

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



ITEM: 3.19
(ID # 28484)

MEETING DATE:
Tuesday, October 07, 2025

FROM : FACILITIES MANAGEMENT AND AUDITOR-CONTROLLER'S OFFICE

SUBJECT: FACILITIES MANAGEMENT (FM) AND AUDITOR-CONTROLLER'S OFFICE (ACO): County Administrative Center Auditor-Controller's Office 6th Floor Restroom Renovation 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. [Total Cost \$558,700 – 100% Auditor-Controller's Office General Fund 10000]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the County Administrative Center Auditor-Controller's Office 6th Floor Restroom Renovation (CAC ACO 6th FI Restroom Renovation) Project for inclusion in the Capital Improvement Program (CIP);
2. Find that the Project is exempt from the California Environmental Quality Act 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 CAC ACO 6th FI Restroom Renovation Project; to renovate the existing staff restrooms by replacing finishes and fixtures, installing new countertops, patch and paint, replace wall tile and flooring;
4. Approve a preliminary project budget in the not-to-exceed amount of \$558,700 for the Project;

Continued on Page 2

ACTION: Policy, CIP

Ben J. Benoit
Ben J. Benoit, COUNTY AUDITOR-CONTROLLER

9/15/2025


Vincent Yzaguirre
Vincent Yzaguirre

9/17/2025

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: Medina, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: October 7, 2025
xc: FM, Auditor, Purchasing

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:

5. Authorize use of the Auditor-Controller's Office General Fund 10000 in the not-to-exceed amount of \$558,700, 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 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. Direct the Purchasing Agent to issue Purchase Orders in accordance with applicable Board policies to prequalified contractors in an amount not to exceed \$200,000 per vendor, per project, per year, or pursuant to an approved and executed contract, the total of all project contracts and purchase orders shall not exceed the approved project budget.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 558,700	\$ 0	\$ 558,700	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Auditor-Controller's Office General Fund 10000 – 100%			Budget Adjustment: No	
			For Fiscal Year: 2025/26	

C.E.O. RECOMMENDATION: [Approve]

BACKGROUND:

Summary

The Riverside Auditor-Controller's Office (ACO) is located within the County Administrative Center (CAC) facility at 4080 Lemon Street, on the 6th Floor, in Riverside. The department had some previous tenant improvements completed but did not include the restrooms in the scope of work. The ACO is now ready to renovate their staff restrooms and address any issues related to Americans with Disabilities Act (ADA) compliance, per code. The scope of work for the CAC, ACO, 6th Floor Restroom Renovation Project (Project) includes, but is not limited to, the demolition of existing fixtures, toilet partitions, accessories, lighting, ceilings, and floor and wall tiles to be replaced with new. This includes the installation of light-emitting diode (LED) downlights, new flooring and wall tiles, patching and painting, and the installation of new doors.

Facilities Management (FM) recommends the Board of Supervisors (Board) approve the Project and the preliminary project budget in the not to exceed amount of \$558,700. FM will procure the most cost-effective project delivery method and award a construction contract in accordance with applicable Board policies to expedite delivery of the Project.

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

With certainty, there is no possibility that the CAC, ACO, 6th Floor Restroom Renovation Project may have a significant effect on the environment. The Project, as proposed, is limited to the renovation of the existing staff restrooms which includes replacing fixtures, wall tiles, flooring, painting, and lighting. The facility would continue to serve the public and the Project would not result in a significant increase in capacity or intensity of use. Therefore, the 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 State Clearinghouse within five days of Board approval.

Impact on Residents and Businesses

The CAC, ACO, 6th Floor Restroom Renovation Project will provide a more welcoming and aesthetically pleasing environment, while providing an ADA compliant and safe environment for staff and clientele. The Project will be completed during designated hours to avoid any disruption of daily operations and prevent disruption to taxpayer services.

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	2,500
REGULATORY PERMITTING	0
CONSTRUCTION CONTRACT	398,000
OTHER CONSTRUCTION	80,408
COUNTY ADMINISTRATION	27,000
PROJECT CONTINGENCY	50,792
PRELIMINARY PROJECT BUDGET	\$ 558,700

All costs associated with this Board action will be 100% funded with the Auditor-Controller's Office General Fund 10000 and will be expended in FY 25/26.

Attachment:

- Notice of Exemption for the County Administrative Center Auditor-Controller's Office 6th Floor Restroom Renovation Project

VY:TB:RM:DL:TV

FM08130014548

MT Item #28484

G:\Project Management Office\FORM 11'S\IForm 11's_In Process\28484_D3 - 014548 - CAC ACO 6th FI Restroom Renovation Project_In-Princ & Prelim Proj Budget_100725.doc

Melissa Curtis
Melissa Curtis, Deputy Director of Purchasing and Fleet

9/12/2025

Evangelina Gregorio EO
Evangelina Gregorio EO, Principal Mgmt Analyst

9/26/2025

Aaron Gettis
Aaron Gettis, Chief of Deputy County Counsel

9/22/2025

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

NOTICE OF EXEMPTION

August 11, 2025

Project Name: Riverside County Administrative Center (CAC) Auditor-Controller Office (ACO) Sixth Floor Restroom Renovation Project, Riverside

Project Number: FM08130014548

Project Location: 4080 Lemon Street, south of 10th Street, Riverside, California; Assessor's Parcel Numbers (APNs): 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: The Riverside Auditor-Controller's Office (ACO) is located within the CAC facility at 4080 Lemon Street, on the 6th Floor, in Riverside, California, 92501. The department had some previous tenant improvements completed but did not include the staff restrooms in the scope of work. The ACO is now ready to renovate their staff restrooms and address any issues related to Americans with Disabilities Act (ADA) compliance per code. The scope of work for the Project includes, but is not limited to, demolition of existing fixtures, toilet partitions, accessories, lighting, ceilings, floor and wall tile and replacement with new; light-emitting diode (LED) downlights; installation of new flooring and wall tile; patch and paint; and installation of new doors. The restroom renovations on the 6th 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 restroom renovations on the 6th floor of 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 restroom renovations to the 6th floor of the CAC, including demolition of existing fixtures, toilet partitions, accessories, lighting, ceilings, floor and wall tile and replacement with new; light-emitting diode (LED) downlights; installation of new flooring and wall tile; patch and paint; and installation of new doors. The use of the facilities 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 restroom renovations at the CAC will not result in any direct or indirect physical environmental impacts. The improvements would occur within existing facility, would not alter the footprint and is being completed to create a compliant and 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:** 8-11-2025 _____

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