

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



ITEM: 3.11
(ID # 30559)

MEETING DATE:
Tuesday, June 09, 2026

FROM : FACILITIES MANAGEMENT AND RIVERSIDE COUNTY FIRE DEPARTMENT

SUBJECT: FACILITIES MANAGEMENT (FM) AND RIVERSIDE COUNTY FIRE DEPARTMENT: Riverside County Fire Department Perris Administrative Headquarters Parking Lot 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. [\$1,000,000 - 100% Fire Department General Fund 10000]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Riverside County Fire Department Perris Administrative Headquarters Parking Lot (Perris Fire HQ Parking Lot) 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;
3. Approve in-principle the Perris Fire HQ Parking Lot Project, which includes asphalt replacement and drainage improvements;

Continued on page 2

ACTION:Policy, CIP

Geoff Pemberton
Geoff Pemberton, Chief Deputy County Fire

5/21/2026


Vincent Yzaguirre
Vincent Yzaguirre

5/22/2026

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Medina, 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: June 9, 2026
xc: FM, Fire

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 \$1,000,000 for the Project;
5. Authorize the use of 100% Fire Department 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.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 1,000,000	\$ 0	\$ 1,000,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Fire Department General Fund 10000			Budget Adjustment: No	
			For Fiscal Year: 2025/26	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Fire Department Administrative Headquarters are located at 403 E. 4th Street in Perris. The facility houses administrative staff and includes ancillary buildings for the installation of fleet communications equipment and a tire shop. The parking lot for the facility has experienced advanced wear, cracking, and overall degradation of the asphalt surface. To correct these issues, Riverside County Fire has requested to resurface or replace the asphalt surface upon completion of the parking lot assessment. The scope of work for the Perris Fire HQ Parking Lot Project (Project) will include demolition, grading, asphalt installation, installation of proper stormwater drainage, new signage, and parking stall striping.

Facilities Management (FM) recommends that the Board of Supervisors (Board) approve the Project and the preliminary project budget in an amount not to exceed \$1,000,000. FM will procure the most cost-effective project delivery method and award design and construction contracts in accordance with applicable Board policies to complete the Project.

With certainty, there is no possibility that the Perris Fire HQ Parking Lot Project may have a significant effect on the environment. The Project, as proposed, is limited to improvements within the parking lot of the Riverside County Fire's administrative facility in Perris. The

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STATE OF CALIFORNIA**

additional improvements would not alter the use of the facility 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 the 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 Riverside County Fire Department Perris Administrative Headquarters Parking Lot Project will enhance the safety for both staff and public that park at this County owned facility.

Additional Fiscal Information

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

BUDGET LINE ITEMS	BUDGET AMOUNT
DESIGN PROFESSIONAL OF RECORD	75,000
SPECIALTY CONSULTANTS	37,500
REGULATORY PERMITTING	6,000
CONSTRUCTION	712,500
OTHER CONSTRUCTION	20,000
COUNTY ADMINISTRATION	58,500
PROJECT CONTINGENCY	90,500
PRELIMINARY PROJECT BUDGET	\$ 1,000,000

All costs associated with this Board action will be 100% funded with Fire Department General Fund 10000 and will be expended in FY 2025/26. The full amount will be encumbered in FY 2025/26 Fire Department Budget as shown in the financial data. No additional General Fund resources are needed.

Attachment:

- Notice of Exemption for the Riverside County Fire Department Perris Administrative Headquarters Parking Lot Project

VY:TB:RM:DL FM08270015609 MT Item# 30559
 G:\Project Management Office\FORM 11'S\FORM 11's_In Process\30559_D1 - 015609 - RivCo Fire Perris Admin HQ Prkng Lot Proj
 - In-Princ & Prelim Proj Budget_060926.doc

Melissa Curtis
 Melissa Curtis, Deputy Director of Purchasing and Fleet

5/26/2026

Evangelina Gregorio EO
 Evangelina Gregorio EO, Principal Mgmt Analyst

6/1/2026

Aaron Gettis
 Aaron Gettis, Chief Deputy County Counsel 5/27/2026

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

NOTICE OF EXEMPTION

May 5, 2026

Project Name: Riverside County Fire Department Perris Administration Headquarters Parking Lot Project

Project Number: FM08270015609

Project Location: 403 East 4th Street, east of South G Street, Perris, CA 92570; Assessor's Parcel Number (APN): 310-082-009

Description of Project: The Riverside County Fire Administration Headquarters is located at 403 E. 4th Street in Perris, California, 92570. The facility houses administrative staff and includes ancillary buildings for the installation of fleet communications equipment and a tire shop. The current parking lot for the facility has experienced advanced wear, cracking, and overall degradation of the asphalt surface. To correct these issues, Riverside County Fire would like to resurface or fully replace the asphalt surface. The scope of work for the Perris Fire Administration Headquarters Parking Lot Project (Project) will include, but is not limited to, demolition, grading, asphalt installation, installation of proper stormwater drainage, and parking stall striping. The replacement of the asphalt surface at the Perris Fire Administration Headquarters 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 replacement of the asphalt surface at the Perris Fire Administration Headquarters

