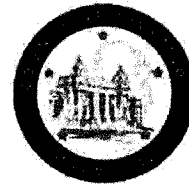


SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.2
(ID # 10301)

MEETING DATE:
Tuesday, February 4, 2020

FROM : ASSESSOR-COUNTY-CLERK-RECORDER AND TREASURER - TAX COLLECTOR :

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER AND TREASURER - TAX -
COLLECTOR: Approval in Principle for New Office Space for the Office of the
Assessor-County Clerk-Recorder and Treasurer - Tax - Collector, All Districts.
[\$0]

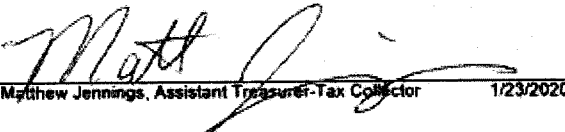
RECOMMENDED MOTION: That the Board of Supervisors:

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) and Treasurer-Tax Collector (TTC) in the city of Menifee and/or the immediately surrounding area, including locating existing buildings that may need tenant improvements or a build to suit office space, negotiate and prepare the necessary documents to submit for approval by the Board to lease such space.

ACTION:Policy


Kan Wang, Assistant Assessor-County-Clerk Recorder

8/28/2019

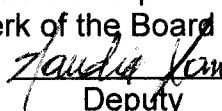

Matthew Jennings, Assistant Treasurer-Tax Collector

1/23/2020

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: February 4, 2020
xc: ACR

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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

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:	2019/2020

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Assessor-County Clerk-Recorder (ACR) conducts southwest regional operations out of Hemet and Temecula, while the Treasurer-Tax Collector (TTC) occupies space in Temecula. These offices require substantial modifications to modernize operations and increase service levels to the public. The operational gains from the 2013 consolidation of the Palm Springs and Indio offices into the current Palm Desert office serves as the blueprint for the southwest consolidation. After an extensive space and location review, it has been determined that consolidating the three offices will provide the southwest region of the County the same level of public service offered in the west county region (Riverside CAC & Gateway) and the east county region (Palm Desert & Blythe).

The facility estimate is 17,354 square feet (including approximately 2,000 square feet for the TTC) to accommodate 52 ACR staff and 7 TTC staff, space for general public services, kiosks for public use, a large conference room, and a large wedding ceremony room. The Menifee area is of interest due to its central location and convenient freeway access maximizing public convenience. The Economic Development Agency concurs there is no suitable county owned space available. Building accommodations may include a build to suit (possible option to purchase) or an existing building with tenant improvements.

Impact on Residents and Businesses

Consolidating locations will optimize public service while saving operating costs.

Additional Fiscal Information

No additional County funds will be required.

ATTACHMENTS:

- Southwest Regional Hub Location Space Needs**
- EDA Endorsement Letter**

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



Stephanie Perez, Principal Management Analyst 1/29/2020



Gregory V. Priamos, Director County Counsel 12/31/2019



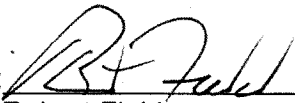
ENDORSEMENT

**Assessor-County Clerk-Recorder and Treasurer-Tax Collector
For Leased Space
City of Menifee or Immediately Surrounding Area**

The Economic Development Agency concurs with this request from the Assessor-County Clerk-Recorder and Treasurer-Tax Collector to seek existing or build to suit office space of approximately 17,354 square feet in the City of Menifee or the immediately surrounding area.

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

Lead Time:	Approximately 10 months to 2 years.
Square Footage:	Approximately 17,354 square feet.
Term:	Minimum 5 - 10 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/ECD

Hr:hr

www.rivcoeda.org

Administration
Aviation
Business Intelligence
Cultural Services
Community Services
Custodial

Housing
Housing Authority
Information Technology
Maintenance
Marketing

Economic Development
Edward-Dean Museum
Environmental Planning
Fair & National Date Festival
Foreign Trade
Graffiti Abatement

Parking
Project Management
Purchasing Group
Real Property
Redevelopment Agency
Workforce Development

**Submittal to the Board of Supervisors County of Riverside
 Assessor – County Clerk – Recorder and Treasurer-Tax Collector
 Southwest Regional Hub Location Space Program**

Space Description:	Standard Sq. Ft.	Quantity	Square Footage
<u>Offices:</u>			
Visitor Office ACR	200	1	200
Principal Deputy ACR	180	1	180
Supv. Dep. ACR/Supervising Appraiser	140	5	700
TTC manager/supervisor	140	2	<u>280</u>
Subtotal Offices		9	1,360
<u>Cubicles:</u>			
Appraisers & Valuation Staff	70	27	1,890
ACR Techs & Public Staff	70	12	840
TTC	70	5	350
TAP, Interns, Agriculture, etc.	70	6	<u>420</u>
Subtotal Cubicles		50	3,500
Total positions/offices/cubicles		59	4,860
<u>Other Rooms:</u>			
Lobby area with reception & area for Kiosks	1,500	1	1,500
Chapel Room	750	1	750
Large Conference Room	700	1	700
Small Conference Room	400	1	400
Interview Room	120	2	240
Storage Room	100	2	200
Kitchen/Break Room	750	1	750
Restroom	250	4	1,000
File Room	240	1	240
Computer Room	400	1	400
Wellness	240	1	<u>240</u>
Subtotal Other Rooms:		16	6,420
Subtotal Space Requests:			11,280
Add Circulation (35%)			<u>6,074</u>
Total Minimum Square Footage required:			<u>17,354</u>