

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



**ITEM: 3.24  
(ID # 25277)**

**MEETING DATE:**  
Tuesday, June 25, 2024

**FROM :** FACILITIES MANAGEMENT AND RIVERSIDE COUNTY DISTRICT ATTORNEY'S OFFICE

**SUBJECT:** FACILITIES MANAGEMENT (FM) AND RIVERSIDE COUNTY DISTRICT ATTORNEY'S OFFICE - Riverside District Attorney Room 1001 Expand Office Space Project - California Environmental Quality Act Exempt Pursuant to State CEQA Guidelines Section 15301, Class 1 - Existing Facilities Exemption and Section 15061 (b)(3), "Common Sense" Exemption; Approval of In-Principle and Preliminary Project Budget; District 1. [\$460,033 - 100% District Attorney General Fund 10000]

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

1. Approve the Riverside District Attorney Room 1001 Expand Office Space (Riverside DA Room 1001 Expansion) Project for inclusion in the Capital Improvement Program (CIP);

Continued on Page 2

**ACTION:**Policy, CIP

  
John Aki

6/13/2024

  
Rose Salgado, Director of Facilities Management

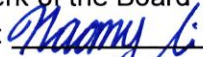
6/14/2024

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Gutierrez 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: June 25, 2024  
xc: FM, DA

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 Riverside DA Room 1001 Expansion Project located at 3960 Orange Street in Riverside, California; to expand the office space, add a restroom and upgrade the current environment with appropriate lighting and fixtures;
4. Approve the preliminary project budget in the not to exceed amount of \$460,033 for the Project;
5. Authorize use of the District Attorney General Fund 10000 in the not to exceed amount of \$460,033, 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 a) 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 b) issue Purchase Orders for the sum of all project contracts and/or work orders which shall not exceed the approved project amount of \$460,033.

<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>	\$ 65,000	\$ 395,033	\$ 460,033	\$ 0
<b>NET COUNTY COST</b>	\$ 65,000	\$ 395,033	\$ 460,033	\$ 0
<b>SOURCE OF FUNDS:</b> 100% District Attorney General Fund 10000			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 23/24 – 24/25	

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

**BACKGROUND:**

**Summary**

The Riverside Office of the District Attorney is located in the Downtown Law Building at 3960 Orange Street in Riverside, CA 92501. The DA Office Room 1001 is outdated and undersized. There is a need to update and expand the office area to accommodate the increased workload

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and provide a safer work environment for the users. 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 Riverside DA Room 1001 Expansion Project and the preliminary project budget in the not to exceed amount of \$460,033. 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 Riverside DA Room 1001 Expansion Project may have a significant effect on the environment. The Project, as proposed, is limited to the remodeling of office space in an existing building. 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 Riverside DA Room 1001 Expansion 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 Office of Planning and Research within five days of Board approval.

**Additional Fiscal Information**

(Commences on Page 4)

**Additional Fiscal Information**

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

<b>BUDGET LINE ITEMS</b>	<b>PROJECT BUDGET</b>
DESIGN PROFESSIONAL OF RECORD	95,134
SPECIALTY CONSULTANTS	3,500
REGULATORY PERMITTING	9,100
CONSTRUCTION CONTRACT	200,000
OTHER CONSTRUCTION	60,200
COUNTY ADMINISTRATION	50,278
PROJECT CONTINGENCY	41,821
<b>TOTAL PROJECT BUDGET</b>	<b>\$460,033</b>

All costs associated with this Board action will be 100% funded with the District Attorney General Fund 10000. Expenditures for FY 23/24 are estimated at \$65,000 and expenditures for FY 24/25 are estimated at \$395,033. All project related appropriations in FY 23/24 will be carried over to FY 24/25 to offset the related expenditures.

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G:\Project Management Office\FORM 11'S\FORM 11's\_In Process\25277\_D2 - 012256 - Riverside DA Room 1001 Expansion Proj-  
InPrinc & Prelim Proj Budget\_062524.doc

*Meghan Hahn*  
Meghan Hahn, Director of Procurement 6/11/2024

*Veronica Santillan*  
Veronica Santillan, Principal Management Analyst 6/20/2024

*Aaron Gettis*  
Aaron Gettis, Chief of Deputy County Counsel 6/17/2024

FM staff to file

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

## NOTICE OF EXEMPTION

June 6, 2024

**Project Name:** Riverside County District Attorney (DA) Room 1001 Office Expansion Project, Riverside

**Project Number:** FM08220012256

**Project Location:** 3960 Orange Street, north of 10th Street, Riverside, CA 92501; Assessor's Parcel Number (APN): 215-373-019

**Description of Project:** The Riverside Office of the District Attorney is located in the Downtown Law Building at 3960 Orange Street in Riverside, CA 92501. The DA Office Room 1001 is outdated and undersized. There is a need to update and expand the office area into Room 1002 to accommodate the increased workload and provide a safer work environment for the users. All work will be completed in compliance with applicable building codes and health and life safety requirements. The consolidation of Rooms 1001 and 1002 at the existing office building at 3960 Orange Street is 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 room expansion at the existing DA office building.

- **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 DA office building at 3960 Orange Street. 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 to Room 1001 at the DA existing facility 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 more functional facility. The use of the facility for public services 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: 06-06-2024

Mike Sullivan,  
County of Riverside, Facilities Management