

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



507

FROM: Paul McDonnell, Treasurer-Tax Collector
Gary Orso, Assessor-Clerk-Recorder

SUBMITTAL DATE: May 20, 2003

SUBJECT: Leased Space

RECOMMENDED MOTION: That the Board of Supervisors:

Authorize the Department of Facilities Management to seek and negotiate for adequate and appropriate leased space for a joint operation Call Center & Mapping Center for the Treasurer-Tax Collector and Assessor County Clerk-Recorder.

BACKGROUND:

The Treasurer-Tax Collector and Assessor-Clerk-Recorder require approximately 16,000 square feet of space to accommodate 87 full time staff members. All one-time (\$381,217) and annual (\$412,900) costs have been budgeted by each department. Current and future employees of the two departments would be relocated from existing county facilities to this new call & mapping center and no new positions are requested at this time. The following is a breakdown of the respective job assignments:

Continued on page 2

Gary Orso

Gary Orso, Assessor- Clerk-Recorder

Paul McDonnell

Paul McDonnell, Treasurer-Tax Collector

FINANCIAL DATA:

CURRENT YEAR COST	\$-0-	ANNUAL COST:	\$412,900
NET COUNTY COST	\$-0-	IN CURRENT YEAR BUDGET:	No
		BUDGET ADJUSTMENT:	No

SOURCE OF FUNDS: Department Operating Costs

C.E.O. RECOMMENDATION: **APPROVE.** *Orso*

County Executive Office Signature

Prev. Agn. ref.

Dist.

AGENDA NO. **3.48**

Reviewed by *J. Orso*
CIP TEAM

Policy
 Consent

Department Recommendation:
Per Executive Office:

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BACKGROUND: (Continued)

The Treasurer-Tax Collector and Assessor-Clerk-Recorder require approximately 16,000 square feet of space to accommodate 87 full time staff members. These staff members are current and future employees of the two departments and would be relocated from existing county facilities. The following is a breakdown of their job assignments:

1. **Public Service Call Center** – A joint operation full service call center, staffed by the Assessor and Tax Collector, serving the needs of taxpayers calling from within and outside of the Riverside County. This call center will handle all public service calls for both departments, encompassing many areas of the property tax system ranging from questions about property valuation, ownership, and status of payment. It is envisioned that both departments will soon operate from a common IVR (Interactive Voice Response) telephone system at this new location allowing for higher levels of service and a greater return on investment.
 - Space required – 4,200 square feet
 - Staffing
 - Treasurer-Tax Collector – 25 employees
 - Assessor-Clerk-Recorder – 14 employees

2. **Title and Mapping Center** – An office environment to house staff for this division of the Assessor-County Clerk-Recorder Department in which recorded deeds are processed into changes in ownership and Assessor's Parcel Maps are created, maintained, and updated. This center is anticipated to process over 180,000 documents in the next fiscal year. More than half of those will be done electronically utilizing the Assessor's Document Management System (ADMS) and the Geographic Information System (GIS).
 - Space required – 12,000 square feet
 - Staffing
 - Assessor-Clerk-Recorder – 48 employees

We have looked at existing County facilities and concluded that there is no space available to meet our current and future needs. We request that the Department of Facilities Management be directed to work with the Assessor-Clerk-Recorder and Treasurer-Tax Collector to find and acquire an appropriate facility that meets our needs as outlined in the Architectural Program (attached) developed by the County of Riverside Department of Facilities Management, Real Estate Division. In addition, an estimated cost of technology infrastructure required (attached) for the facility was prepared by the Department of Information Technology.

