

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



ITEM: 3.30  
(ID # 23469)

**MEETING DATE:**  
Tuesday, November 28, 2023

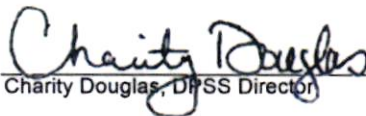
**FROM :** PUBLIC SOCIAL SERVICES AND RUHS - PUBLIC HEALTH :

**SUBJECT:** DEPARTMENT OF PUBLIC SOCIAL SERVICES (DPSS): Approve In-Principle for New Facility Space for the Department of Public Social Services and RUHS – Public Health's Women, Infants and Children (WIC) Program to co-locate in the City of Cathedral City and/or the surrounding area; District 4. [\$0]

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

1. Authorize Facilities Management-Real Estate (FM-RE) to identify suitable space to support the Department of Public Social Services (DPSS) and Riverside University Health System – Public Health for the Supplemental Nutrition Program for Women, Infants and Children (WIC) in the City of Cathedral City and/or the immediately surrounding area, including build to suit property or existing buildings suitable for this requirement, and to negotiate and prepare the necessary documents to submit for approval by the Board to lease such space.

**ACTION:Policy**

  
Charity Douglas, DPSS Director

11/13/2023

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Spiegel, Washington and Perez and Gutierrez  
Nays: None  
Absent: None  
Date: November 28, 2023  
xc: DPSS, RUHS-PH

Kimberly A. Rector  
Clerk of the Board

By:   
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment:</b>	<b>N/A</b>
			<b>For Fiscal Year:</b>	<b>N/A</b>

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

**BACKGROUND:**

**Summary**

The Self-Sufficiency Division of DPSS currently occupies 25,038 square feet of space in two separate buildings at 68-615 Perez Road, and 68-625 Perez Road, in the City of Cathedral City. Women, Infants, and Children Nutrition Program (WIC) currently occupies 3,089 square feet of space in one facility at 68-615 Perez Road in the City of Cathedral City. These DPSS leases are due to expire on October 31, 2024. The WIC lease is due to expire on June 14, 2026 and includes a right to terminate after June 14, 2025.

DPSS and WIC serve overlapping populations in Riverside County and colocation of the two agencies will align with the county's integrated services delivery initiative that supports the "No Wrong Door" approach for the community. These programs propose initiation of a search for potential sites within the Cathedral City area which can co-locate the two DPSS offices and WIC while occupying less square footage. FM-RE concurs, as indicated on the attached Endorsement, that no suitable county-owned space is available in this area. The agencies would consider a full range of available buildings in the community; however, the required space is estimated to be approximately 24,000 square feet, single story, capable of accommodating 134 staff.

Upon Board approval of the In Principle, a Request for Proposal (RFP) will be released. The RFP's will be evaluated, and a site selection will be made. FM-RE will negotiate the terms of the lease and any tenant improvements before the lease will be brought to the Board of Supervisors for approval.

**Impact on Residents and Businesses**

Consolidating locations in this community will optimize delivery of vital DPSS and WIC services while saving operating costs.

**Additional Fiscal Information**

No additional County funds will be required.

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ATTACHMENTS

FM-RE Endorsement Letter

  
Brianna Lontajo, Principal Management Analyst

11/20/2023

  
Veronica Santillan, Principal Management Analyst

11/21/2023

  
Kristine Bell-Valdez, Supervising Deputy County Counsel

11/14/2023

  
Aaron Gettis, Deputy County Counsel

11/14/2023