

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



**ITEM: 3.12  
(ID # 29194)**

**MEETING DATE:**  
Tuesday, November 18, 2025

**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, District 5. [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Authorize the Real Estate Division of County FM to identify suitable space to support the Office of the Assessor-County Clerk-Recorder (ACR) in the city of Hemet, 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:**

Steven Horn, Chief Deputy Assessor-County Clerk-Recorder

10/29/2025

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Perez, seconded by Supervisor Spiegel 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: November 18, 2025  
xc: ACR, FM-RE

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	2025/2026

**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.

ACR currently occupies 5,732 square feet in this County Owned facility. ACR is requesting approximately 5,000 sq feet of leased space for 15 office staff in the City of Hemet area. Leased space will be situated to better accommodate the Assessor Valuations Unit and the Public Service Unit and its associated direct counter service.

**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**

**ATTACHMENTS:**

**ATTACHMENT A: County Facilities Management Endorsement Letter**



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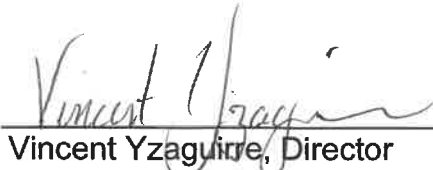
## ENDORSEMENT

### Assessor-County Clerk-Recorder (ACR) Leased Space in the City of Hemet

County of Riverside, Facilities Management concurs with this request from the Office of the Assessor-County Clerk-Recorder (ACR) for approximately 5,000 square feet of leased office space in the City of Hemet. 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 Office of the Assessor-County Clerk-Recorder:

Lead Time:	Approximately Six - Twelve Months
Square Footage:	Approximately 5,000 Square Feet
Term:	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:   
Vincent Yzaguirre, Director  
Facilities Management

DR:bs/10052025/004CL/40.323

#### Facilities Management

3450 14<sup>th</sup> 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