
County Funding: 3.75%; Realignment Funding: 0%; Other Funding: 0%

Budget Adjustment: No
For Fiscal Year: 13-14

C.E.O. RECOMMENDATION:

APPROVE

BY: *Debra Cournoyer*
Debra Cournoyer

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

Prev. Agn. Ref.:

District: 1,3,4,5

Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

2-8

FISCAL PROCEDURES APPROVED
PAUL ANGULO, CPA, AUDITOR-CONTROLLER
BY: *Isabelle Rince* 9/24/13
Isabelle Rince
Departmental Concurrence

A-30 ☐ Positions Added ☐
4/5 Vote ☐ Change Order ☐

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: APPROVAL IN PRINCIPLE FOR NEW OFFICE SPACE FOR THE DEPARTMENT OF PUBLIC
SOCIAL SERVICES

DATE: 9/25/13

PAGE: Page 2 of 2

BACKGROUND:

Summary (continued)

We are requesting to search for office space in three communities – in Riverside in the La Sierra area, in the Mid-County area between Perris and Temecula along the I-215 corridor, and in Mecca.

In Riverside, we need to relocate programs from our current location at 11060 Magnolia Ave. to a larger office with additional parking. We will backfill the current office with Children Services' staff from 11070 Magnolia Ave. and from the County Circle Campus, relieving space issues at those sites.

In Perris/Menifee/Temecula and in Mecca, new offices will provide a local presence and allow customers to access services as conveniently as possible, while addressing space issues driven by caseload growth.

DPSS' preference is for existing offices requiring only tenant improvements; however, build-to-suit projects with developers prepared for immediate construction are acceptable.

These projects are reliant on the availability of State funding. New leases will not be submitted to the Board for approval unless sufficient funding to support the projects and ongoing costs for operations has been identified.

Impact on Citizens and Businesses

These offices should make DPSS services more accessible to the public.

SL:bt



ENDORSEMENT

Department of Public Social Services Leased Space within Riverside County

The Economic Development Agency concurs with this request from the Department of Public Social Services to seek and negotiate leases in three locations within Riverside County. The locations include the city of Riverside, mid-county between Perris and Temecula, and Mecca. Given the requested size of the offices and availability of office space meeting DPSS specifications, build to suit construction may be required.

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

Lead Time:	Eighteen to Twenty Four months.
Square Footage:	Estimated ranges 35,000 – 55,000 square.
Term:	Up to ten 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

HR:ra/091113/15.265