

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



ITEM: 3.11
(ID # 20026)

MEETING DATE:

Tuesday, January 10, 2023

FROM : FACILITIES MANAGEMENT AND TREASURER-TAX COLLECTOR :


SUBJECT: FACILITIES MANAGEMENT (FM) AND TREASURER-TAX COLLECTOR:
Treasurer-Tax Collector CAC Basement IT Server Room Conversion Project – California
Environmental Quality Act Exempt, Approval of In-Principle and Preliminary Project Budget,
District 1. [\$224,992 - 100% Treasurer-Tax Collector General Fund 10000]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Treasurer-Tax Collector County Administrative Center Basement Information Technology Server Room Conversion (Treasurer-Tax Collector Basement IT Server Room Conversion) Project for inclusion in the Capital Improvement Program (CIP);
2. Find that the Treasurer-Tax Collector Basement IT Server Room Conversion 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;

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ACTION:Policy, CIP

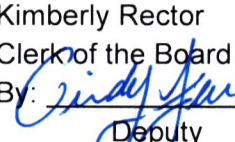

Matthew Jennings, Treasurer-Tax Collector 11/15/2022


Rose Salgado, Director of Facilities Management 11/21/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, 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 Gutierrez
Nays: None
Absent: None
Date: January 10, 2023
xc: FM, Tax Collector

Kimberly Rector
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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RECOMMENDED MOTION: That the Board of Supervisors:

3. Approve in-principle the Treasurer-Tax Collector Basement IT Server Room Conversion Project located at 4080 Lemon Street in Riverside, California; to convert an existing basement storage room into a dedicated IT Server Room for the Treasurer-Tax Collector;
4. Approve a preliminary project budget in the not to exceed amount of \$224,992 for the Project;
5. Authorize the use of Treasurer-Tax Collector General Fund 10000 in the not to exceed amount of \$224,992 for the Project, 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, or her designee, 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 the project, and the sum of all project contracts shall not exceed \$224,992.

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 200,000	\$ 24,992	\$ 224,992	\$ 0
NET COUNTY COST	\$ 200,000	\$ 24,992	\$ 224,992	\$ 0
SOURCE OF FUNDS: Treasurer-Tax Collector General Fund 10000 – 100%			Budget Adjustment: No	
			For Fiscal Year: 2022/23-2023/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Treasurer-Tax Collector's office is responsible for the billing and collection of property taxes, and, for the receiving, processing, and investing and safeguarding of public funds. The department's IT server and equipment currently occupies space within the Remittance Processing Room on the 4th floor of the CAC. The IT server is not in a dedicated space and therefore does not have the ventilation for a controlled environment required for the proper maintenance of IT equipment. In response, Facilities Management and Riverside County Information Technology identified space in the basement of the County Administrative Center that could be converted to house a dedicated server. The scope of work for the Project includes but is not limited to connection from the main IT HUB to the new server room, IT equipment and installation, new environmental control system, electrical power, and switches.

Facilities Management (FM) recommends the Board of Supervisors (Board) approve the Treasurer-Tax Collector Basement IT Server Room Conversion Project and the preliminary project budget in the not to exceed amount of \$224,992. FM will procure the most cost-effective project delivery method and award in accordance with applicable Board policies to meet project schedule commitments.

With certainty, there is no possibility that the Treasurer-Tax Collector Basement IT Server Room Conversion Project may have a significant effect on the environment. The Project, as proposed, is limited to interior modifications within the basement of the County Administrative Center, including the conversion of a 164 square foot storage room into an IT server room. 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 Treasurer-Tax Collector Basement IT Server Room Conversion 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 FM staff with the County Clerk within five days of Board approval.

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Impact on Residents and Businesses

The Treasurer-Tax Collector Basement IT Server Room Conversion Project will provide a converted space to house the information technology server in support of the Treasurer-Tax Collector operations. Construction will not impact business operations; therefore, there is no impact on residents and businesses.

Additional Fiscal Information

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

BUDGET LINE ITEMS	BUDGET AMOUNT
DESIGN PROFESSIONAL OF RECORD	9,800
SPECIALTY CONSULTANTS	2,800
REGULATORY PERMITTING	4,600
CONSTRUCTION	159,108
COUNTY ADMINISTRATION	20,230
PROJECT CONTINGENCY	28,454
PRELIMINARY PROJECT BUDGET	\$ 224,992

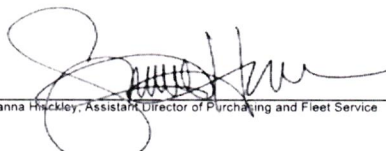
All costs associated with this Board action will be 100% funded through the Treasurer-Tax Collector General Fund 10000. Expenditures for FY 2022/23 are estimated at \$200,000; and expenditures for FY 2023/24 are estimated at \$24,992.

RS:SP:YB:sc:tv

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Suzanna Huckley, Assistant Director of Purchasing and Fleet Service

11/14/2022


Meghan Hahn, Principal Management Analyst

12/28/2022


Kristine Bell-Valdez, Supervising Deputy County Counsel

11/30/2022

**Riverside County
Facilities Management**

3450 14th Street, Suite 200, Riverside, CA 92501

FOR COUNTY CLERK USE ONLY

FM to file

NOTICE OF EXEMPTION

September 12, 2022

Project Name: Treasurer Tax Collector County Administrative Center (CAC) Basement Server Room Conversion Project, Riverside

Project Number: FM08140012075

Project Location: 4080 Lemon Street, west of Lime Street, Riverside, California 92501; Assessor's Parcel Numbers (APNs): 215-131-001, 215-131-002, 215-131-004, 215-131-011, 215-131-005, 215-131-010, 215-131-006, 215-131-009, 215-131-008, 215-131-007, 215-310-001

Description of Project: The Treasurer-Tax Collector's office is responsible for the billing and collection of property taxes, and, for the receiving, processing, and investing and safeguarding of public funds. The department's IT server and equipment currently occupies space within the Mail Room on the 4th floor of the CAC. The IT server is not in a dedicated space and therefore does not have the ventilation for a controlled environment required for the proper maintenance of IT equipment. In response, Facilities Management and Riverside County Information Technology identified a 164 square-foot storage space in the basement of the County Administrative Center that could be converted to house a dedicated server. The scope of work for the project includes, but is not limited to, connection from the main IT HUB to the new server room, IT equipment and installation, new environmental control system, electrical power, and switches. The conversion of the basement storage space into a server room within the CAC is defined as the proposed project under the California Environmental Quality Act (CEQA). The operation of the facility will continue to provide public services at the existing facility and will not result in an increase in the planned capacity of the 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 Section 15061(b) (3), General Rule or "Common Sense" Exemption, Codified under Title 14, Articles 5 and 19, Sections 15061 and 15301.

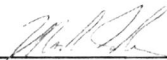
Reasons Why Project is Exempt: The proposed project is categorically exempt from the provisions of CEQA specifically by the State CEQA Guidelines as identified below. The project will not result in any specific or general exceptions to the use of the categorical exemption as detailed under State CEQA 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 conversion of the storage room to a server room within the basement of the CAC.

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- **Section 15301 (d)–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 improvements within the existing facility are interior modifications needed to maintain an appropriate level of services and are within the planned capacity of the building. The facility provides public services, and the improvements to the existing facility to maintain safe and efficient operation are exempt as they meet 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 interior modifications within the basement of the CAC to convert the storage room to a server room for the Treasurer Tax Collector Office are being implemented to increase the functionality of the facility and will not result in any direct or indirect physical environmental impacts.

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: 9-12-2022

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