

587
**SUBMITTAL TO THE BOARD OF SUPERVISORS
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: Assessor-County Clerk-Recorder

SUBMITTAL DATE: July 29, 2004

SUBJECT: Approve in-principle for the Assessor-County Clerk-Recorder to explore additional office space.

RECOMMENDED MOTION: That the Board of Supervisors grant in-principle approval and authorization for Facilities Management to seek and negotiate for adequate and appropriate office space for the Assessor County Clerk-Recorder.

BACKGROUND:

The Assessor County Clerk-Recorder Department (ACR) requires approximately 32,000 square feet of space in the Western Riverside County area for maximum efficiency of department functions. Currently, there are three different locations (CAC 6th floor, Perris, Rivercrest Ave) where office space is either inadequate or will no longer be available. There will be approximately 97 full-time positions located at this new space. Consolidation of staff to a single site rather than several locations will provide a more streamlined and efficient structure to department services. The department has sufficient funds in reserve to accommodate this request. As required by Board Policy B-22 (CIP Policy), Facilities Management and the ACR will return for Board approval with detailed costs and terms after a proper site has been selected.

[Signature]
 Gary L. Orso, Assessor- Clerk-Recorder

FINANCIAL DATA:

CURRENT YEAR COST	\$-0-	ANNUAL COST:	N/A
NET COUNTY COST	\$-0-	IN CURRENT YEAR BUDGET:	No
		BUDGET ADJUSTMENT:	No

SOURCE OF FUNDS: Assessor County Clerk-Recorder Reserve Funds

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

County Executive Office Signature

[Signature]

Prev. Agn. ref.

Dist.

AGENDA NO.

3.90

Reviewed by
CIP TEAM
[Signature]

Policy
 Policy
 Consent
 Consent

Department Recommendation:
 Per Executive Office:

RECEIVED BY THE COUNTY CLERK
 JUL 29 2004
 DISTRICT 1

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The estimated magnitude of cost is current market value, projected at approximately \$4.5 million. The funds available for this project are restricted for Recorder operations. The following chart identifies the areas addressed in this request.

**Assessor-County Clerk-Recorder
Scope of Facilities Study**

<u>Present Location</u>	<u>Reason</u>	<u>Timing</u>	<u>Personnel</u>	<u>Square Footage</u>
Riverside CAC 4080 Lemon Street	6th floor remodel	Immediate	42	15,000
Perris 227 N. D Street	Land exchange with the City of Perris	next 18 months	16	5,000
Rivercrest 6147 Rivercrest "B"	Lease expiration	next 18 months	39	12,000
		Total	<u>97</u>	<u>32,000</u>