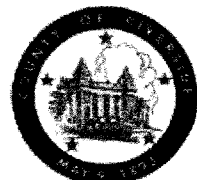


**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

416



**FROM :** Office on Aging (OoA)

**SUBMITTAL DATE:**  
March 29, 2011

**SUBJECT:** In-principle Approval to seek build-to-suit or leased space in the Coachella Valley area for the Office on Aging

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Authorize the Department of EDA/Facilities Management to seek leased space in the Coachella Valley area.

**BACKGROUND:**

The Office on Aging (OoA), Coachella Valley (Palm Desert) office requires approximately 1,500 – 1,700 square feet of space in the Coachella Valley area for the provision of aging services offered for the eastern portion of the County. Replacing the existing 1,325 square foot Palm Desert office site is a high priority driven by increasing service demands and the current lease for this space expires on June 30, 2011.

Continued next page...

*Edward F. Walsh*  
Edward F. Walsh, Director

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 18,001	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 4,178	For Fiscal Year:	11/12

<b>SOURCE OF FUNDS:</b> County: 23.21%; MSSP: 29.23%; Sr. Employ: 12.70%; RSVP (Fed): 27.37%; State Funds: 7.49%	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

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

APPROVE

**County Executive Office Signature**

BY: *Lani Sioson*  
Lani Sioson

**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley  
Nays: None  
Absent: None  
Date: May 3, 2011  
xc: OOA, EDA, CIP

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

Prev. Agn. Ref.:

District: All

Agenda Number:

3.43

Reviewed by  
*[Signature]*  
Christopher Hans

Departmental Concurrence

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

Continued:

The services provided from the OoA Palm Desert office includes the RSVP Senior Volunteer Program, Fit After 50 Program (an evidence based physical fitness program), Info Van Program, Senior Community Service Employment Program (SCSEP) and the Multiple Senior Services Program (MSSP). All services have been operating at capacity for several years and the facility is simply inadequate to support current program levels.

The OoA services provided from this office have experienced dramatic growth since the beginning of the current lease which was established in 1996. The RSVP Volunteer Program began with an estimated 49 volunteers and now has 1,218 registered volunteers. The OoA added the Info Van Program in 2002, Fit after 50 Program in 2007, as well as the SCSEP and MSSP Programs.

This satellite office is the only Office on Aging/Area Agency on Aging, location for the eastern region of the County and increased square footage is required to accommodate the additional staff and programs. The additional square footage necessary includes:

- 3 offices for (2) supervisors and (1) management;
- 8 workstations which includes a reception area;
- An office/room for private interviews;
- 1 conference/meeting room;
- Storage space.

The current lease rate for this office is \$1.18 per square foot. Due to the current economic climate we are pursuing a lower lease rate as research is showing office space in the Coachella Valley is at rates from approximately \$.50 - \$1.00 per square foot.

EW:lw



**ENDORSEMENT**  
**Office on Aging**  
**Leased Space in the County of Riverside/Coachella Valley**

Economic Development Agency concurs with this request from the Office on Aging to procure approximately 1,700 square feet of leased space, in the Coachella Valley area. There is no County owned space available. This request meets County space standards.

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

Lead Time;	Three (3) months
Size:	1,700 Square Feet
Term:	A minimum of three (3) Years
Lease rate:	To be negotiated
Utilities:	To be determined
Custodial:	To be negotiated
Interior/Exterior Maintenance:	Provided by Landlord
Tenant Improvements:	To be negotiated
Voice/Data:	\$45,130.00

**ROBERT FIELD**  
**Assistant County Executive Officer/EDA**

CC:ra/031711/13.986