

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



ITEM: 3.18
(ID # 23477)

MEETING DATE:
Tuesday, November 28, 2023

FROM : FACILITIES MANAGEMENT:

SUBJECT: FACILITIES MANAGEMENT (FM) AND RIVERSIDE COUNTY REGISTRAR OF VOTERS (ROV): Riverside County Registrar of Voters Gateway Building Ballot Tabulating Office and Warehouse Renovation Project - California Environmental Quality Act Exempt Pursuant to State CEQA Guidelines Section 15301 and Section 15061 (b)(3), Approval of In-Principle and Preliminary Project Budget; District 1. [Total Cost \$192,499 - 100% General Fund Contingency] (4/5 Vote Required)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Riverside County Registrar of Voters (ROV) Gateway Office Building Ballot Tabulating Rooms and Warehouse Renovation Project (Project) for inclusion in the Capital Improvement Program (CIP);

Continued on Page 2

ACTION:CIP

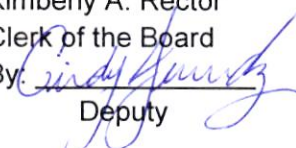

Rose Salgado, Director of Facilities Management 11/14/2023

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, Washington and Perez and Gutierrez
Nays: None
Absent: None
Date: November 28, 2023
xc: FM, ROV

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

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RECOMMENDED MOTION: That the Board of Supervisors:

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 ROV Project located at 2724 Gateway Drive in Riverside, California; to renovate the office and warehouse area with the removal of warehouse fence and shelving, demo walls, relocation of a window and a door, installation of a double door and door frame, install badge access, and paint and install new flooring in selected rooms throughout the 1st floor;
4. Approve the preliminary project budget in the not to exceed amount of \$192,499 for the Project;
5. 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 within the approved project budget; and
6. Approve and direct the Auditor Controller to make the budget adjustment shown in Schedule A.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 192,499	\$ 0	\$ 192,499	\$ 0
NET COUNTY COST	\$ 192,499	\$ 0	\$ 192,499	\$ 0
SOURCE OF FUNDS: 100% Appropriation for Contingency General Fund			Budget Adjustment: Yes	
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Registrar of Voters (ROV) Gateway Ballot Tabulating Office Renovation Project (Project) located at 2724 Gateway Drive in Riverside (Facility) is in need of improvements that will provide enhanced operational updates and efficiencies. These first phase improvements at the ROV main voting and processing facility will include wall paint and flooring renovations to the Ballot Tabulating offices on the 1st floor, and reconfiguration of the warehouse to better accommodate both department staff and citizens. The scope of work for the Project includes but is not limited to: wall demo, paint and flooring in Rooms 122, 124, 126, 127, W7, W7-A, W14

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and warehouse areas W9 and W26 to provide a professional quality space in accordance with current building codes and the operational requirements of this department.

Facilities Management (FM) recommends the Board of Supervisors (Board) approve in-principle the Project and the preliminary budget in the not to exceed amount of \$192,499. FM will procure the most cost effective and efficient project delivery method and award in accordance with applicable Board policies.

With certainty, there is no possibility that the Project may have a significant effect on the environment. The Project, as proposed, is limited to interior renovations of the ballot tabulating rooms and warehouse on the 1st floor. 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 – 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 ROV Gateway Renovation Project will provide much needed tenant improvements to this vital facility. The Project will provide general and necessary upgrades and efficiencies at this Facility that will benefit the department, the residents and the voters of this County.

Additional Fiscal Information

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

BUDGET LINE ITEMS	BUDGET AMOUNT
CONSTRUCTION	59,999
DEMOLITION/RELOCATION	25,000
RACKING REMOVAL	35,000
ELECTRICAL WORK	30,000
REGULATORY PERMITTING	10,000
BADGE ACCESS (3) LOCATIONS	15,000
PROJECT CONTINGENCY	17,500
PRELIMINARY PROJECT BUDGET	\$192,499

All costs associated with this Board action will be 100% funded with Registrar of Voters Department General Fund 10000 and will be expended in FY 23/24.

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SCHEDULE A. BUDGET ADJUSTMENT FY 23/24

1) Increase Appropriations:		
10000-1700100000-522310	Maint-Building and Improvement	\$192,499
2) Anticipated Use of Unassigned Fund Balance		
10000-17001000000-370100	Unassigned Fund Balance	\$192,499
3) Decrease Appropriations:		
10000-1109000000-581000	Appropriation for Contingency	\$192,499
4) Anticipated Increase of Unassigned Fund Balance:		
10000-1109000000-370100	Unassigned Fund Balance	\$192,499

 Heydee Koury, Sr Accountant - Auditor	11/16/2023	 Veronica Santillan, Principal Management Analyst	11/21/2023
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Riverside County
Facilities Management
3450 14th Street, Riverside, CA 92501

FM STAFF TO
FILE

NOTICE OF EXEMPTION

November 9, 2023

Project Name: Riverside County Registrar of Voters (ROV) Gateway Building Ballot Tabulating and Warehouse Renovation Project, Riverside

Project Number: FM03170013319

Project Location: 2724 Gateway Drive, east of Valley Springs Parkway, Riverside, California; Assessor's Parcel Numbers (APNs): 291-450-065

Description of Project: The ROV Gateway Ballot Tabulating Office Renovation Project located at 2724 Gateway Drive in Riverside, CA 92507 is in need of wall, paint, and flooring renovations to the offices on the 1st floor, and reconfiguration of the warehouse to better accommodate both department staff and clientele. The scope of work for the project, includes but is not limited to, wall demo, paint and flooring in Rooms 122, 124, 126, 127, W7, W7-A, W14 and Warehouse Areas W9 and W26 to provide a professional quality space in accordance with current building codes and the operational requirements of the department. The interior renovations at the ROV Gateway building 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 a change or expansion of existing use. No additional direct or indirect physical environmental impacts are anticipated.

Name of Public Agency Approving Project: Riverside County Facilities Management

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; 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 renovations at the ROV Gateway building.

