

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



**ITEM: 3.12  
(ID # 19247)**

**MEETING DATE:**

Tuesday, July 26, 2022

**FROM :** FACILITIES MANAGEMENT AND FIRST 5 RIVERSIDE COUNTY CHILDREN & FAMILIES COMMISSION :

**SUBJECT:** FACILITIES MANAGEMENT (FM) AND FIRST 5 RIVERSIDE COUNTY CHILDREN & FAMILIES COMMISSION: First 5 Riverside County Children and Families Commission Unit B Tenant Improvements Project - California Environmental Quality Act Exempt, Approval of In-Principle and Preliminary Project Budget, District 1. [\$690,957, 100% First 5 Children & Families Commission-Department Budget Fund 25800]

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

1. Approve the First 5 Riverside County Children and Families Commission Unit B Tenant Improvements (First 5 CFC Unit B Tenant Improvements) 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

*Tammi Graham*  
\_\_\_\_\_  
Tammi Graham, EXECUTIVE DIR FOR CFC, FIRST FIVE

7/5/2022

*Rose Salgado*  
\_\_\_\_\_  
Rose Salgado, Director of Facilities Management

7/14/2022

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: July 26, 2022  
xc: FM, First 5

Kecia R. Harper  
Clerk of the Board  
By: *[Signature]*  
Deputy

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

3. Approve in-principle the First 5 CFC Unit B Tenant Improvements Project located at 585-B Technology Court in Riverside, California; for the development of adequate space for the staff, lactation room, conference room, restrooms, kitchen, flooring, drywall, paint, plumbing, HVAC and fire sprinklers;
4. Approve a preliminary project budget in the not to exceed amount of \$690,957 for the Project;
5. Authorize the use of the First 5 CFC Department Budget Fund 25800 in the not to exceed amount of \$690,957 for the Project, 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 her 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 execute pre-qualified consultant service agreements not to exceed \$100,000 per pre-qualified consultant, per fiscal year, in accordance with applicable Board policies for the project, and the sum of all project contracts shall not exceed \$690,957.

<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>	\$ 630,000	\$ 60,957	\$ 690,957	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> First 5 CFC Department Budget Fund 25800 – 100%			<b>Budget Adjustment:</b> No <b>For Fiscal Year:</b> 2022/23-2023/24	

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

**BACKGROUND:**

**Summary**

The First 5 Riverside County Children and Families Commission, Unit B, is approximately 2,816 square feet of undeveloped vacant office space and will be utilized by creating an adequate office environment for staff and provide improved services to the community. The scope of work for the project includes tenant improvement to the existing vacant space but is not limited to: construction of dedicated open work areas for staffing, conference room, lactation room,



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kitchen, restrooms, drinking fountain, flooring, drywall, painting, plumbing, HVAC, and fire sprinklers.

Facilities Management recommends the Board approve the First 5 CFC Unit B Tenant Improvements Project and the preliminary project budget in the not to exceed amount of \$690,957. FM intends to use the best cost-effective project delivery method to expedite the completion of the project.

With certainty, there is no possibility that the First 5 CFC Unit B Tenant Improvements Project may have a significant effect on the environment. The Project, as proposed, is limited to the improvements of 2,816 square feet of existing undeveloped office space. The improvements would not alter the use of the facility, would not require any expansion of service or facilities, and would not result in an increase in the planned and approved capacity or intensity of use. Therefore, the First 5 CFC Unit B Tenant Improvements 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 Facility I Exemption identified in Section 15301. A Notice of Exemption will be filed by FM staff within five days of Board approval.

**Impact on Residents and Businesses**

The First 5 CFC Unit B Tenant Improvements Project will improve the environment for program clientele and staff. There will be no impact to residents and local businesses.

**Additional Fiscal Information**

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

PROJECT BUDGET LINE ITEMS	PROJECT BUDGET AMOUNT
DESIGN PROFESSIONAL OF RECORD	46,000
SPECIALTY CONSULTANTS	0
REGULATORY PERMITTING	4,575
CONSTRUCTION	541,328
COUNTY ADMINISTRATION	36,240
PROJECT CONTINGENCY	62,814
<b>PRELIMINARY PROJECT BUDGET</b>	<b>\$ 690,957</b>

All costs associated with this Board action will be 100% funded through the First 5 CFC Department Budget Fund 25800. Expenditures for FY 2022/23 are estimated at \$630,000; and expenditures for FY 2023/24 are estimated at \$60,957.

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RS:SP:DL:YB:sc;tv;to

FM08938011331

MT# 19247

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Suzanna Hackley, Assistant Director of Purchasing and Fleet Service

6/29/2022

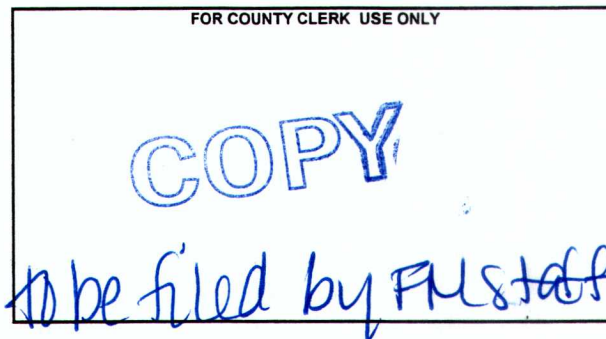


Meghan Hahn, Senior Management Analyst

7/18/2022



**Riverside County**  
**Facilities Management**  
3450 14<sup>th</sup> Street, 2<sup>nd</sup> Floor, Riverside, CA 92501



## NOTICE OF EXEMPTION

June 15, 2022

**Project Name:** Children and Families Commission First 5 Unit B Tenant Improvements Project, Riverside

**Project Number:** FM08938011331

**Project Location:** 585 Technology Court, Unit B, east of Research Park Drive, Riverside, California 92507; Assessor's Parcel Number (APN): 257-030-013

**Description of Project:** The Riverside County Children and Families Commission First 5 Unit B, is approximately 2,816 square feet of undeveloped vacant office space. To better accommodate development of the department additional space is needed to provide improved services to the community and adequate space for the staff. The scope of work for the project includes tenant improvement to the existing unimproved space; consisting of construction of dedicated open work areas for staffing, conference room, lactation room, kitchen, restrooms, drinking fountain, flooring, drywall, painting, plumbing, HVAC, and fire sprinklers. The tenant improvements at the First 5 Unit B is defined as the proposed project under the California Environmental Quality Act (CEQA). The operation of the facility will continue to provide public services at the existing facility and will not result in a increase in the planned capacity of the 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 tenant improvements to Unit B at the First 5 facility.

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- **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 within the existing facility are interior modifications needed to maintain an appropriate level of services and are within the planned capacity of the building. The facility provides public services, and the improvements to the existing facility to maintain safe and efficient operation are exempt as they 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 tenant improvements to Unit B at the First 5 facility are interior modifications within an existing building to increase the functionality of the facility and 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: Mike Sullivan Date: 6-15-2022

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