

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



ITEM: 3.16
(ID # 12580)

MEETING DATE:

Tuesday, June 16, 2020

FROM: FACILITIES MANAGEMENT AND BUSINESS AND COMMUNITY SERVICES:

SUBJECT: FACILITIES MANAGEMENT (FM) AND BUSINESS AND COMMUNITY SERVICES: Riverside County Business and Community Services Riverside Centre 4th Floor Reconfiguration Project - California Environmental Quality Act Exempt, Approval of In-Principle and Preliminary Project Budget, District 2. [\$228,066 – Riverside County Business and Community Services Administration Fund - 100%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Riverside County Business and Community Services (RCBCS) Riverside Centre 4th Floor Reconfiguration (RCBCS Riverside Centre 4th Floor) 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, and Section 15061 (b)(3) "Common Sense" Exemption;
3. Approve in-principle the RCBCS Riverside Centre 4th Floor Project located in Riverside; to accommodate staff relocated from other locations;

Continued on Page 2

ACTION: Policy, CIP



Rose Salgado, Director of Facilities Management 6/2/2020


Suzanne Holland, Director of EDA 6/2/2020

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Hewitt, 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: June 16, 2020
xc: FM

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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RECOMMENDED MOTION: That the Board of Supervisors:

4. Approve a preliminary project budget in the amount not to exceed \$228,066 for the Project;
5. Authorize use of the RCBCS Administration Fund, not to exceed \$228,066, including reimbursement to Facilities Management (FM) for incurred project related expenses;
6. Delegate project management authority for the Project to the Director of Facilities Management 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 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 \$228,066.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 50,000	\$ 178,066	\$ 228,066	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Riverside County Business and Community Services Administration Fund – 100%			Budget Adjustment: No	
			For Fiscal Year: 2019/20- 2020/21	

C.E.O. RECOMMENDATION: Approve.

BACKGROUND:

Summary

The proposed RCBCS Riverside Centre 4th Floor Project is the result of the recent departmental restructuring; it is necessary to reconfigure the office space at 3403 10th Street, 4th Floor to accommodate staff relocation from other office locations as well as provide for a safe and healthy environment.

FM recommends the Board approve the RCBCS Riverside Centre 4th Floor Project and preliminary project budget in the amount not to exceed of \$228,066 in order to expeditiously allow the occupancy of the space. FM intends to award various contracts in accordance with applicable Board policies.

Pursuant to CEQA, the RCBCS Riverside Centre 4th Floor 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. With certainty, there is no possibility that the Project may have a significant effect on the

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environment. The Project, as proposed, is limited to the improvement and rehabilitation of an existing building. The use of the facility would continue to provide public services would not change and would not result in an increase in capacity or intensity of use. No direct or indirect impacts would occur. A Notice of Exemption will be filed by Facilities Management staff with the County Clerk within five days of Board approval.

Impact on Residents and Businesses

The Business and Community Services department is a pivotal service in support of local businesses and residents throughout the local health crisis and beyond. The improvements will ensure a safe and healthy work environment.


Additional Fiscal Information

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

PROJECT BUDGET LINE ITEMS	CATEGORY	PROJECT BUDGET AMOUNT
Architectural and Engineering Design	1	0
Construction Management Services	2	0
Construction		
Construction Contracts	3	212,488
Project Management	4	5,000
Fixtures, Furnishings, Equipment (by department)	5	0
Maintenance, Inspection, Audit	6	3,250
Project Contingency	7	7,328
Preliminary Project Budget		\$ 228,066

All costs associated with this Board action will be 100% funded by the RCBCS Administration Fund. Expenditures for FY2019/20 are estimated at \$50,000; expenditures for FY 2020/21 are estimated at \$178,066.

RS:VC:SP:to FM05190010569 12580 - 14079
S:\Project Management Office\FORM 11'S\Form 11's_In Process\12580 - 14079_D6 - 010569 - Business and Comm Services 4th Floor Reconfig - In-Principle & Proj Budget_061620.doc


Steven Atkeson 6/8/2020


Gregory V. Prianos, Director County Counsel 6/4/2020

**Riverside County
Facilities Management**

3133 Mission Inn Avenue, Riverside, CA 92507

Original Negative Declaration/Notice of
Determination was routed to County
Clerks for posting on.

