

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



ITEM: 3.7
(ID # 30123)

MEETING DATE:
Tuesday, May 05, 2026

FROM : FACILITIES MANAGEMENT AND RIVERSIDE COUNTY REGISTRAR OF VOTERS

SUBJECT: FACILITIES MANAGEMENT (FM) AND RIVERSIDE COUNTY REGISTRAR OF VOTERS (ROV): Riverside County Registrar of Voters Gateway Office Warehouse and Site Improvements 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. [\$242,825 – 7% Help America Vote Act (HAVA) Federal Funds (ROV Department Fund 10000) and \$3,397,175 - 93% Capital Improvement Program Funds (30700)]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Riverside County Registrar of Voters Gateway Office Warehouse and Site Improvements (ROV Gateway Improvements) 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;

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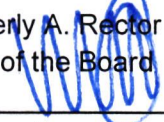
ACTION:Policy, CIP

Art Tinoco 4/20/2026 *Vincent Yzaguirre* 4/20/2026
Art Tinoco, Registrar of Voters Vincent Yzaguirre

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Medina, seconded by Supervisor Washington and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, and Perez
Nays: None
Absent: Gutierrez
Date: May 5, 2026
xc: FM, ROV

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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RECOMMENDED MOTION: That the Board of Supervisors:

3. Approve in-principle the ROV Gateway Improvements Project, which includes interior and exterior cameras, warehouse sprinkler system upgrades, a new office and remodel of existing offices in the warehouse, new parking lot vehicle gates, access control, and a pedestrian crosswalk;
4. Approve a preliminary project budget in the not to exceed amount of \$3,640,000 for the Project;
5. Authorize the use of 7% Help America Vote Act (HAVA) Federal Funds and 93% Capital Improvement Program Funds in the amount not to exceed \$3,640,000, 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 within the approved project budget; and,
7. Direct the Purchasing Agent to issue Purchase Orders in accordance with applicable Board policies to pre-qualified 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	\$1,000,000	\$ 2,640,000	\$3,640,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: \$242,824.38 - 7% (HAVA) Federal Fund (ROV Department Fund 10000) and \$3,397,175.00 – 93% Capital Improvement Program Fund (30700)			Budget Adjustment: No	
			For Fiscal Year: 2025/26- 26/27	

C.E.O. RECOMMENDATION: [Approve]

BACKGROUND:

Summary

The Registrar of Voters (ROV) County-owned voter service facility and warehouse is located at 2724 Gateway Drive in Riverside and is partially shared with the Assessor-County Clerk-Recorder (ACR). The ROV fully occupied and leased administrative facility is located next door at 2720 Gateway Drive in Riverside. Several improvement projects have been identified for both buildings in consultation with the U.S. Department of Homeland Security Cybersecurity and Infrastructure Security Agency (CISA), a warehouse design professional and Facilities Management (FM).

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The recommended safety and security enhancements, listed below, are intended to optimize warehouse operations by reducing operational risks, improving workflow transparency, ensuring consistent adherence to standard procedures, improving overall safety by enhancing emergency preparedness and ensuring compliance with applicable safety regulations. The ROV will be conducting the June 2, 2026, Statewide Direct Primary Election and the November 3, 2026, General Election, which provides only a limited window to complete the planned improvements. Accordingly, the goal is to encumber FY 25/26 funds and complete all upgrades prior to the September 2026 fall election cycle.

To accomplish this, the ROV is requesting to upgrade the existing warehouse sprinkler system to comply with the Riverside County Fire Department's commodity 4 storage requirements; build a new office in the warehouse to enhance on-site supervision, improve operational oversight, and support administrative and security functions; remodel three existing offices to improve functionality, support staff efficiency, and accommodate operational and administrative needs; install interior cameras in the warehouse; upgrade the employee access control system; enlarge the fire exits to the warehouse assembly space in order to increase capacity for election staff; install exterior cameras around the entire building perimeter; and construct parking lot vehicle gates at the northwest and southeast sides of the building. The scope of work for the Project will include but is not limited to fire/life safety, electrical, mechanical, framing, insulation, drywall, paint, flooring, concrete, asphalt, fencing, data, and finishes.

FM recommends that the Board approve the Project and preliminary project budget in the not-to-exceed amount of \$3,640,000. 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.

