

803

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



**FROM:** Department of Public Health/Community Action Partnership of Riverside County

**SUBMITTAL DATE:**  
April 21, 2015

**SUBJECT:** In-Principle approval to seek leased office space for the Community Action Partnership of Riverside County. Districts: All. [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors: Authorize the Real Estate Division of the Economic Development Agency to identify suitable space to support the Community Action Partnership of Riverside County in the Riverside and Mid-County Region.

**BACKGROUND:**

**Summary**

The Community Action Partnership of Riverside County (CAP) currently operates a Community Service Center and occupies office space in the City of Riverside. It has been determined that the current offices no longer meet the needs of CAP. CAP is seeking a new space between East Riverside and the Mid County region for its existing and new service programs in order to improve client care and provide adequate staff space. The programs are designed to assist clients with developing and maintaining life skills that support employment development and economic stability. The proposed location will be in closer proximity to public transportation so that residents who reside in various districts may receive improved access to services. The new site will include space for educational partners, community based operators, and other county department programs in order to create a synergy of outcomes.

(Continued on Page 2)

BF:am

*Susan D. Harrington*

Susan D. Harrington, Director  
Department of Public Health

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
SOURCE OF FUNDS: N/A				Budget Adjustment: N/A	
				For Fiscal Year: 15/16	

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

APPROVE

BY:

*Donna Shaw*  
Donna Shaw

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

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

Prev. Agn. Ref.:

District: All

Agenda Number:

3-23

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11:** In-Principle approval to seek leased office space for the Community Action Partnership of Riverside County. Districts: All. [\$0]

**DATE:** April 21, 2015

**PAGE:** Page 2 of 3

**BACKGROUND:**

**Summary (Continued)**

The current facilities and operations are described below:

Community Action Partnership, Community Service Center  
2038 Iowa Avenue, Unit B-102  
Riverside, CA 92507  
15,434 square feet

CAP will need approximately 30,000 to 40,000 square feet of space to accommodate seventy (70) plus employees and hundreds of walk-in clients daily. Currently the call-center fields approximately 1500 calls per day. Below is a brief description of the services which will be provided at the improved Community Service Center.

- **Energy Programs:** CAP helps qualified low-income residents with utility bills and weatherization. Clients pay a large percentage of their income to heat and cool their homes. The program assists in lowering heating and cooling costs, making homes more energy-efficient by providing a safer and healthier home through reduction of carbon emitted from inefficient appliances. Funding for the program is provided by the federal Department of Energy (DOE), Low-Income Home Energy Assistance Program (LIHEAP), and the City of Riverside Sharing Household Assist Riverside's Energy (SHARE). In addition, those receiving utility assistance also receive energy conservation education.
- **Dispute Resolution Programs:** Mediation services are provided through Riverside Superior Courts to families and individuals as an alternative to litigation. Referrals are also received from the law enforcement community. CAP Riverside partners with various school districts teach students to help their classmates work out conflicts. The goal of the school-based program is to provide a safer environment for students while assisting the disputing parties to reach a peaceful solution. All peer mediations are confidential. Currently the program reaches 24 schools throughout the County of Riverside.
- **Individual Development Accounts (IDA):** A match savings incentive program for low-income residents of Riverside County. Those who participate must have earned income from a job or self-employment to be eligible for the program. Participants attend a series of workshops that are both elective and mandatory to increase financial knowledge and steps to achieve one of the three program's goals: buy a first home, pursue educational or vocational training, and/or start or expand a small business.
- **Volunteer Income Tax Assistance Program (VITA):** Provides FREE tax preparation services that help customers obtain tax credits & refunds to which they are entitled. There are 19 FREE VITA sites throughout Riverside County. Sites are staffed by volunteers representing CAP Riverside. Services are available to taxpayers who file 1040, 1040A, & 1040EZ, low to moderate income families, persons with disabilities, limited English-speaking taxpayers, and senior citizens.
- **Cool and Warm Center:** Approximately 51 Cool and Warm Centers are located county-wide. CAP currently operates Cool and Warm Centers across 7,295 square miles in the county of Riverside. They provide a safe place for people, especially those most vulnerable, to escape extreme seasonal temperatures and save money on their utility bills. Cool Centers are active June 15 through October 15, and Warm Centers are active December 1 through March 31.

