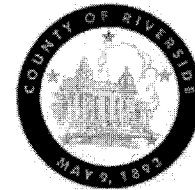


SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM  
3.13  
(ID # 6383)

**MEETING DATE:**

Tuesday, April 10, 2018

**FROM :** ECONOMIC DEVELOPMENT AGENCY (EDA) AND AGRICULTURAL COMMISSIONER

**SUBJECT:** ECONOMIC DEVELOPMENT AGENCY (EDA) AND AGRICULTURAL COMMISSIONER: Riverside County Agricultural Commissioner Office Relocation Project – California Environmental Quality Act Exempt, Approval of In-Principle and Preliminary Project Budget, District 2. [\$425,436 – FY 2017/18 - Departmental Revenue-State and Federal Contracts-86%, Net County Costs-14%; FY 2018/19 - Departmental Revenue-State and Federal Contracts-88%, Net County Costs-12%]

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

1. Approve the Riverside County Agricultural Commissioner Office Relocation (Agricultural Commissioner Relocation) Project for inclusion on the Capital Improvement Program (CIP) project list;
2. Find that the Project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301, Class 1 Existing Facilities Exemption and Section 15061 (b)(3) "Common Sense" Exemption;
3. Approve in-principle the Agricultural Commissioner Relocation Project located in Riverside, California to relocate to the 7<sup>th</sup> Floor of the Riverside Centre building;
4. Approve a preliminary project budget in the amount of \$425,436 for the Project;

**ACTION:** Policy, CIP

Robert Field, Assistant County Executive Officer/EDA

3/28/2018

Ruben J. Arroyo, Agricultural Commissioner/Sealer

3/28/2018

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley  
Nays: None  
Absent: None  
Date: April 10, 2018  
xc: EDA, Purchasing

Kecia Harper-Ihem  
Clerk of the Board

By:   
Deputy

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STATE OF CALIFORNIA**

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

5. Authorize the use of the Departmental Revenue-State and Federal Contracts and Net County Costs, including reimbursement to the Economic Development Agency (EDA) for incurred project related expenses;
6. Delegate project management authority for the Project to the Assistant County Executive Officer/EDA in accordance with applicable Board policies, including the authority to utilize consultants on the approved pre-qualified list for services in connection with the Project, and are within the approved project budget; and
7. Authorize the Purchasing Department to execute consultant services agreements for consultants that have been pre-qualified for services up to \$100,000, per fiscal year, in accordance with applicable Board policies for this project.

<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>	\$ 225,436	\$ 200,000	\$ 425,436	\$ 0
<b>NET COUNTY COST</b>	\$ 31,561	\$ 24,000	\$ 55,561	\$ 0
<b>SOURCE OF FUNDS:</b> FY 2017/18 - Departmental Revenue-State and Federal Contracts-86%, Net County Costs-14%; FY 2018/19 - Departmental Revenue-State and Federal Contracts-88%, Net County Costs-12%			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 2017/18-2018/19	

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

**BACKGROUND:**

**Summary**

The Riverside County Agricultural Commissioner requests to permanently relocate their office from the Riverside County Administration Center's basement to the 7<sup>th</sup> floor of the Riverside Centre building located at 3403 10<sup>th</sup> Street; across the street in the downtown business district. The move will accommodate approximately 16 Agricultural Commissioner staff members who require adequate working space.

The Project includes but is not limited to: relocation services, space planning of approximately 4,000 square feet, and interior remodel of the existing facility to accommodate office staff. Electrical, mechanical, and plumbing improvements will be limited to the immediate vicinity within the proposed modifications. The project may also require some ADA accessible site improvements; minimal HVAC improvements are anticipated.

EDA recommends the Board approve the Agricultural Commissioner Relocation project and preliminary project budget in the amount of \$425,436 to commence the design phase of the

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STATE OF CALIFORNIA**

project. EDA will pursue the most cost effective and efficient project delivery method and award in accordance with applicable Board policies.

Pursuant to CEQA, the Project was reviewed and determined to be categorically exempt under State CEQA Guidelines Sections 15301 Existing Facilities Exemption; and Section 15061(b)(3), General Rule or "Common Sense" Exemption. The Project, as proposed, is limited to minor interior and exterior alterations and improvements to an existing County-owned facility, including electrical, mechanical, plumbing, and ADA accessible improvements. The improvements to the 7<sup>th</sup> floor would not alter the function of the facility; it involves a negligible expansion of the use of the facility to continue to provide public services. With certainty, there is no possibility that the activity in question may have a significant effect on the environment because it merely involves minor alterations to an existing facility to provide necessary upgrades to allow for use and function of the space.

**Impact on Residents and Businesses**

The Project will enhance the daily operations of the department by providing adequate space for staff members and will not have a direct impact to local businesses.

**Additional Fiscal Information**

The approximate allocation of the preliminary project budget is as follows:

<b>PROJECT BUDGET LINE ITEMS</b>	<b>CATEGORY</b>	<b>PROJECT BUDGET AMOUNT</b>
Architectural Design	1	30,700
Construction Management	2	0
Construction Contract	3	292,000
Offsite Construction	4	0
Project Management	5	6,660
Fixtures, Furnishings, Equipment	6	0
Other Soft Costs/Specialty Consultants	7	8,450
Project Contingency	8	38,676
Minor Construction	9	48,950
<b>Preliminary Project Budget</b>		<b>\$ 425,436</b>

All costs associated with this Board action for FY 2017/18 will be 86% funded with Departmental Revenue-State and Federal Contracts and 14% with Net County Costs; for FY 2018/19, all costs will be 88% funded with Departmental Revenue-State and Federal Contracts and 12% with Net County Costs. Expenditures for FY 2017/18 are estimated at \$225,436; expenditures for FY 2018/19 are estimated at \$200,000.

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RF:HM:VC:SP:JA:BL;mg

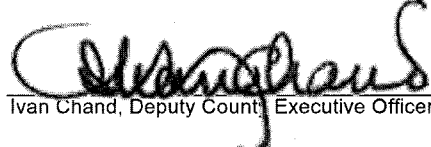
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Renuka Dasika, Principal Management Analyst 4/3/2018



Ivan Chand, Deputy County Executive Officer 4/3/2018



Teresa Summers, Director of Purchasing 3/22/2018



Gregory V. Priamos, Director County Counsel 3/29/2018