With certainty, there is no possibility that the Project may have a significant effect on the environment. The Project, as proposed, is limited to the construction of small additions and renovations to an existing County building. The additional improvements would not alter the use of the facilities and would not result in an expanded building footprint or increase in capacity or intensity of use. The renovations are minor facility improvements and would satisfy the requirements for use of the Existing Facilities Exemption identified in Section 15301, and the "Common Sense" Exemptions identified in Section 15061 (b)(3). 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 ROV Gateway Improvements Project will enhance the physical security of the site and ensure the safety of the staff and public that the County serves within these County-owned facilities. The Project will not impact residents and businesses and will not impact daily operations.

Additional Fiscal Information

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

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BUDGET LINE ITEMS	BUDGET AMOUNT
DESIGN PROFESSIONAL OF RECORD	117,555
SPECIALTY CONSULTANTS	15,000
REGULATORY PERMITTING	10,000
CONSTRUCTION	3,033,445
COUNTY ADMINISTRATION	100,000
PROJECT CONTINGENCY	364,000
PRELIMINARY PROJECT BUDGET	\$ 3,640,000

All costs associated with this Board action will be \$242,825 – 7% Help America Vote Act (HAVA) Federal Funds (ROV Departmental Fund 10000), and \$3,397,175 – 93% Capital Improvement Program Funds (30700). The expenditures for FY 2025/26 are estimated at \$1,000,000, and expenditures for FY 2026/27 are estimated at \$2,640,000.

Attachment:

- Notice of Exemption for the Riverside County Registrar of Voters Gateway Office Warehouse and Site Improvements Project

VY:TB:RM:DL FM08170014336 MT Item#30123
G:\Project Management Office\FORM 11'S\Form 11's_In Process\30123_D2 - 014336- ROV Gateway Warehouse & Site Improvements Proj - In-Princ & Prelim Proj Budget_050526.doc

Melissa Curtis
Melissa Curtis, Deputy Director of Purchasing and Fleet 4/21/2026

Evangelina Gregorio EO
Evangelina Gregorio EO, Principal Mgmt Analyst 4/27/2026

Aaron Gettis
Aaron Gettis, Chief Deputy County Counsel 4/24/2026

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

NOTICE OF EXEMPTION

March 17, 2026

Project Name: Registrar of Voters (ROV) Gateway Office Warehouse and Site Improvement Project

Project Number: FM08170014336

Project Locations: 2724 Gateway Drive, east of Valley Springs Parkway, Riverside, California, 92507; Assessor's Parcel Number (APN): 291-450-065

Description of Project: The ROV Gateway Building is located at 2724 Gateway Drive in Riverside, California, 92507. and is occupied by ROV and the Assessor-County Clerk-Recorder. Election cycles provide only a limited window of time for improvements to be made to the buildings. Additionally, the goal is to encumber and use FY 25/26 dollars to complete all the improvements prior to the September 2026 Fall election cycle.

To accomplish this, the Registrar of Voters would like to upgrade the existing sprinkler system to comply with County Fire Commodity 4 storage requirements, build a new office in warehouse, remodel three (3) existing offices, install interior cameras in the warehouse, upgrade the access control system, enlarge the Fire Exits to the W3 assembly space in order to increase the capacity for election observers, install exterior cameras, and construct parking lot vehicular gates. The scope of work for the Project includes, but is not limited to, fire/ life safety, electrical, mechanical, framing, insulation, drywall, paint, flooring, concrete, asphalt, data and finishes. The improvements to the ROV Gateway facility is defined as the proposed project under the California Environmental Quality Act (CEQA). The operation of the site will continue to provide public services at the existing facility and will not result in a significant expansion of existing use. No additional direct or indirect physical environmental impacts are anticipated.

Name of Public Agency Approving Project: Riverside County


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; and Section 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 ROV Gateway Facility.

- Section 15301 (d)–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 improvements to the Gateway Building are needed to maintain an appropriate level of comfort for staff and patrons at the existing facility. The improvements include upgrading the existing sprinkler system to comply with County Fire Commodity 4 storage requirements, building a new office in warehouse, remodeling three existing offices, installing interior cameras in the warehouse, upgrading the access control system, enlarging the Fire Exits to the W3 assembly space in order to increase the capacity for election observers, installing exterior cameras, and constructing parking lot vehicular gates. The improvements are minor alterations to existing equipment within the facility would not expand the building footprint or the capacity of the site and would result in the continuation of public services; therefore, the project is exempt as the improvements meet 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 improvements to the ROV Gateway building will not result in any direct or indirect physical environmental impacts.

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:** _____ 3-17-2026 _____

Mike Sullivan,
County of Riverside, Facilities Management