6/24/20
Date

CP
Initial

NOTICE OF EXEMPTION

May 18, 2020

Project Name: Riverside Centre 4th Floor Reconfiguration

Project Number: FM05190010569

Project Location: 3403 10th Street, west of Lime Street, Riverside, APN: 215-120-005

Description of Project: The proposed Business and Community Services Riverside Centre 4th Floor Reconfiguration (BCS-RC 4th Floor Reconfiguration) Project is the result of the recent departmental restructuring, it is necessary to reconfigure the office space at 3403 10th Street, 4th Floor to accommodate staff relocated from other locations.

The proposed BCS-RC 4th Floor Reconfiguration Project includes the reconfiguration of space on the 4th floor to accommodate the transition of County Departments and includes, but is not limited to, minor interior improvements consisting of painting, replacement of carpeting, and arrangement of cubicles and other office equipment. The renovation and reconfiguration on the 4th Floor of the existing office building is identified as the proposed project under the California Environmental Quality Act (CEQA). The operation of the facility will continue to provide public services and will not result in an expansion of existing use. No additional direct or indirect physical environmental impacts are anticipated.

Name of Public Agency Approving Project: Riverside County

Name of Person or Agency Carrying Out Project: Riverside County Facilities Management

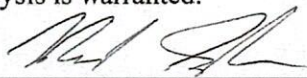
Exempt Status: State California Environmental Quality Act (CEQA) Guidelines, Section 15301 Existing Facilities Exemption; and 15061(b) (3), General Rule or "Common Sense" Exemption, Codified under Title 14, Articles 5 and 19, Sections 15061, 15301, and 15332.

Reasons Why Project is Exempt: The proposed project is categorically exempt from the provisions of CEQA specifically by the State CEQA Guidelines as identified below. The project will not result in any specific or general exceptions to the use of the categorical exemption as detailed under State CEQA Guidelines Section 15300.2. The project will not cause an impact to an environmental resource of hazardous or critical concern nor would the project include unusual circumstances which could have the possibility of having a significant effect on the environment. The project would not result in impacts to scenic highways, hazardous waste sites, historic resources, or other sensitive natural environments, or have a cumulative effect to the environment. No significant environmental impacts are anticipated to occur with the renovation and reconfiguration of office space on the 4th Floor of the Riverside Centre.

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- **Section 15301 –Existing Facilities:** This Class 1 categorical exemption includes the operation, repair, maintenance, leasing, or minor alteration of existing public or private structures or facilities, provided the exemption only involves negligible or no expansion of the previous site’s use. The project, as proposed, is limited the renovation of an existing building to accommodate the transition of tenant 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 it meets the scope and intent of the Categorical Exemption identified in Section 15301, Article 19, Categorical Exemptions of the CEQA Guidelines.
- **Section 15061 (b) (3) – “Common Sense” Exemption:** In accordance with CEQA, the use of the Common Sense Exemption is based on the “general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment.” State CEQA Guidelines, Section 15061(b) (3). The use of this exemption is appropriate if “it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.” *Ibid*. This determination is an issue of fact and if sufficient evidence exists in the record that the activity cannot have a significant effect on the environment, then the exemption applies and no further evaluation under CEQA is required. See *No Oil, Inc. v. City of Los Angeles* (1974) 13 Cal. 3d 68. The ruling in this case stated that if a project falls within a category exempt by administrative regulation or 'it can be seen with certainty that the activity in question will not have a significant effect on the environment', no further agency evaluation is required. With certainty, there is no possibility that the project may have a significant effect on the environment. The proposed improvements will not result in any direct or indirect physical environmental impacts. The use of the facility would remain unchanged, continuing to provide public services. Therefore, in no way, would the project as proposed have the potential to cause a significant environmental impact and the project is exempt from further CEQA analysis.

Based upon the identified exemptions above, the County of Riverside, Facilities Management hereby concludes that no physical environmental impacts are anticipated to occur and the project as proposed is exempt under CEQA. No further environmental analysis is warranted.

Signed:  Date: 5/18/20

Mike Sullivan, Senior Environmental Planner
County of Riverside, Facilities Management