

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



**ITEM: 3.13  
(ID # 22540)**

**MEETING DATE:**

Tuesday, September 12, 2023

**FROM :** FACILITIES MANAGEMENT:

**SUBJECT:** FACILITIES MANAGEMENT (FM): Franklin Custodial Tenant Improvements Project - California Environmental Quality Act Exempt, Approval of In-Principle and Preliminary Project Budget; District 1. [\$349,910 - 100% Facilities Management Internal Service Fund 47200]

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

1. Approve the Franklin Custodial Tenant Improvements (Franklin Custodial T.I.) 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 Sections 15301, Class 1 - Existing Facilities Exemption and Section 15061 (b)(3), "Common Sense" Exemption;

Continued on Page 2

**ACTION: Policy, CIP**

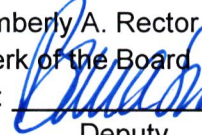
  
Rose Salgado, Director of Facilities Management 6/28/2023

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Spiegel, Perez, Washington, and Gutierrez  
Nays: None  
Absent: None  
Date: September 12, 2023  
xc: FM

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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

3. Approve in-principle the Franklin Custodial T.I. Project located at 2991 Franklin Avenue in Riverside, California, 92507; for interior and exterior improvements to the facility to accommodate relocating Facilities Management (FM) Custodial staff;
4. Approve a preliminary project budget in the not to exceed amount of \$349,910 for the Project;
5. Authorize the use of Facilities Management (FM) Internal Service Fund 47200 in the not to exceed amount of \$349,910, 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 this project, and the sum of all contracts shall not exceed \$349,910.

<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>	\$ 349,910	\$ 0	\$ 349,910	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> FM Internal Service Fund 47200 – 100%			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 23/24	

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

**BACKGROUND:**

**Summary**

As part of a consolidation effort, Facilities Management (FM) is seeking to renovate the interior and exterior space of the FM occupied and County owned building located at 2991 Franklin Street in Riverside, California, 92507, to accommodate the relocation of the Custodial Division. The scope of work of the Project includes construction of a new laundry room, replacement of flooring, construction of two new offices, and installation of an automated rolling gate; installation of chain-link fencing in the warehouse, new exterior door for employee parking lot, repair/re-stripping of the two existing parking lots and other associated and minor improvements.

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In this effort, FM's Custodial Division will vacate its current location of 3315 Park Avenue in Riverside. This aged facility is in need of major investment and improvement and the future of this facility will be considered through the County's Asset Management process. This move will decrease FM's on-going use of space and improve efficiency.

This item seeks approval of the Franklin Custodial T.I. Project and the preliminary project budget in the not to exceed amount of \$349,910. FM will pursue 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 Franklin Custodial T.I. Project may have a significant effect on the environment. The Project, as proposed, is limited to interior and exterior improvements at the existing County-owned Franklin office. The use of the facility would result in the continued use of office space and would not increase capacity or intensity of use. Therefore, the Franklin Custodial T.I. 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 - Existing Facilities 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.

**Impact on Residents and Businesses**

The Franklin Custodial T.I. Project will provide efficiency through consolidation of space which will result in savings and efficiency. The future of the vacated facility will be considered through the asset management process. There will be no impact to residents or businesses.

**Additional Fiscal Information**

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

<b>BUDGET LINE ITEMS</b>	<b>BUDGET AMOUNT</b>
DESIGN PROFESSIONAL OF RECORD	13,000
SPECIALTY CONSULTANTS	0
REGULATORY PERMITTING	7,000
CONSTRUCTION	273,100
COUNTY ADMINISTRATION	25,000
PROJECT CONTINGENCY	31,810
<b>PRELIMINARY PROJECT BUDGET</b>	<b>\$349,910</b>

All costs associated with this Board action will be 100% funded by FM Internal Service Fund 47200 and will be expended in FY 23/24.

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STATE OF CALIFORNIA

RS:VB:RM:RB:NK:sc:mg

FM08720012782

MT Item #22540

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In-Princ & Prelim Proj Budget\_082923.doc

*Meghan Hahn*  
Meghan Hahn, Deputy Director of Procurement

8/17/2023

*Veronica Santillan*  
Veronica Santillan, Principal Management Analyst

9/4/2023

*Kristine Bell-Valdez*  
Kristine Bell-Valdez, Supervising Deputy County Counsel

8/31/2023

**Riverside County**  
**Facilities Management**  
3450 14<sup>th</sup> Street, Riverside, CA 92501

FM STAFF TO  
FILE

## NOTICE OF EXEMPTION

July 13, 2023

**Project Name:** Facilities Management Franklin Custodial Tenant Improvements (TI) Project

**Project Number:** FM08720012782

**Project Locations:** 2991 Franklin Avenue, west of west of Kansas Avenue, Riverside, California, 92507, Assessor's Parcel Number (APN) 210-201-002

**Description of Project:** Facilities Management is seeking to renovate the interior and exterior space of the County owned building located at 2991 Franklin Avenue in Riverside, California, 92507, to accommodate the relocation of the Custodial Department. The scope of work for the project includes, but is not limited to, construction of a new laundry room, replacement of flooring, construction of two new offices, and installation of an automated rolling gate; installation of chain-link fencing in the warehouse, new exterior door for employee parking lot, and repair/re-striping of the two existing parking lots.

The tenant improvements at the Franklin Avenue facility to accommodate the Custodial Department are 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, 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 tenant improvements at the Franklin Avenue facility.

- **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 to minor interior tenant improvement at the existing Franklin Avenue facility to accommodate the Custodial Department. 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: 7-13-2023

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