

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



ITEM: 3.11
(ID # 26882)

MEETING DATE:
Tuesday, February 04, 2025

FROM : FACILITIES MANAGEMENT AND RIVERSIDE COUNTY TRANSPORTATION COMMISSION

SUBJECT: FACILITIES MANAGEMENT (FM) AND RIVERSIDE COUNTY TRANSPORTATION COMMISSION (RCTC): 11th Floor County Administrative Center Riverside County Transportation Commission (RCTC) Tenant Improvement Project - California Environmental Quality Act (CEQA) 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. [\$533,026 - 100% Reimbursement by Riverside County Transportation Commission Department (RCTC) to Facilities Management (FM)]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the 11th Floor County Administrative Center (CAC) Riverside County Transportation Commission (RCTC) Tenant Improvement Project (11th Floor CAC RCTC Tenant Improvement) Project for inclusion in the Capital Improvement Program (CIP);
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;

Continued on page 2

ACTION:Policy, CIP


Vincent Yzaguirre 1/10/2025

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: Medina, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: February 4, 2025
xc: FM, RCTC

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

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

RECOMMENDED MOTION: That the Board of Supervisors:

3. Approve in-principle, the 11th Floor CAC RCTC Tenant Improvement Project located at 4080 Lemon Street in Riverside, California; including replacing existing carpet, repainting and other improvements of the RCTC space;
4. Approve a preliminary project budget in the not to exceed amount of \$533,026 for the Project;
5. Authorize RCTC Funds not to exceed \$533,026, to be reimbursed to Facilities Management (FM) for incurred project related expenses;
6. Delegate project management authority for the Project to the Director of Facilities Management, or 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 are within the approved project budget; and
7. Authorize the Purchasing Agent to issue Purchase Orders for the sum of all project contracts and/or work orders which shall not exceed the approved project budget.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 400,000	\$ 133,026	\$ 533,026	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% RCTC Department Funds to be reimbursed to Facilities Management			Budget Adjustment: No	
			For Fiscal Year: 24/25 – 25/26	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Transportation Commission (RCTC) intends to occupy the 11th Floor of the Riverside County Administrative Center (Premises) located at 4080 Lemon Street, Riverside, California 92501, and through an existing lease with the County of Riverside. The premises require tenant improvements before RCTC can occupy them, ensuring a safe and efficient environment for long-term operations.

The scope of work of the project requested by RCTC includes but is not limited to, replacement of worn-out carpet and base, polishing tile floors, patching and painting throughout the space, reupholstering lobby benches, modifying cabinetry, minor demo, and systems furniture modifications (Project). Work will be completed in compliance with applicable building codes and health and safety requirements and RCTC will reimburse Facilities Management for all costs associated with the delivery of this Project.

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

Facilities Management Project Management Office (FM) recommends the Board approve in principle the 11th Floor CAC RCTC Tenant Improvement Project and the preliminary project budget, not to exceed amount of \$533,026. FM will procure the most cost-effective and efficient project delivery method for RCTC and award in accordance with applicable Board policies.

With certainty there is no possibility that the 11th Floor CAC RCTC Tenant Improvement Project may have a significant effect on the environment. The project, as proposed, is primarily limited to interior painting and flooring replacement, and other minor interior improvements within the existing building to create a more functional space. 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 11th Floor CAC RCTC Tenant Improvement 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 11th Floor CAC RCTC Tenant Improvement Project will provide a much-needed renovation to improve the safety and environment of the RCTC staff and program clientele. RCTC Programs and Projects provide a major benefit to the residents and businesses within the County of Riverside.

Additional Fiscal Information

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

BUDGET LINE ITEMS	BUDGET AMOUNT
DESIGN PROFESSIONAL OF RECORD	0
SPECIALTY CONSULTANTS	3,000
REGULATORY PERMITTING	0
CONSTRUCTION CONTRACT	232,981
OTHER CONSTRUCTION	186,058
COUNTY ADMINISTRATION	20,000
PROJECT CONTINGENCY	90,987
PRELIMINARY PROJECT BUDGET	\$ 533,026

All costs associated with this Board action will be 100% funded with RCTC Funds, which will be reimbursed to Facilities Management for incurred project-related expenses. The expenditures for FY 24/25 are estimated at \$400,000, and expenditures for FY 25/26 are estimated at \$133,026.

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

VY:MM:JH:DL:SC:TV

FM08720014017

MT Item #26882

G:\Project Management Office\FORM 11'S\Form 11's_In Process\26882_D5 - 014017 - 11th Floor CAC RCTC Tenant
Improvements -InPrincProjBdgt_012825.doc


Stacy Orton, Assistant Director of Purchasing 1/9/2025


Aaron Gettis, Chief of Deputy County Counsel 1/13/2025

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

NOTICE OF EXEMPTION

December 31, 2024

Project Name: Riverside County Administrative Center (CAC) 11th Floor Riverside County Transportation Commission (RCTC) Tenant Improvements Project, Riverside

Project Number: FM08720014017

Project Location: 4080 Lemon Street, south of 10th Street, Riverside, APN: 215-131-001, 215-131-002, 215-131-004, 215-131-011, 215-131-005, 215-131-010, 215-131-006, 215-131-009, 215-131-008, 215-131-007, 215-310-001

Description of Project: RCTC intends to occupy the 11th Floor of the CAC located at 4080 Lemon Street, Riverside, California 92501. The 11th Floor is in need of updating aged and worn finishes prior to new tenant occupancy to ensure safe and effective long-term operations. The scope of work of the Project includes, but is not limited to, replacement of worn-out carpet and base and polish tile flooring, patch and paint throughout the floor, reupholster lobby benches, modify cabinetry, minor demo, and systems furniture modifications. Work will be completed in compliance with applicable building codes and health and safety requirements. The tenant improvements on the 11th floor of the CAC 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 improvements to the existing 11th Floor at the CAC.

- **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 on the 11th floor of the existing CAC office 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 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 the existing 11th Floor at the CAC 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: 12-31-2024

Mike Sullivan,
County of Riverside, Facilities Management