

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



ITEM: 3.85
(ID # 19510)

MEETING DATE:
Tuesday, August 30, 2022

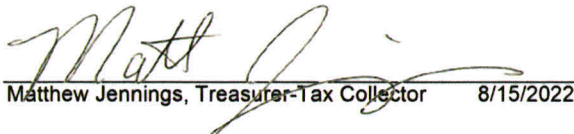
FROM : TREASURER-TAX COLLECTOR:

SUBJECT: In-Principle Approval for Lease of New Office Space for the Temecula Treasurer-Tax Collector's Satellite Office. District 3. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Authorize Facilities Management-Real Estate (FM-RE) to identify suitable space to support the Treasurer-Tax Collector in the City of Temecula or the immediately surrounding area, including locating existing buildings that may be suitable for this requirement, and to negotiate and prepare the necessary documents to submit for approval by the Board to lease such space.


ACTION:Policy


Matthew Jennings, Treasurer-Tax Collector 8/15/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez 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: August 30, 2022
xc: Treasurer

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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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: N/A			Budget Adjustment:	N/A
			For Fiscal Year:	22/23

C.E.O. RECOMMENDATION: Approve.

BACKGROUND:

Summary

The Treasurer-Tax Collector currently occupies 1,764 square feet of office space at 40935 County Center Drive in Temecula, which is leased until October 31, 2022.

To accommodate the large influx of taxpayers who currently use our facility, the department is looking to expand its square footage. Moreover, the current lobby and window space can only accommodate two taxpayers at a time. We require more space to accommodate our constituents because Temecula has a high volume of taxpayers.

The Treasurer-Tax Collector proposes the initiation of a search for potential sites within the Temecula area which will more efficiently serve the needs of its taxpayers while occupying more square footage. The department would consider any available building sites that are larger than 3,500 square feet and has a large enough parking lot for taxpayer convenience.

Impact on Residents and Businesses

Providing more space to taxpayers when coming in to pay their property taxes. Overall, a better customer service experience.

Additional Fiscal Information

ATTACHMENTS:

- A. Endorsement


Steven Aikesson 8/21/2022


Cynthia M. Guenzel, Chief Deputy County Counsel 8/4/2022



Rose Salgado
Director of Facilities Management

ENDORSEMENT

Treasurer-Tax Collector Leased Space in the City of Temecula

County of Riverside, Facilities Management concurs with this request from the Treasurer-Tax Collector for approximately 2,500 – 3,500 square feet of leased office space in the City of Temecula or the immediate surrounding area. There is no County owned space available meeting this requirement. The request meets County space standards.

The information listed below summarizes the requirements provided by the Treasurer-Tax Collector.

Lead Time:	Approximately Six - Twelve Months
Square Footage:	2,500 – 3,500 Square Feet
Term:	Estimated Three – Five Years
Utilities:	Provided by Landlord
Custodial:	Provided by Landlord
Maintenance:	Provided by Landlord
Tenant Improvements:	Cost to be determined and negotiated
RCIT Costs:	Cost to be determined
Services:	County pays for telephone service, Lessor to provide all other services.

By:

A handwritten signature in blue ink, appearing to read "R. Salgado", written over a horizontal line.

Rose Salgado, Director
Facilities Management

Facilities Management
3450 14th Street Suite 200
Riverside CA 92501
Main Line: 951.955.4820 Fax: 951.955.4837
Facilities Emergency 24-Hour Line: 951.955.4850

Project Management Office
Maintenance & Custodial
Real Estate & Parking
Energy Efficiency
Administration

SCHEDULE A – Budget Adjustment

Veterans' Services

Fiscal Year 2022/2023

The Department of Veterans' Services is requesting a budget adjustment for special fund 11176 – Enhanced Services Outreach. This is to increase revenue and appropriations received for FY 22/23. To ensure the awarded funding is allocable in accordance with approved BOS item 3.33 on May 24, 2022, the following is being requested:

Increase estimated revenues:

755680-11176-5400100000	CA-Other Operating Grants	\$ 120,000
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Increase appropriations:

527780-11176-5400100000	Special Program Expense	\$ 120,000
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TOTAL INCREASE IN REVENUE AND APPROPRIATIONS		\$ 120,000
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