

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



ITEM
3.9
(ID # 3946)

MEETING DATE:

Tuesday, May 2, 2017


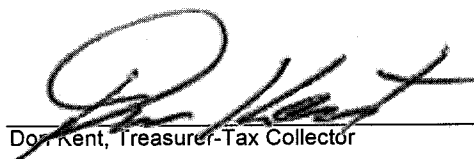
FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER: Approval in Principle for New Office
Space for the Office of the Assessor-County Clerk-Recorder, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Authorize the Real Estate Division of the Economic Development Agency to identify suitable space to support the Office of the Assessor-County Clerk-Recorder (ACR) in the city of Menifee and/or the immediately surrounding area.


ACTION: Policy


Peter Aldana 4/19/2017 
Don Kent, Treasurer-Tax Collector 4/24/2017

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington and Ashley
Nays: None
Absent: None
Date: May 2, 2017
xc: ACR

Kecia Harper-Ihem
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS:			Budget Adjustment:	No
			For Fiscal Year:	2016/2017

C.E.O. RECOMMENDATION: APPROVE

BACKGROUND:

Summary

The Assessor-County Clerk-Recorder has staff currently located in Hemet and Temecula. Both of these offices require major remodeling and the Assessor-County Clerk-Recorder would like to consolidate these two offices in order to provide greater benefit to the public through better staffing coverage to supply public services and to operate the Office more efficiently.

In 2013, the ACR consolidated its Palm Springs and Indio offices into the new Palm Desert Office. This consolidation has enabled the ACR to provide better staffing levels for public services and onsite management to oversee the full functions of the ACR.

The existing ACR offices in Hemet and Temecula both require major remodeling and they haven't been updated for decades. Consolidating in the Menifee area with a newer facility will enable the southwest region of Riverside County to enjoy the same level of public service they receive from the ACR in the west county region (Riverside CAC & Gateway) and the east county region (Palm Desert, Blythe).

This In-Principle Form 11 represents a request from the Assessor-Clerk Recorder to relocate that will accommodate and consolidate operations of the Assessor, County Clerk-Recorder, and potentially the Treasurer Tax Collector (TTC).

It is recommended that a search for potential sites be initiated at this time. The ACR is interested in a facility about 13,500 square feet (this includes approximately 2000 square feet for the TTC) that will need to be capable of accommodating up to 55 ACR staff and 3 TTC staff. Included in that square footage, the ACR will need space for the general public and kiosks for them to use, a large conference room, and a large wedding ceremony room. A search for an existing newer facility requiring tenant improvements is preferred. Additionally, the ACR desires a facility that has close freeway access.

Impact on Residents and Businesses

This newly consolidated office will provide better staffing levels for public services and greater efficiencies for the ACR and the TTC.

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SUPPLEMENTAL:

Additional Fiscal Information

This project will be funded through the Recorder's Modernization Fund.

Contract History and Price Reasonableness

N/A

ATTACHMENTS:

Southwest Regional Hub Location Space Needs

EDA Endorsement Letter

**Submittal to the Board of Supervisors County of Riverside
 Assessor-County Clerk-Recorder
 Southwest Regional Hub Location Space Needs**

Space Description:	Standard SqFt:	Quantity	Square Footage
Offices:			
Chief Deputy ACR	200	1	200
Principal Deputy ACR	180	1	180
Supv Dep ACR/Supervising Appraiser	140	4	560
TTC manager/supervisor	140	1	140
Subtotal Offices		7	1080
Cubicles:			
Appraisers & Valuation Staff	70	36	2520
ACR Techs & Public Service Staff	70	10	700
TTC	70	2	140
Subtotal Cubicles		48	3360
Total positions/offices/cubicles		55	4440
Other rooms:			
Lobby area with reception & area for Kiosks	1500	1	1500
Chapel Room	500	1	500
Large Conference Room	900	1	900
Small Conference Room	400	1	400
Interview Room	120	2	240
Storage Room	100	2	200
Kitchen/Break Room	350	1	350
Restroom	250	4	1000
Printing Room	250	1	250
File Room	240	1	240
Computer Room	400	1	400
Subtotal other rooms		16	5980
Subtotal Space Requests:			10420
Add Circulation (30%)			3126
Grand Total Minimum Space Requests			13546




ENDORSEMENT

Assessor-County Clerk-Recorder Leased Space in the City of Menifee

The Economic Development Agency concurs with this request from the Assessor-County Clerk-Recorder to seek existing office space of approximately 13,500 square feet in the City of Menifee or adjacent surrounding area.

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

Lead Time:	Approximately 10 months.
Square Footage:	Approximately 13,500 square feet.
Term:	Minimum five years.
Lease Rate:	To be determined
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