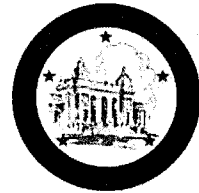


SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM  
3.12  
(ID # 9362)

**MEETING DATE:**

Tuesday, September 24, 2019

**FROM:** ECONOMIC DEVELOPMENT AGENCY (EDA) AND ASSESSOR - COUNTY CLERK -  
RECORDER:

**SUBJECT:** ECONOMIC DEVELOPMENT AGENCY (EDA) AND ASSESSOR - COUNTY  
CLERK - RECORDER: Assessor - County Clerk - Recorder Gateway Office  
Lobby Renovation Project - California Environmental Quality Act Exempt,  
Approval of In-Principle and Project Budget, District 1. [\$706,479 - Assessor-  
County Clerk-Recorder Fund - 100%]

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

1. Approve the Assessor-County Clerk-Recorder Gateway Office Lobby Renovation (ACR Gateway Lobby Renovation) Project for inclusion in the Capital Improvement Program (CIP);
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 ACR Gateway Lobby Renovation Project located at 2724 Gateway Drive in Riverside; to redesign the main lobby and staff open work area;

(Continued on Page 2)

**ACTION:**Policy, CIP

Robert Field, Assistant County Executive Officer/ECD

9/10/2019

Kan Wang, Assistant Assesor-County-Clerk Recorder

9/10/2019

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Hewitt, seconded by Supervisor Perez 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: September 24, 2019  
xc: EDA

Kecia R. Harper  
Clerk of the Board

By:   
Deputy

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STATE OF CALIFORNIA**

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

4. Approve a project budget in the amount not to exceed of \$706,479 for the Project;
5. Authorize use of the Assessor-County Clerk-Recorder Fund not to exceed \$706,479, 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 \$706,479.

<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>	\$ 706,479	\$ 0	\$ 706,479	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Assessor-County Clerk-Recorder Fund – 100%			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 2019/20	

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

**BACKGROUND:**

**Summary**

The Riverside County Assessor Clerk Recorder requires an upgrade of their Gateway location's main lobby and staff open work area which has substantially remained unimproved since 1997 when it was first occupied. The scope of work includes, but is not limited to: new paint and flooring, sound attenuation for the chapel, and enclosed storage; public service counter upgrades, ADA upgrades, new furniture, phones, and breakroom upgrades.

EDA recommends the Board of Supervisors (Board) approve the ACR Gateway Lobby Renovation Project and project budget in the amount not to exceed of \$706,479 to move forward with the development phase. EDA will pursue the most cost effective project delivery method and award in accordance with applicable Board policies.

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With certainty, there is no possibility that the ACR Gateway Lobby Renovation Project may have a significant effect on the environment. The Project, as proposed, is limited to interior modifications within the lobby of the ACR, as described above. 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 ACR provides numerous public services at the Gateway facility, including access to legal property documents, birth/death certificates and recording of legal documents. The planned upgrades will provide more efficient space for the public to receive services, and improve staff efficiencies in providing those services.

**Additional Fiscal Information**


The approximate allocation of the project budget is as follows:

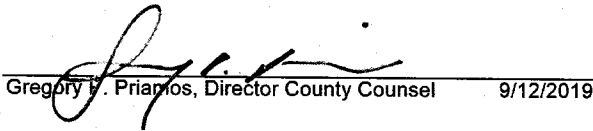
<b>PROJECT BUDGET LINE ITEMS</b>	<b>CATEGORY</b>	<b>PROJECT BUDGET AMOUNT</b>
Architectural Design	1	50,704
Construction Management	2	0
Construction Contract	3	206,045
Offsite Construction	4	0
Project Management	5	24,000
Fixtures, Furnishings, Equipment	6	266,000
Other Soft Costs / Specialty Consultants	7	61,500
Project Contingency	8	64,225
Minor Construction/ RCIT	9	34,005
<b>Project Budget</b>		<b>\$ 706,479</b>

All costs associated with this Board action will be expended in FY 2019/20 and are 100% funded by the Assessor-County Clerk-Recorder Fund.

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STATE OF CALIFORNIA

  
Rohini Dasika, Principal Management Analyst 9/16/2019

  
Teresa Summers, Director of Purchasing 9/3/2019

  
Gregory J. Priamos, Director County Counsel 9/12/2019