

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



ITEM: 3.18
(ID # 28178)

MEETING DATE:
Tuesday, July 29, 2025

FROM : FACILITIES MANAGEMENT

SUBJECT: FACILITIES MANAGEMENT (FM): Highgrove Norton Younglove Community Center Tenant Improvement Project - California Environmental Quality Act Exempt Pursuant to State CEQA Guidelines Section 15301, Class 1 - Existing Facilities Exemption, Section 15311, Class 11 Accessory Structures Exemption, and Section 15061 (b)(3), "Common Sense" Exemption, Approval of In-Principle and Preliminary Project Budget; District 1. [Total Cost \$537,000 - FM Community Centers General Fund 10000 through 65.18% Highgrove Cannabis DA Funds, 34.82% Non-EO Operations Fund (Previously approved funds)]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Highgrove Norton Younglove Community Center Tenant Improvement (Highgrove Norton Younglove CC TI) 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, Section 15311, Class 11 Accessory Structures Exemption, and Section 15061 (b)(3), "Common Sense" Exemption;

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ACTION:Policy, CIP


Vincent Yzaguirre 6/19/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Medina 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: July 29, 2025
xc: FM

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 Highgrove Norton Younglove TI Project; to replace flooring, upgrade the Heating, Ventilation, and Air Conditioning (HVAC) system and exterior parking lot lights, and install a digital monument Light Emitting Diode (LED) public messaging sign;
4. Approve a preliminary project budget in the not to exceed amount of \$537,000 for the Project;
5. Authorize the use of FM Community Centers General Fund 10000 through 65.18% Highgrove Cannabis DA Funds and 34.82% Non-EO Operations Fund in the not to exceed amount of \$537,000, 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 are within the approved project budget; and
7. Authorize 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.

8.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 537,000	\$ 0	\$ 537,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: FM Community Centers General Fund 10000 through 65.18% Highgrove Cannabis DA Funds, 34.82% Non-EO Operations Fund (Previously approved funds)			Budget Adjustment: No	
			For Fiscal Year: 2025/26	

C.E.O. RECOMMENDATION: [Approve]

BACKGROUND:

Summary

The Highgrove Norton Younglove Community Center (Center) is located at 459 Center Street in the unincorporated community of Highgrove. The Center opened its doors in 1996 to provide services to the community. Throughout the years, the Center has expanded and now serves as a centralized cooling and warming center, providing senior lunch programs, food distribution, fitness programs and organized seasonal activities for all age groups. The Center is currently in need of improvements and modernization, including safety upgrades and renovations to comply with the Americans with Disabilities Act (ADA).

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On October 1, 2024 (Item 3.51), the Board of Supervisors (Board), District 1, approved the use of operations funds for building improvements to the Center in the amount of \$230,816. On December 17, 2024 (Item 3.38), the Board approved the use of Highgrove Cannabis DA Funds in the amount of \$350,000 for the upgrades to the Center. The scope of work for the Highgrove Norton Younglove TI Project (Project) includes, but is not limited to: replacement of flooring in the restrooms and the kitchen with tile, and the remainder of the facility with vinyl tile, upgrading of the existing air conditioning (HVAC) units and replacement of two wall AC units, retrofitting of the existing parking lot pole lights with LED, installation of exterior floodlights at the back patio area, and installation of a new exterior digital messaging sign along the street.

Facilities Management (FM) recommends the Board approve the Project and the preliminary project budget in the not to exceed amount of \$537,000. 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 replacing the flooring throughout the facility, upgrading the HVAC units and parking lot pole lights with LED, and installing an exterior messaging display sign along the street. The interior improvements would be within the existing facility, and outdoor lighting and signage would be minor accessory structures to increase the safety and visibility of the site. The use of the facility 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 the Project meets the scope and intent of the "Common Sense" Exemption identified in Section 15061 (b)(3), Class 1 – Existing Facilities Exemption identified in Section 15301, and Class 11 Accessory Structures Exemption in Section 15311. 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 Project will provide an improved aesthetic look throughout the facility and provide a safe environment for the community. The Project will be completed during designated hours to avoid any disruption of daily operations and community services.

Additional Fiscal Information

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

BUDGET LINE ITEMS	BUDGET AMOUNT
DESIGN PROFESSIONAL OF RECORD	20,000
SPECIALTY CONSULTANTS	8,500
REGULATORY PERMITTING	2,528
CONSTRUCTION CONTRACT	408,856
OTHER CONSTRUCTION	15,056

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COUNTY ADMINISTRATION	33,226
PROJECT CONTINGENCY	48,834
PRELIMINARY PROJECT BUDGET	\$ 537,000

Funds associated with this Board action were previously approved funds with FM Community Centers General Fund 10000 through 65.18% Highgrove Cannabis DA Funds in the amount of \$350,000 and 34.82% Non-EO Operations Fund in the amount of \$187,000 which will be expended in FY 25/26.

Attachment:

- Notice of Exemption for the Highgrove Norton Younglove Community Center Tenant Improvement Project

VC:RM:RB:JH:TV

FM08720014182

MT Item #28178

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Melissa Curtis, Deputy Director of Purchasing and Fleet

6/18/2025


Evangelina Gregorio EO, Principal Mgmt Analyst

7/15/2025


Aaron Gettis, Chief of Deputy County Counsel

7/8/2025

Riverside County
Facilities Management
3450 14th St., 2nd Floor, Riverside, CA 92501

NOTICE OF EXEMPTION

June 11, 2025

Project Name: Highgrove Norton Younglove Community Center Tenant Improvements (Highgrove TI) Project

Project Number: FM08720014182

Project Location: 459 Center Street, east of Michigan Avenue, Riverside, CA 92507, Assessor's Parcel Number (APN): 255-080-041

Description of Project: The Highgrove Norton Younglove Community Center (Center) is located at 459 Center Street in Riverside, California, 92507. The Center opened its doors in 1996 to provide services to the poverty driven community. Throughout the years, the Center expanded and serves as a centralized cooling and warming center, provides senior lunch programs, food distribution, fitness programs and organizes seasonal activities for all age groups. The Norton Younglove Community Center has not received significant improvements for close to 30 years and is in need of modernization, safety and Americans with Disabilities Act (ADA) compliance renovation.

On October 1, 2024 (Item 3.51), the Board of Supervisors (Board) District 1 approved the use of Non-EO Operations Fund for building improvements to the Highgrove Norton Younglove Community Center in the amount of \$230,816. On December 17, 2024 (Item 3.38), the Board District 1 approved the use of Highgrove Cannabis DA Funds in the amount of \$350,000 for the upgrades to the Center. The scope of work for the Highgrove Norton Younglove TI Project (Project) includes, but is not limited to, replacement of flooring in the restrooms with ceramic tile, the kitchen with quarry tile and the remainder of the facility with LVT; upgrading of the existing HVAC units and replacement of two wall AC units; retrofitting of the existing parking lot pole lights with LED heads, installation of the exterior floodlights to the back patio area; and installation of a new exterior digital messaging sign along the street. The tenant improvements at the existing Highgrove Community Center are identified as the project under the California Environmental Quality Act (CEQA). No direct or indirect physical environmental impacts are anticipated from the tenant improvements.

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; Section 15311 Accessory Structures Exemption, and 15061(b) (3), General Rule or "Common Sense" Exemption, Codified under Title 14, Articles 5 and 19, Sections 15061, 15301 and 15311.

