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

FROM: Department of Facilities Management and Assessor-County Clerk-Recorder

SUBMITTAL DATE:
May 18, 2006

SUBJECT: HEMET ASSESSOR - COUNTY CLERK - RECORDER OFFICE AND PUBLIC SERVICE AREA RENOVATION - APPROVE IN PRINCIPLE (Project #20063225)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve in-principle a project to renovate the Hemet offices of the Assessor-County Clerk-Recorder.

Departmental Concurrence

BACKGROUND: The public service area of the Assessor County Clerk Recorder's office in Hemet is inadequate to service the growing public demand in the Hemet area. The office is overcrowded and the public is standing for long periods of time waiting for service. (Continued on Page 2)

ROBERT D. FIELD, Director
Department of Facilities Management

LARRY W. WARD
Assessor-County Clerk-Recorder

RDF:FG:jle

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ 0	For Fiscal Year:	05/06

SOURCE OF FUNDS: Reserve Fund Balance for Modernization

Positions To Be Deleted Per A-30	<input type="checkbox"/>
Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

County Executive Office Signature

- Policy
- Policy
- Consent
- Consent

Dep't Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.:

District: 3

Agenda Number:

3.16

DEPARTMENT OF FACILITIES MANAGEMENT AND ASSESSOR-COUNTY CLERK-
RECORDER

Form 11: HEMET ASSESSOR - COUNTY CLERK - RECORDER OFFICE AND
PUBLIC SERVICE AREA RENOVATION - APPROVE IN PRINCIPLE
(Project #20063225)

May 18, 2006

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BACKGROUND: (Continued)

In order to alleviate these conditions and improve customer service, this project will include a building addition of approximately 1,100 square feet to the east end of building "B" and remodel approximately 2,100 square feet of existing office space. The building addition will incorporate a "Wedding Room" for the Public Service Officer to perform marriage ceremonies. The Order of Magnitude cost range for this project is \$900,000 - \$1,000,000.