

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

108



**FROM:** Department of Public Social Services

**SUBMITTAL DATE:**  
January 31, 2011

**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 community of Norco, Corona or the surrounding area.

Departmental Concurrence

**BACKGROUND:** DPSS Self-Sufficiency staff is currently located in two leased facilities in the cities of Norco and Corona. Neither of these offices can adequately meet the staff or public service requirements due to limited facility square footage and caseload growth. The department is seeking to relocate and if possible, consolidate these two smaller offices into one office that can provide a more efficient use of space for current mandated services.

Continued on Page 2...

*Susan Loew*

Susan K. Loew, Director

**FINANCIAL DATA**

|                               |    |                         |
|-------------------------------|----|-------------------------|
| Current F.Y. Total Cost:      | \$ | In Current Year Budget: |
| Current F.Y. Net County Cost: | \$ | Budget Adjustment:      |
| Annual Net County Cost:       | \$ | For Fiscal Year:        |

**SOURCE OF FUNDS:**

|                                  |                          |
|----------------------------------|--------------------------|
| Positions To Be Deleted Per A-30 | <input type="checkbox"/> |
| Requires 4/5 Vote                | <input type="checkbox"/> |

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

APPROVE

BY: *Debra Courmoyer*  
Debra Courmoyer

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Buster, Stone, Benoit and Ashley  
Nays: None  
Absent: Tavaglione  
Date: March 15, 2011  
xc: DPSS, CIP

Kecia Harper-Ihem  
Clerk of the Board  
By: *Kecia Harper-Ihem*  
Deputy

Prev. Agn. Ref.:

District: 5

Agenda Number:

**3.33**

ATTACHMENTS FILED

Reviewed by  
P. TEM  
*Christopher Hans*  
Christopher Hans

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

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

**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 ongoing parking problems and lack of growth potential at the current locations. DPSS has provided local services to Norco citizens at this location for over twelve years. Our caseload size supports our plans for continuing our presence in this area.

The current facilities and operations are described below:

Cal Works (GAIN) – 96 staff capacity  
3178 Hamner Avenue, Norco  
18,885 square feet

MediCal/Food Stamps – 35 staff capacity  
1373 Old Temescal Road, Corona  
7,280 square feet

In order to consider the full range of available buildings in the community, DPSS is seeking either two offices of 20,000 – 25,000 square feet or one combined office between 45,000 – 50,000 square feet. 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.




## ENDORSEMENT

### Department of Public Social Services Leased Space in the City of Corona or Norco

The Economic Development Agency concurs with this request from the Department of Public Social Services to seek space for either two offices of approximately 25,000 square feet or one combined office of 50,000 square feet in the cities of Corona or Norco. Given the size of the office(s) and current real estate market, it may require build to suit construction with significant lead time.

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

|                                   |                                                                                          |
|-----------------------------------|------------------------------------------------------------------------------------------|
| Lead Time:                        | Twelve (12) to Twenty Four (24) months.                                                  |
| Square Footage:                   | Two buildings, each 25,000 square feet.<br>Or, one building 45,000 – 50,000 square feet. |
| Term:                             | Minimum ten (10) years.                                                                  |
| Lease Rate:                       | To be negotiated.                                                                        |
| Utilities:                        | Provided by Landlord.                                                                    |
| Custodial:                        | Provided by Landlord.                                                                    |
| Interior/Exterior<br>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

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