

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



**ITEM: 3.12**  
(ID # 24022)

**MEETING DATE:**  
Tuesday, February 06, 2024

**FROM :** FACILITIES MANAGEMENT AND RIVERSIDE COUNTY REGISTRAR OF VOTERS :

**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 Phase II - Approval of Preliminary Project Budget, District 1. [Total Cost \$970,607 - 100% General Fund Contingency] (4/5 Vote Required)

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

1. Approve the preliminary project budget in the not to exceed amount of \$970,607 for the Riverside County Registrar of Voters (ROV) Gateway Office Building Ballot Tabulating Rooms and Warehouse Renovation Phase II (ROV Gateway Phase II) Project located at 2724 Gateway Drive in Riverside; for tenant improvements in the ballot counting and warehouse areas, and rework electrical, fire sprinklers and mechanical; and
2. Approve and direct the Auditor Controller to make the budget adjustment shown in Schedule A.

**ACTION:4/5 Vote Required, Policy, CIP**

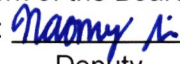
  
Rose Salgado, Director of Facilities Management 1/25/2024

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Perez, 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, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: February 6, 2024  
xc: FM, ROV

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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| <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>  | \$ 600,000                  | \$ 370,607               | \$ 970,607                            | \$ 0                |
| <b>NET COUNTY COST</b>   | \$ 600,000                  | \$ 370,607               | \$ 970,607                            | \$ 0                |
| <b>SOURCE OF FUNDS:</b> 100% Appropriation for Contingency<br>General Fund |                             |                          | <b>Budget Adjustment:</b> Yes         |                     |
|  |                             |                          | <b>For Fiscal Year:</b> 23/24 – 24/25 |                     |

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

**BACKGROUND:**

**Summary**

On November 28, 2023, Item 3.18, the Board of Supervisors (Board) approved in principle and a preliminary project budget in the amount of \$192,499 for Phase I of the Registrar of Voters Gateway Building Ballot Tabulating Office and Warehouse Renovation Project located at 2724 Gateway Drive in Riverside, CA 92507. The improvements are needed to enhance workflows and efficiencies of the balloting process and to increase visibility for ballot counting observers. The Phase I improvements included demolition of office wall and addition of door, adding card readers, repair work in selected rooms on the 1<sup>st</sup> floor and warehouse areas. Phase II of the improvements will include but is not limited to: construction of tenant improvements in the ballot counting and warehouse areas, demolition of offices, constructing new office, flooring replacement, painting, adding windows, relocating shelving, and reworking of electrical, fire sprinklers, and mechanical systems.

Facilities Management (FM) recommends the Board approve the preliminary project budget for the ROV Gateway Phase II Project in the not to exceed amount of \$970,607. FM will procure the most cost effective and efficient project delivery method and award in accordance with applicable Board policies.

**Impact on Residents and Businesses**

The ROV Gateway Phase II Project will provide tenant improvements to this facility to improve workflows and efficiencies of the balloting process and improve visibility for ballot counting observers.

**Additional Fiscal Information**

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

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| BUDGET LINE ITEMS                            | BUDGET AMOUNT     |
|--|-------------------|
| DESIGN PROFESSIONAL OF RECORD                | 36,000            |
| SPECIALTY CONSULTANTS                        | 64,600            |
| REGULATORY PERMITTING                        | 0                 |
| CONSTRUCTION CONTRACT                        | 625,000           |
| • OTHER CONSTRUCTION                         | 111,500           |
| COUNTY ADMINISTRATION                        | 45,270            |
| PROJECT CONTINGENCY                          | 88,237            |
| <b>PRELIMINARY PROJECT BUDGET – PHASE II</b> | <b>\$ 970,607</b> |

All costs associated with this Board action will be 100% funded with Contingency General Fund. Expenditures for FY 23/24 are estimated at \$600,000; and expenditures for FY 24/25 are estimated at \$370,607.

**ATTACHMENTS:**

Schedule A – Budget Adjustment FY 23/24

RS:VB:RM:JH:SC:TV

FM08170013360

MT Item #24022

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**SCHEDULE A  
BUDGET ADJUSTMENT FY 23/24**

|  |                                |           |
|--|--------------------------------|-----------|
| <b>Increase Appropriations:</b>                      |                                |           |
| 10000-17001000000-522310                             | Maint-Building and Improvement | \$600,000 |
| <br>Anticipated Use of Unassigned Fund Balance       |                                |           |
| 10000-17001000000-370100                             | Unassigned Fund Balance        | \$600,000 |
| <br>Decrease Appropriations:                         |                                |           |
| 10000-11090000000-581000                             | Appropriation for Contingency  | \$600,000 |
| <br>Anticipated Increase of Unassigned Fund Balance: |                                |           |
| 10000-11090000000-370100                             | Unassigned Fund Balance        | \$600,000 |

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*Heydee Koury*  
Heydee Koury, Sr Accountant - Auditor 1/25/2024

*Veronica Santillan*  
Veronica Santillan, Principal Management Analyst 1/31/2024

*Aaron Gettis*  
Aaron Gettis, Deputy County Counsel 1/25/2024