

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



ITEM
3.14
(ID # 9226)

MEETING DATE:

Tuesday, May 21, 2019

FROM : ECONOMIC DEVELOPMENT AGENCY (EDA) AND HUMAN RESOURCES :

SUBJECT: ECONOMIC DEVELOPMENT AGENCY (EDA) AND HUMAN RESOURCES:
Riverside County Innovation Center Human Resources 4th Floor Tenant
Improvement Project - California Environmental Quality Act Exempt, Approval of
In-Principle and Project Budget, District 2. [\$389,285 – Human Resources
General Fund Budget - 100%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Riverside County Innovation Center Human Resources 4th Floor Tenant Improvement (RCIC HR 4th Floor TI) Project for inclusion on the Capital Improvement Program (CIP) project list;
2. Find that the Project is exempt from 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 RCIC HR 4th Floor TI Project located at 3450 14th Street, Riverside, California; to relocate 40-50 employees due to lack of space and renovate the office to better serve the public;

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ACTION: Policy, CIP

Robert Field, Assistant County Executive Officer/ECD

4/22/2019

Brenda Diederichs, Assistant CEO / Human Resources Director

4/25/2019

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Jeffries 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: May 21, 2019
xc: EDA, HR, Purchasing

Kecia Harper
Clerk of the Board

By:
Deputy

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RECOMMENDED MOTION: That the Board of Supervisors:

4. Approve a project budget in the amount not to exceed of \$389,285 for the RCIC HR 4th Floor TI Project;
5. Authorize use of the Human Resources General Fund Budget not to exceed \$389,285, 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/ECD 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 within the approved project budget; and
7. Authorize the Purchasing Agent to execute pre-qualified consultant service agreements not to exceed \$100,000 per pre-qualified consultant, per fiscal year, in accordance with applicable Board policies for this project, and the sum of all project contracts shall not exceed \$389,285.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 62,000	\$ 327,285	\$ 389,285	\$ 0
NET COUNTY COST	\$ 62,000	\$ 327,285	\$ 389,285	\$ 0
SOURCE OF FUNDS: Human Resources General Fund Budget - 100%			Budget Adjustment: No	
			For Fiscal Year: 2018/19-2019/20	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County's HR department is in need of additional space to relocate approximately 40-50 staff member within the RCIC's 4th floor located in downtown Riverside at 3450 14th Street. The scope of work for the Project includes but is not limited to: demolishing walls to create more open office space, reconfiguration of the breakroom, adding an additional safety exit door, new flooring and paint, installation of new furniture and associated voice and data modifications by Riverside County Information Technology (RCIT).

Human Resources is centralizing many of its core functions including recruiting. Recruiting staff currently assigned to HR Services Teams and the Pilot recruiting team have been transitioned into the Central Recruiting Division. The current occupancy accommodations are not suitable for permanently housing staff as many HR staff were located with the departments they previously served and they have been moved temporarily to the CAC 7th floor and RCIC 2nd floor. This has caused overcrowding in these locations leaving no room for staff members as vacancies

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are filled. Once the renovations are completed HR recruiting staff members will be able to centrally locate and relieve the overcrowding in other locations allowing for the filling of vacant positions. There will be no backfilling of current spaces by HR staff members as the space will be used by the departments which housed the staff previously. This move comports with the County's desire to place General Funded staff in County owned space.

EDA recommends the Board of Supervisors (Board) approve the project budget for the RCIC HR 4th Floor TI Project in the amount not to exceed of \$389,285. EDA will pursue the most cost effective project delivery method for construction and award in accordance with applicable Board policies.

(Continued)

BACKGROUND:

Summary (Continued)

With certainty, there is no possibility that the RCIC HR 4th Floor TI Project may have a significant effect on the environment. The Project, as proposed, is limited to interior modifications within the RCIC building that will result in staff relocation. The use of the facility would continue to provide public services and would not result in a significant increase in capacity or intensity of use. Therefore, the Project is exempt as the project meets the scope and intent of the Common Sense Exemption identified in Section 15061 (b)(3) and Class 1 Categorical Exemption identified in Section 15301. A Notice of Exemption will be filed by EDA with the County Clerk within five days of Board approval.

Impact on Residents and Businesses

The Project will increase Human Resources work efficiencies aiding various County departments in having personnel in place to serve the public.

Additional Fiscal Information

The approximate allocation of the project budget is as follows:

PROJECT BUDGET LINE ITEMS	CATEGORY	PROJECT BUDGET AMOUNT
Architectural Design	1	14,950
Construction Management	2	0
Construction Contract	3	14,747
Offsite Construction	4	0
Project Management	5	30,000
Fixtures, Furnishings, Equipment	6	158,648


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Other Soft Costs / Specialty Consultants	7	25,100
Project Contingency	8	17,740
Minor Construction/ RCIT	9	128,100
Project Budget		\$ 389,285

All costs associated with this Board action will be 100% funded by the Human Resources General Fund Budget. Expenditures for FY 2018/19 are estimated at \$62,000; expenditures for FY 2019/20 are estimated at \$327,285.

RF:HM:VC:SP:JA;mg FM08110009035 9226-13972
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Approval In-Principle & Project Budget_052119.doc


Kerini Leavina, Principal Management Analyst 5/13/2019


Teresa Summers, Director of Purchasing 3/13/2019


Gregory V. Priamos, Director County Counsel 5/1/2019