

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

649



FROM: Department of Public Social Services

SUBMITTAL DATE:
January 6, 2015

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 Coachella.

BACKGROUND:

Summary

DPSS Self-Sufficiency Division (SSD) has Program staff that is currently located in the Indio Monroe Park office. It has been determined that the current office no longer meets the staff growth needs of this region due to population growth associated with the availability of affordable housing and legislative changes that have resulted in increased numbers of residents who are eligible for benefits and services.

(Continued on Page 2 . . .)

Susan von Zabern

Susan von Zabern,
Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$	\$	\$	\$	Consent <input type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	
SOURCE OF FUNDS: Federal Funding: 49.92%; State Funding: 45.93%; County Funding: 4.15%				Budget Adjustment: No	
				For Fiscal Year: 14-15	

C.E.O. RECOMMENDATION:

APPROVE

BY: *Debra Cournoyer*
Debra Cournoyer

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

Reviewed by
CIP TEAM

Departmental Concurrence

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

Prev. Agn. Ref.:

District: 4

Agenda Number:

3-30

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

DATE: January 6, 2015

PAGE: Page 2 of 2

BACKGROUND:

Summary (continued)

To relieve the over-crowding in the lobby, speed up services to our customers, and to offer a more convenient location for the southern communities of the desert region where public transportation is limited, DPSS is seeking to reassign caseloads and staff into a sub-office to be built in the City of Coachella.

In addition to the benefits of relocating a portion of the Coachella Valley caseload and developing an additional Desert Region office, it has also been determined that the opportunity of this office search will include the requirement of expanding Call Center operations to the Desert Region. Both the additional Desert Region office and the new Call Center site can be housed in the same facility.

In order to position ourselves to utilize funding in the upcoming Fiscal Year, 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 is interested in considering the full range of available buildings in the community; however, the best suited facility would be two story and 50,000 square feet capable of accommodating up to 200 staff. Although a search for an existing facility requiring only tenant improvements is our preference, a build to suit project with a developer that is prepared for immediate construction is acceptable.

Impact on Residents and Businesses

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

PR:tcs



ENDORSEMENT

Department of Public Social Services Leased Space in the City of Coachella

The Economic Development Agency concurs with this request from the Department of Public Social Services (DPSS) to seek and negotiate a lease for approximately 50,000 square feet of office space in the City of Coachella. There is no available County-owned space. Given the requested size of the office 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:	Approximately 18 months.
Square Footage:	Approximately 50,000 square feet.
Term:	Up to ten years.
Lease Rate:	To be negotiated.
Utilities:	Provided by Lessor.
Custodial:	Provided by Lessor.
Interior/Exterior Maintenance:	Provided by Lessor.
Tenant Improvements:	To be negotiated.
Voice/Data:	To be determined.

By: 
Robert Field,
Assistant County Executive Officer/EDA

HR:hr