

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



ITEM: 3.24  
(ID # 29819)

MEETING DATE:  
Tuesday, February 10, 2026

FROM : TLMA-CODE ENFORCEMENT

SUBJECT: TRANSPORTATION AND LAND MANAGEMENT AGENCY - CODE ENFORCEMENT: In-Principle identify lease of a new space for the Riverside County Code Enforcement Office in San Jacinto. District 5. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Authorize the Facilities Management- Real Estate (FM-RE) to identify suitable office space for lease of up to 3,000 square feet to support Code Enforcement throughout Hemet, San Jacinto, and Murrieta areas, 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

*Brian Contino*  
Brian Contino

1/22/2026

*Rania Odenbaugh*  
Rania Odenbaugh, TLMA Director

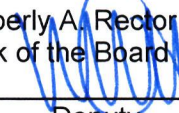
2/4/2026

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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: February 10, 2026  
xc: Code Enforcement, FM-RE

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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<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>	<b>No</b>
			<b>For Fiscal Year:</b>	25/26

**C.E.O. RECOMMENDATION: Approve**

**BACKGROUND:**

TLMA Code Enforcement currently occupies 3,581 square feet of County owned office space located at 581 S. Grand Ave., at the County of Riverside Animal Shelter. Much of this space is underutilized and no longer meets current operational and staffing needs of the Code Enforcement.

TLMA Code Enforcement currently shares this facility with County of Riverside Animal Services who recently identified a need for added space at the facility. Due to Animal Services need for additional space, as well as TLMA Code Enforcement operational needs, TLMA Code Enforcement is requesting to relocate from its current County-owned space at the San Jacinto Animal Shelter.

This item will authorize a property search by Facilities Management – Real Estate Division (FM-RE) to locate a new leased office space for TLMA Code Enforcement. Potential new properties for consideration should be approximately 3,000 square feet in the San Jacinto, Hemet and Murrieta region. An eventual lease agreement will be negotiated and FM-RE will return to the Board of Supervisors for consideration of an agreement.

From a fiscal standpoint, the estimated annual lease rates and operating costs are comparable to the current operating costs. This request supports both operational needs and cost efficiency while addressing County facility priorities.

**Impact on Residents and Business**

The Riverside County Code Enforcement Department has an office located in San Jacinto that provides Code Enforcement services to the Third and Fifth districts. The areas and locations toured will keep the code enforcement team centrally located in the district and support the enhanced overall quality of life for area residents and businesses owners.

**Additional Fiscal Information**

No additional funding currently relative to approval of this in principal request.

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**Attachment:**

Facilities Management Endorsement



Charissa Leach, Assistant CEO

2/5/2026



Crystal Carrillo, Senior Management Analyst

2/5/2026



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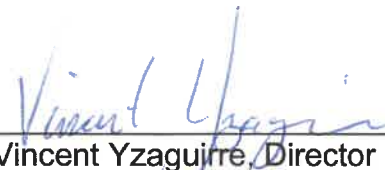
## ENDORSEMENT

### Department of Transportation Land Management Agency Leased Space in the City of Hemet, San Jacinto, or Murrieta

County of Riverside, Facilities Management concurs with this request from the Department of Transportation Land Management Agency (TLMA) for approximately 3,000 square feet of leased office space in the City of Hemet, San Jacinto, or Murrieta. 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 Department of Transportation Land Management Agency.

Lead Time:	Approximately Six - Twelve Months
Square Footage:	3,000 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:   
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Vincent Yzaguirre, Director  
Facilities Management

#### 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