

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



**ITEM: 3.5**  
(ID # 30468)

**MEETING DATE:**  
Tuesday, May 12, 2026

**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 452 Conversion 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. [\$332,075 – 100% District Attorney  
General Fund 10000]

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

1. Approve the Riverside District Attorney Room 452 Conversion (DA Room 452 Conversion) 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 DA Room 452 Conversion Project to convert and expand Room 452 from a storage room into an open-office working environment with cubicles;

Continued on Page 2

**ACTION: Policy, CIP**

  
Jared Haringsma

5/6/2026

  
Vincent Yzaguirre

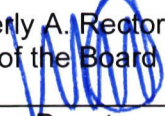
5/7/2026

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Gutierrez, seconded by Supervisor Perez 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: May 12, 2026  
xc: FM, DA

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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

4. Approve a preliminary project budget in the not to exceed amount of \$332,075 for the Project;
5. Authorize use of District Attorney General Fund 10000, 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. Authorize 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.

<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>	\$ 332,075	\$ 0	\$ 332,075	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> 100% District Attorney Budget - General Fund 10000			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 2025/26	

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

**BACKGROUND:**

**Summary**

The Riverside Office of the District Attorney (DA) is located within the Downtown Law Building at 3960 Orange Street. Due to increased workload, the DA is requesting to convert and expand an underutilized Storage Room 452, along with their adjacent Office Room 453, to create a larger and more usable work environment for staff. To accomplish this, the dividing wall between the two rooms will be removed, along with all shelving, to convert the storage space and combine the two rooms into a larger professional office space with systems furniture.

The scope of work for the Project will include but is not limited to lighting, heating, ventilation and air conditioning (HVAC), framing, drywall, paint, flooring, data, electrical, and finishes. All work will be completed in compliance with applicable building codes, and health and fire life safety requirements.

Facilities Management (FM) recommends the Board approve the Project and preliminary project budget in the not-to-exceed amount of \$332,075. 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.

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STATE OF CALIFORNIA**

With certainty, there is no possibility that the DA Room 452 Conversion Project will 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 interior 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 DA Room 452 Conversion Project will provide a more open and usable professional work environment for staff to accommodate their increased workloads. The Project will not impact residents and businesses and will only improve daily operations.

**Additional Fiscal Information**

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

<b>BUDGET LINE ITEMS</b>	<b>BUDGET AMOUNT</b>
DESIGN PROFESSIONAL OF RECORD	38,467
SPECIALTY CONSULTANTS	3,500
REGULATORY PERMITTING	4,300
CONSTRUCTION	228,619
COUNTY ADMINISTRATION	27,000
PROJECT CONTINGENCY	30,189
<b>PRELIMINARY PROJECT BUDGET</b>	<b>\$ 332,075</b>

All costs associated with this Board action will be 100% funded by District Attorney General Fund 10000 and will be expended in FY 25/26. The full amount will be encumbered in the FY 2025/26 District Attorney Budget as shown in the financial data table.

Attachment:

- Notice of Exemption for the Riverside District Attorney Room 452 Conversion Project

VY:TB:RM:DL:MB                      FM08220015252                      MT Item#30468  
G:\Project Management Office\FORM 11'S\In Process\30468\_D1 - 015252 - Riv DA Room 452 Conversion Proj - In-Princ & Prelim Project Budget\_051226.doc

  
Melissa Curtis, Deputy Director of Purchasing and Fleet                      5/7/2026

  
Evangelina Gregorio EO, Principal Mgmt Analyst                      5/7/2026

  
Aaron Gettis, Chief Deputy County Counsel                      5/7/2026

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

## NOTICE OF EXEMPTION

March 31, 2026

**Project Name:** Riverside District Attorney Room 452 Conversion Project

**Project Number:** FM08220015252

**Project Locations:** 3960 Orange Street, north 10<sup>th</sup> Street, Riverside, California, 92501; Assessor's Parcel Numbers (APNs): 215-373-019, 215-373-018

**Description of Project:** The Riverside Office of the District Attorney (DA) is located within the Downtown Law Building at 3960 Orange Street. DA Office Room 452 is currently outdated, under-sized, and under-utilized. Due to increased workload, the DA would like the space to be updated and expanded to provide a safer work environment for staff. To accomplish this, Room 452 would be expanded into Room 453 by opening the wall in between, removing all shelving, and converting the storage space into an office environment with cubicles. The scope of work for the Project will include, but is not limited to, fire-life safety, electrical, mechanical, framing, drywall, paint, flooring, data and finishes. All work will be completed in compliance with applicable building codes and health and life safety requirements. The improvements to Room 452 of the DA 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 Room 452 of the DA facility.

