

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



ITEM: 3.13
(ID # 28838)

MEETING DATE:
Tuesday, October 07, 2025

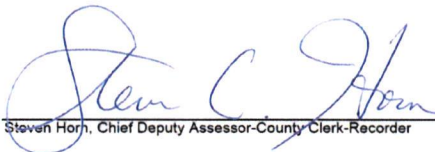
FROM : ASSESSOR-COUNTY-CLERK-RECORDER

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER: Approve Fiscal Year End 2025-2026 Budget Adjustment for Relocation of Hemet Satellite Office; District 5. [Total Project Cost - \$1,000,000; CIP Fund 100%]. 4/5 Vote Required.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached Schedule A Budget Adjustment requested by Riverside County Assessor-County Clerk-Recorder in the amount of \$1,000,000 for the current FY 2025-2026; and
2. Authorize the Auditor Controllers Office to approve the attached Schedule A Budget Adjustment Request in the amount of \$1,000,000; and
3. Authorize County Facilities Management Real Estate to identify a suitable location.


ACTION:4/5 Vote Required


Steven Horn, Chief Deputy Assessor-County Clerk-Recorder 9/19/2025

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: October 7, 2025
xc: ACR, Auditor, FM-RE

Kimberly A. Rector
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	\$ 1,000,000	\$ 0	\$ 1,000,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: CIP Fund: 30700			Budget Adjustment:	Yes
			For Fiscal Year:	25/26

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Assessor-County Clerk-Recorder (ACR) provides essential public services at its satellite office located at 880 N. State Street in Hemet, including recording, vital records, ceremonies, and property assessment. Over the past several years, this location has faced ongoing security concerns and structural issues. During the FY 2025/26 budget development process, the ACR requested Capital Improvement Program (CIP) funding from the Executive Office (EO), which the EO subsequently recommended for approval. To initiate this project, staff recommends that the Board approve an increase in appropriations for the Clerk-Recorder's budget by \$1,000,000. This adjustment is critical to allow immediate engagement with Facilities Management to secure suitable space and implement any required tenant improvements.

Impact on Residents and Businesses

Relocating the Hemet satellite office will have a direct positive impact on the safety and accessibility of services for area constituents. Moving to a new location in a safer, higher-density area will not only enhance customer confidence but also improve the working conditions for staff.

Additional Fiscal Information

A budget adjustment for current FY 2025-2026 is being requested to initiate the relocation project.

SCHEDULE A. BUDGET ADJUSTMENT

Brett Austin
 Brett Austin, Supervising Accountant 9/29/2025

SCHEDULE A
Assessor, County Clerk Recorder
Budget Adjustment - CCR
Fiscal Year 2025/2026

INCREASE IN APPROPRIATIONS:

10000-1200200000-536780	Interfnd Exp-Capital Projects	\$1,000,000
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INCREASE IN REVENUE:

10000-1200200000-790600	Contrib Fr Other County Funds	\$1,000,000
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