

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

229



FROM: Don Kent, Treasurer/Tax Collector

SUBMITTAL DATE:
July 16, 2013

SUBJECT: In-Principle Approval for new office space for the Treasurer-Tax Collector

RECOMMENDED MOTION: That the Board of Supervisors authorize the Economic Development Agency to seek new office building space for the Treasurer-Tax Collector in Palm Desert.

BACKGROUND: On January 15, 2002 the Board approved the first lease agreement for the Treasurer-Tax Collector to open a stand-alone satellite office in Palm Springs as the existing County facilities did not meet our space needs at that time for 4 permanent full time positions. In 2009, due to budget reductions, we closed our phone center satellite office, and relocated half of the phone operators to the CAC 4th floor, and the other half to our Palm Springs office, increasing our full time positions to 8.

(continued)

Don Kent, Treasurer-Tax Collector

REVIEWED BY CIP

Christopher Hans

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:	2013-2014
SOURCE OF FUNDS:				Positions To Be Deleted Per A-30 <input type="checkbox"/>
				Requires 4/5 Vote <input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY:
Jennifer L. Sargent

County Executive Office Signature

- | | | | | | |
|-----------------|--------------------------|---------|--------------------------|--------|-------------------------------------|
| Dep't Recomm.: | <input type="checkbox"/> | Consent | <input type="checkbox"/> | Policy | <input checked="" type="checkbox"/> |
| Per Exec. Ofc.: | <input type="checkbox"/> | Consent | <input type="checkbox"/> | Policy | <input checked="" type="checkbox"/> |

2013 JUL -3 10:10 AM
 RECEIVED RIVERSIDE COUNTY

Prev. Agn. Ref.:

District: All

Agenda Number:

3-64

ATTACHMENTS FILED
 WITH THE CLERK OF THE BOARD

BOARD OF SUPERVISORS

Form 11: In-Principle Approval for new office space for the Treasurer-Tax Collector

Date: July 16, 2013

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As our current location is an older, stand-alone lease facility, and no longer meets our space needs, this In-Principle Form 11 represents a request from the Treasurer-Tax Collector to relocate to an existing leased facility that will accommodate our staff and consolidate operations of the Treasurer-Tax Collector and the Assessor, County Clerk-Recorder.

The advantages of this consolidation include: less building maintenance required and lower utility costs with a newer facility; an increase in square footage for additional staff to accommodate projected growth in the desert region; a more secure and central location to conveniently serve all desert communities; and perhaps most importantly, it benefits the general public in consolidating into one building the desert operations of both the Treasurer-Tax Collector and the Assessor-County Clerk-Recorder.

In addition to one-time moving and improvement costs, there will be a slight increase in ongoing operational costs which will be absorbed in our departmental budget.



ENDORSEMENT

Treasurer Tax Collector Leased Space in the City of Palm Desert

The Economic Development Agency concurs with this request from the Treasurer Tax Collector to seek existing office space of approximately 3500 square feet in the City of Palm Desert.

The information listed below is used as an estimate in determining this Endorsement.

Lead Time:	Approximately 4 months.
Square Footage:	Approximately 3,500 square feet.
Term:	Five years.
Lease Rate:	Approximately \$1.45 per square foot.
Utilities:	Provided by Lessor.
Custodial:	Provided by Lessor.
Interior/Exterior Maintenance:	Provided by Lessor.
Tenant Improvements:	Provided by Lessor.
Voice/Data:	To be determined.

By: 

Robert Field,
Assistant County Executive Officer/EDA

HR:ra/070213/PD021/16.033