

**MEMORANDUM  
PLACER COUNTY HEALTH AND HUMAN SERVICES  
Human Services Division**

**TO:** Honorable Board of Supervisors

**FROM:** Richard J. Burton, M.D., M.P.H.  
Placer County Health Officer and Director of Health & Human Services  
Cheryl S. Davis, Director, Human Services Division

**DATE:** August 4, 2009

**SUBJECT:** Approve the Purchase of Furnishings for Newly Authorized Human Services Office in Rocklin

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**ACTION REQUESTED:**

Authorize the Purchasing Manager to perform all activities and approve all documents necessary for the purchase of office furnishings, equipment and services necessary to initiate operation of the new Human Services office at 1000 Sunset Boulevard, Rocklin, in an amount not to exceed \$275,000.

**BACKGROUND:**

On June 23, 2009 your Board approved the consolidation and relocation of Human Services staff from three locations to a single office at 1000 Sunset Boulevard in Rocklin.

This consolidation and relocation allows for:

- a more streamlined and efficient administration/management of programs;
- the elimination of duplicative office processes;
- improved program delivery to the community; and
- a more integrated and coordinated service model with Child Support Services, the Employment Development Department, and Golden Sierra, also at or expected on site.

Although almost 65% of existing furnishings and equipment will be moved to the new location, the Department does have the need to purchase the office design layout, and the disassembly, move and re-assembling of existing as well as any new furnishings needed.

The new location will serve over 12,400 south county individuals and families receiving CalWORKs, Food Stamps, Medi-Cal and General Relief. (For comparison, our office in the Placer County Government Center serves about 4,700 individual and families from Auburn and vicinity.) The consolidation brings our Welfare-to-Work staff to the facility from their east Roseville site which will allow same day engagement of aid recipients into seeking and securing employment. Additionally, the office is centrally situated to the three main geographic areas where recipients live in that part of the county and is readily accessible by public transit.

With a lease term of 16 years, the consolidation and relocation of staff to 1000 Sunset Boulevard in Rocklin is the best and most cost effective long term strategy for Human Services to be able to provide comprehensive services to the large number of recipients in the southern part of the County in a central and accessible location.

**FISCAL IMPACT:**

The relocation expense of \$275,000 is budgeted within the Facility Services Department's Capital Project Fund (4841) - HHS Relocation/1000 Sunset Project.

