

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



ITEM: 3.5
(ID # 24076)

MEETING DATE:
Tuesday, March 05, 2024

FROM : FACILITIES MANAGEMENT:

SUBJECT: FACILITIES MANAGEMENT (FM) AND 4th DISTRICT OFFICE - 4th District Office Tenant Improvement 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 4. [\$301,780 - 100% Board of Supervisors General Fund 10000]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the 4th District Office Tenant Improvement (4th District TI) Project for inclusion in the Capital Improvement Program (CIP);

Continued on Page 2

ACTION:Policy, CIP



Patricia Cooper, Deputy Chief of Staff 2/20/2024


Rose Salgado, Director of Facilities Management 2/20/2024

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: March 5, 2024
xc: FM, 4TH Dist. Office

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 4th District TI Project located at 78-015 Main Street, La Quinta, California; to create new staff offices to match existing finishes in the new lease space;
4. Approve the preliminary project budget in the not to exceed amount of \$301,780 for the Project;
5. Authorize use of the Board of Supervisors General Fund 10000 in the not to exceed amount of \$301,780, 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 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 \$301,780.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 301,780	\$ 0	\$ 301,780	\$ 0
NET COUNTY COST	\$ 301,780	\$ 0	\$ 301,780	\$ 0
SOURCE OF FUNDS: 100% Board of Supervisors General Fund 10000			Budget Adjustment: No	
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The new 4th District Office will occupy leased space located at 78-015 Main Street in La Quinta, California 92253. Improvements are needed to accommodate the 4th District Supervisor and staff. The scope of work to the Project includes but is not limited to: enclosing three spaces to

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create new staff offices to match existing finishes in the new lease space. All work will be completed in compliance with applicable building codes and health and life safety requirements.

Facilities Management (FM) recommends the Board approve in-principle the 4th District TI Project and the preliminary project budget in the not to exceed amount of \$301,780. 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 4th District TI Project may have a significant effect on the environment. The Project, as proposed, is limited to interior modifications of an existing lease space. The use of the facility would continue to office space and would not result in a significant increase in capacity or intensity of use. Therefore, the 4th District TI 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 and the State Clearinghouse within five days of Board approval.

Impact on Residents and Businesses

The 4th District TI Project will provide renovation to improve the office space for the Supervisor and staff.

Additional Fiscal Information

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

BUDGET LINE ITEMS	PROJECT BUDGET
DESIGN PROFESSIONAL OF RECORD	51,300
SPECIALTY CONSULTANTS	0
REGULATORY PERMITTING	4,000
CONSTRUCTION	200,000
OTHER CONSTRUCTION	1,500
COUNTY ADMINISTRATION	17,545
PROJECT CONTINGENCY	27,435
PRELIMINARY PROJECT BUDGET	\$301,780

All costs associated with this Board action will be 100% funded with the Board of Supervisors General Fund 10000. Monies will be expended in FY 23/24.

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Meghan Hahn
Meghan Hahn, Director of Procurement 2/14/2024

Veronica Santillan
Veronica Santillan, Principal Management Analyst 2/26/2024

Aaron Gettis
Aaron Gettis, Chief Deputy County Counsel 2/20/2024

Aaron Gettis
Aaron Gettis, Chief Deputy County Counsel 2/20/2024

Riverside County
Facilities Management
3450 14th Street, Riverside, CA 92501

FM staff to file

NOTICE OF EXEMPTION

January 30, 2024

Project Name: Fourth Supervisor's District Office Tenant Improvement (TI) Project, La Quinta

Project Number: TBD

Project Location: 78-015 Avenida La Fonda, east of Avenida Bermudas, La Quinta, CA 92253; Assessor's Parcel Number (APN): 770-121-015

Description of Project: The 4th District Office, which is currently located at 78015 Main Street in La Quinta, will occupy leased space located at 78-015 Avenida La Fonda, La Quinta, California 92253. The new space is in the same commercial office building. Improvements are needed to accommodate the 4th District Supervisor and staff. The scope of work to the Project includes, but is not limited to, enclosing three spaces to create new staff offices to match existing finishes in the new lease space. All work will be completed in compliance with applicable building codes and health and life safety requirements. The tenant improvements at the existing commercial office building at 78-015 Avenida La Fonda 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 tenant improvements at the existing commercial office building at 78-015 Avenida La Fonda.

- **Section 15301 (b)–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 tenant improvements at the existing commercial office building at 78-015 Avenida La Fonda. The use of the facility would 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 tenant improvements at 78-015 Avenida La Fonda will not result in any direct or indirect physical environmental impacts. The improvements would occur within existing facility, would not alter the footprint and are being completed to create a compliant and functional facility. The use of the facility would remain unchanged. 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: 1-30-2024 _____

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