

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



ITEM: 3.4
(ID # 12501)

MEETING DATE:
Tuesday, June 09, 2020

FROM : CHILD SUPPORT SERVICES:

SUBJECT: Child Support Menifee Location: In-principle approval for lease of new office space for the Department of Child Support Services in Riverside, District - 5. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

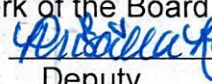
1. Authorize in-principle, the Facilities Management to seek office space of approximately 6000 to 8000 square feet for the expansion of the Child Support program to better serve county residents and to provide space located in close proximity to the new Justice center.

ACTION:

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: June 9, 2020
xc: DCSS, FM

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$0
NET COUNTY COST	\$ 0	\$ 0	\$0	\$0
SOURCE OF FUNDS: N/A			Budget Adjustment:	No
			For Fiscal Year:	19/20, 20/21

C.E.O. RECOMMENDATION: [CEO use]

BACKGROUND:

Summary

The Department of Child Support Services (DCSS) provides services to the residents of Riverside County. The services include establishment of Paternity, establishment of child support and medical support orders, collection and distribution of child support orders, and enforcement of health care provisions.

Currently the department has locations in Riverside, Indio, Hemet, and Blythe. In 2019, DCSS became aware of the Riverside County Superior Court's intention of closing the Hemet Family Law Court and moving Court Services to a new Justice Center in Menifee.

For DCSS to continue to serve customers in the meet and confer process prior to court hearings, the department would like to explore location options that are available near the planned Menifee Superior Court. In addition to continuing to the meet and confer services, the Menifee office would also allow the department to expand services to the southwest region by including a customer service center for our participants and county residents to access services.

These services need to be provided in a private, confidential environment for clients to feel comfortable that sensitive and confidential information is being protected. Therefore, it is essential that the new office be near the new Menifee Superior Court. Adequate parking for staff and customers is another strong consideration.

Technology is essential to DCSS services as the department expands its use of teleconferencing. It is important that the location have adequate band width, Wi-Fi, and general technology associated with video conferencing. Having private interview rooms for the department staff to meet and discuss participants cases as well as upcoming court hearing is important, as is the need to have a medium size conference/training room to hold meetings and conduct training.

An exhaustive search was conducted by Facilities Management (FM) for existing county facility space that would meet the department's needs, however FM was unable to identify adequate proper space that met the departments requirements. The facility will need approximately 6,000 to 8,000 square feet of space to support the location. The noted square footage would

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accommodate approximately 30 to 40 child support staff including Attorneys, paraprofessionals, and administrative staff.

Impact on Residents and Businesses

By opening a location in Menifee, DCSS will provide a positive impact to the residents of District 5 and the county as a whole by providing services in close proximity to where they live and the new court facility

Additional Fiscal Information

No county general funds will be required. This facility will be wholly (100%) funded by State and Federal funds.

ATTACHMENTS (if any, in this order):

A. Endorsement of Facilities Management



Gregory E. Priantos, Director County Counsel 5/28/2020



Rose Salgado
Interim Director of Facilities Management

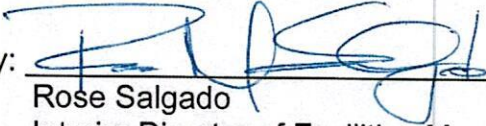
ENDORSEMENT

Department of Child Support Services Leased Space in the Menifee Area

County of Riverside, Facilities Management concurs with this request from the Department of Child Support Services for 6,000-8,000 square feet of leased office space in the Menifee area within close proximity to the new State Court House. There is no County owned space available meeting this requirement. The request meets County space standards.

The information listed below summarizes the requirements provided by the Riverside County Department of Child Support Services.

Lead Time:	Six – Nine Months
Square Footage:	6,000-8,000 Square Feet
Term:	Estimated Three – Seven Years
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 telephone service, Lessor to provide all other services.

By: 
Rose Salgado
Interim Director of Facilities Management

CD:ar/04292020/30.160

Facilities Management

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Riverside CA 92507
Main Line: 951.955.3345 Fax: 951.955.4828
Facilities Emergency 24-Hour Line: 951.955.4850

Project Management Office
Maintenance & Custodial
Real Estate & Parking
Energy Efficiency
Administration