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11:** In-Principle approval to seek leased office space for the Community Action Partnership of Riverside County. Districts: All. [\$0]

**DATE:** April 21, 2015

**PAGE:** Page 3 of 3

**BACKGROUND:**

**Summary (Continued)**

- Youth Programs: CAP Riverside administers a pre-apprenticeship program; a workplace-mentoring and employment preparation program that matches high-risk students with small businesses in their communities up to a maximum of 520 hours. Project L.E.A.D. (Linking Education Advocacy and Development) connects students with marketable job skills while they receive a stipend for mentoring and tutoring in after school programs. Work performance is evaluated by the employer as well as CAP Riverside staff via periodic site visits and review of monthly fiscal and program reports.

**Impact on Citizens and Businesses**

To provide a more centrally located facility that provides a "one-stop shop" for services to the low-income residents of Riverside County that is conveniently located to major transportation hub for access to public transportation.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

No County General Funds would be required. 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.

**ATTACHMENTS:**

Endorsement from EDA/Facilities Management and CAP Space Program.





**ENDORSEMENT  
COMMUNITY ACTION PARTNERSHIP  
Leased Space in the Riverside Area and Mid County Area**

The Economic Development Agency concurs with this request from the Community Action Partnership for approximately 30,000 to 40,000 square feet of leased office space in the Riverside Area. There is no County owned space available meeting this requirement. The request meets County space Standards.

The information listed summarizes the requirements provided by the Community Action Partnership:

Lead Time:	Nine months to twenty four months.
Square Footage:	Approximately 30,000 to 40,000 square feet
Term:	5 to 10 years, with renewal options
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

TW:ra/021915/17.451

## New Community Action Space Program

Area	Qty	Unit Area	Total Area	Notes
<b>Energy Area</b>				
Energy Reception	1	1,000	1,000	Ability to have public workstations.
Division Lead Offices	1	175	175	
General Offices	8	130	1,040	
Workstations	20	80	1,600	
Energy Conference Room	1	1,600	1,600	Adjacent to 1 Public Restroom
Intake Privacy Room	1	960	960	12 equal partition areas for privacy.
Copy/Supply Room	1	400	400	
File Storage & Print Areas	1	120	120	One per division.
<b>Subtotal</b>			<b>6,895</b>	
<b>Office Space</b>				
CAP Reception	1	1,000	1,000	Adjacent to Library.
Department Head Office	1	225	225	
Interview Room	1	225	225	Adjacent to Department Head Office.
Division Lead Offices	2	175	350	
General Offices	13	130	1,690	
Partner Offices	3	130	390	
Workstations	40	80	3,200	
Partner Work Stations	12	80	960	
Community Room**	1	2,000	2,000	With partition wall & adjacent to 1 Public RR.
Partners Conference Room	1	250	250	
CAP Library	1	300	300	Adjacent to CAP reception.
Copy/Supply Room	1	400	400	
File Storage & Print Areas	3	120	360	One per division.
Relaxation Room	1	120	120	
Mail Room	1	250	250	
<b>Subtotal</b>			<b>11,720</b>	
<b>Warehouse</b>				
Warehouse	1	11,000	11,000	
<b>Subtotal</b>			<b>11,000</b>	
<b>Common Area</b>				
Break Room	1	1,000	1,000	Client would like Break Room this size.
Employee Restroom*	1	450	450	
Public Restroom*	2	300	600	
Janitor Closet*	1	80	80	
Maintenance Office*	1	120	120	
IT Office*	1	120	120	
Circulation*		9,596	9,596	30% of Office Space and Common Area.
<b>Subtotal</b>			<b>11,966</b>	
<b>Total Net S.F.</b>			<b>41,581</b>	

\* Indicates estimated values. May vary depending on building.

\*\* 500 Square feet of storage for Health and Wellness storage.



Riverside County  
Public Health

Susan Harrington M.S., R.D., Director  
Cameron Kaiser, M.D., Public Health Officer

## FINANCE AND BUSINESS OPERATIONS PROCUREMENT AND LOGISTICS

# MEMORANDUM

**Date:** April 22, 2015

**To:** Donna Shaw – Executive Office

**From:** Teresa Diez – Public Health CAP

[tdiez@rivcocha.org](mailto:tdiez@rivcocha.org)

Telephone: (951) 358-5616

FAX: (951) 358-5292

**Re:** The Form 11 for in-principle approval to seek leased space for  
Community Action Partnership (CAP)

---

Please, process for Board of Supervisors approval.

**Thank you so much.**