BACKGROUND: (continue)

Treasurer-Tax Collector Cost Estimates:

One Time Costs:

<u>IT Costs:</u> Data and Communication Cabling	\$108,255
<u>Possible Improvements:</u> Estimate	\$20,000
Total One Time Costs	\$128,255

Annual Costs:

<u>Leased Space Cost:</u> \$1.65 psf x 16000 sf x 33% x 12 months	\$104,544
Based on average of area costs for 3 year lease	
<u>Salary/Benefits Cost:</u> no new positions	0
<u>Ancillary Costs of Operation:</u> Security, Trash, Electrical	31,680
Based on estimated costs of \$.50 per square foot	
Total Estimated Annual Costs:	\$136,224

Source of Funds: Treasurer-Tax Collector Operating Costs
Treasurer-Tax Collector 10000-1400100000-(various)

BOARD OF SUPERVISORS

Form 11: In Principle Form 11 – Leased Space – Call & Mapping Center

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BACKGROUND: (continue)

Assessor-CountyClerk-Recorder Cost Estimates:

One Time Expenses:

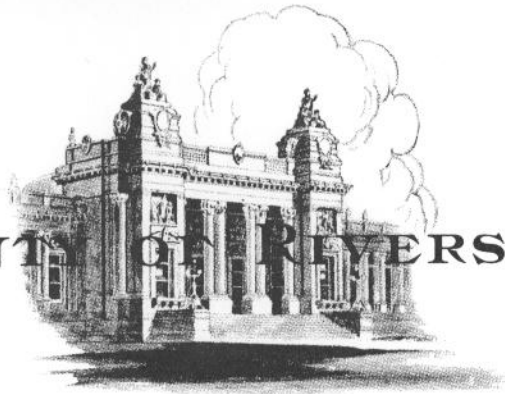
IT: Data and Communication Cabling	\$222,962.00
Possible Improvements: Estimate	30,000.00
Total One Time Expenses	\$252,962.00

Annual Expenses:

Leased Space $\$1.65 \text{ psf} \times 16000\text{sf} \times 67\% \times 12 \text{ months}$	\$212,356.00
Salary and Benefit expense: no new positions	0
Ancillary Costs of Operations: Security, bulding utilities	64,320.00
Total Estimated Annual Expenses	\$276,676.00

Source of Funds: Assessor-County Clerk-Recorder 10000 120200000 11076

COUNTY OF RIVERSIDE



FACILITIES MANAGEMENT

MICHAEL J. SYLVESTER
DIRECTOR

DESIGN & CONSTRUCTION
REAL ESTATE
MAINTENANCE
CUSTODIAL

ENDORSEMENT

Treasurer-Tax Collector and Assessor County Clerk-Recorder Leased Space in the County of Riverside

The Department of Facilities Management concurs with this request from the Treasurer-Tax Collector and Assessor County Clerk-Recorder to locate existing leased space. Approximately 16,000 total square feet of office space is requested for the joint operation Call Center & Mapping Center located anywhere between the 60/215 freeway interchange to the Perris area. There is no County-owned space available. This request meets County space standards.

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

Lead Time:	Up to Six (7) Months.
Total Area:	Approximately 16,000 square feet. <ul style="list-style-type: none">• Treasurer-Tax Collector: 5,280 sq. ft.• Assessor County Clerk-Recorder: 10,720 sq. ft.
Term:	Minimum three (3) years.
Lease Rate:	Negotiable.
Communications/Data:	To be determined.
Utilities:	To be included in monthly rent, except electricity and telephone expenses.
Custodial:	To be included in monthly rent.
Interior/Exterior Maintenance:	To be included in monthly rent.
Tenant Improvements:	To be included in rent or negotiable.


MICHAEL J. SYLVESTER, DIRECTOR
Department of Facilities Management

HR:sh
6/5/03

IT Cost Estimate for Call & Mapping Center Form 11

Tax Collector Incurred Costs:

Installation cost based on 30 locations Includes cabling, Telecom room build out, project management	\$41,572.99
Data and VoIP equipment and installation	\$34,171.22
IT incurred cost for project	\$22,509.90
Contingency	\$10,000.00
Form11 cost for Tax Collector installation	\$108,254.11

Assessor Call Center Form 11 IT Cost Estimate

Assessor Incurred Costs:

Installation cost based on 75 locations w/ fiber to the desktop Includes cabling, Telecom room build out, project management	\$150,759.47
IT incurred cost for project	\$62,202.36
Contingency	\$10,000.00
Form11 cost for Tax Collector installation with out data configuration	\$222,961.83

NOTE: The Assessor cost does not include data configuration.

NOTE: This quote is based on limited information with no specific site information. Additional information could effect the cost of this project.