

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



**ITEM: 3.17**  
(ID # 23803)

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

**FROM :** FACILITIES MANAGEMENT AND TREASURER-TAX COLLECTOR :

**SUBJECT:** FACILITIES MANAGEMENT (FM) AND TREASURER-TAX COLLECTOR:  
Treasurer-Tax Collector 4th Floor Restroom, Breakroom and Conference Room Renovation  
Project – Approval of Revised Project Budget; District 1 [\$602,439 - 100% Treasurer-Tax  
Collector General Fund 10000]

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

1. Approve an increase to the project budget in the not to exceed amount of \$602,439 for a revised project budget of \$999,152 for the Treasurer-Tax Collector 4th Floor Restroom, Breakroom and Conference Room Renovation (Treasurer-Tax Collector 4<sup>th</sup> Floor Renovation) Project to increase the scope of the Project from restroom upgrade to restroom expansion, and add the renovation of the break room and conference room; and
2. Authorize the additional funds from the Treasurer-Tax Collector General Fund 10000 not to exceed \$602,439 for the Project, including reimbursement to Facilities Management (FM) for incurred project related expenses.

**ACTION:**Policy, CIP

  
Matthew Jennings, Treasurer-Tax Collector 1/23/2024

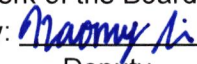
  
Rose Salgado, Director of Facilities Management 1/23/2024

---

**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, Tax Collector

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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

<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>	\$ 520,000	\$ 82,439	\$ 602,439	\$ 0
<b>NET COUNTY COST</b>	\$ 520,000	\$ 82,439	\$ 602,439	\$ 0
<b>SOURCE OF FUNDS:</b> Treasurer-Tax Collector General Fund 10000 – 100%			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 23/24 - 24/25	

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

**BACKGROUND:**

**Summary**

On October 4, 2022, Item 3.22, the Board of Supervisors (Board) approved in-principle and a preliminary project budget in the amount of \$396,713 for the Treasurer-Tax Collector 4<sup>th</sup> Floor Renovation Project located at 4080 Lemon Street, 4<sup>th</sup> Floor in Riverside, CA, 92501. The Project's scope of work is to upgrade the materials, fixtures, and finishes of the existing staff restrooms, women's lounge, and Lactation Room. During the design phase, upgrading of the materials, fixtures, and finishes of the existing staff restrooms was inadequate to accommodate the number of fixture units for the staff. The expansion of the staff restrooms impacts the break room, which requires reconfiguration and renovation. In addition, installation of a moveable partition is needed in the existing conference room to allow for an additional meeting space.

Based on the revised scope of work to the Project and the associated cost, a project budget increase will be required. Facilities Management (FM) recommends the Board approve a project budget increase of \$602,439, from \$396,713 to \$999,152. FM will procure the most cost-effective project delivery method and award in accordance with applicable Board policies to expedite delivery of the project.

**Impact on Residents and Businesses**

The Treasurer-Tax Collector 4<sup>th</sup> Floor Renovation Project will provide improved space and ensure safe and effective long-term operations. Construction will not impact business operations; therefore, there is no impact on residents and businesses.

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

**Additional Fiscal Information**

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

<b>BUDGET LINE ITEMS</b>	<b>PROJECT BUDGET</b>	<b>BUDGET ADJUSTMENT</b>	<b>REVISED BUDGET AMOUNT</b>
DESIGN PROFESSIONAL OF RECORD	34,825	54,200	89,025
SPECIALTY CONSULTANTS	5,500	(1,900)	3,600
REGULATORY PERMITTING	4,600	0	4,600
CONSTRUCTION	278,483	466,380	744,863
COUNTY ADMINISTRATION	37,240	28,992	66,232
PROJECT CONTINGENCY	36,065	54,767	90,832
<b>REVISED PROJECT BUDGET</b>	<b>\$ 396,713</b>	<b>\$ 602,439</b>	<b>\$ 999,152</b>

The Board previously approved the preliminary project budget in the amount of \$396,713 on October 4, 2022 (Item 3.22) and is 100% funded through the Treasurer-Tax Collector General Fund 10000.

This Board action will approve the additional funds of \$602,439 which will increase the project budget from \$396,713 to \$999,152 and is 100% funded through the Treasurer-Tax Collector General Fund 10000. Of the \$602,439, expenditures for FY 23/24 are estimated at \$520,000; and expenditures for FY 24/25 are estimated at \$82,439.

RS:VB:RM:RB:YB:SC:TV

FM08140011492

MT Item #23803

G:\Project Management Office\FORM 11'S\FORM 11's\_In Process\23803\_D3 - 011492 - Treas-Tax Collector 4th FI Restrm, Breakroom&Conf Rm Renov Project-Rev Proj Budg\_013024.doc

*Veronica Santillan*  
Veronica Santillan, Principal Management Analyst 1/30/2024

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