

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



**ITEM: 3.52
(ID # 25444)**

MEETING DATE:

FROM : OFFICE OF ECONOMIC DEVELOPMENT

Tuesday, August 27, 2024

SUBJECT: OFFICE OF ECONOMIC DEVELOPMENT: Riverside Centre Fourth Floor Business Center Renovation Project – Approval of In-Principle and Preliminary Project Budget, District 1. [\$250,000 Total Cost - 100% Economic Development Fund 21100] (CEQA Exempt) (4/5 Vote Required)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Riverside Centre Fourth Floor Business Center Renovation Project (Project) for inclusion in the Capital Improvement Program (CIP); and
2. Find that the Project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15301 – Class 1 Existing Facilities and 15061 (b)(3) “Common Sense” Exemption; and
3. Approve the Project in-principle, located at 3403 10th Street, Suite 400, in the city of Riverside, Riverside County, California, to renovate the Fourth Floor Business Center and Conference Room; and
4. Approve a preliminary Project budget in the amount not to exceed \$250,000; and
5. 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 this project, and the sum of all project contracts shall not exceed \$250,000; and
6. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding to issue Purchase Orders for the service fees which do not exceed \$250,000 amount for this project; and
7. Approve and direct the Auditor-Controller to make budget adjustments as shown on Schedule A.

ACTION:4/5 Vote Required, Policy, CIP

Suzanne Holland
Suzanne Holland, Director of Office of Economic Development 7/16/2024

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: August 27, 2024
xc: OED

Kimberly A. Rector
Clerk of the Board

By: *Kimberly A. Rector*
Deputy

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STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 250,000	\$ 0	\$ 250,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Economic Development Fund 21100			Budget Adjustment: Yes	
			For Fiscal Year: 24/25	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Office of Economic Development (OED), located at 3403 10th Street, Suite 400, provides approximately 1,000 square feet on the fourth floor for a Business Center and Conference Room. The space was established to support local businesses, increase economic development opportunities, education, and networking.

Below is a list of Business Center Highlights:

- Uses: workshops, trainings and other programming for entrepreneurship, foreign trade zones, exporting, family business classes, financial literacy, and other private business training.
- Serves approximately 15 organizations per year, with up to 35 individuals per event.
- User Types and sampling:
 1. Government: Small Business Development Centers (SBDC), Small Business Administration (SBA).
 2. Private Companies: Phenix Technology, Inc., Chase Bank, Chambers of Commerce.
 3. Universities: UCR and CBU.

The Riverside Centre Fourth Floor Business Center Renovation Project (Project) will increase the allowable occupancy for the Business Center, Lobby, and Conference Room from 49 to approximately 68 seated with potential up to approximately 145 standing, depending on the arrangement and subject to final approval by the building official and fire department. The Project will add a second exit to the space, demolition, improve sound attenuation, upgrade furniture, new finishes, and improve Heating, Ventilation, and Air Conditioning (HVAC).

The Office of Economic Development recommends the Board of Supervisors (Board) approve the Project and the preliminary project budget in the not to exceed amount of \$250,000. The Office of Economic Development will procure the most cost-effective project delivery method for design and construction and award in accordance with applicable Board policies.

Environmental

Pursuant to CEQA, the proposed improvements were reviewed and determined to be categorically exempt. The Riverside Centre Fourth Floor Business Center Renovation Project,

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located at 3403 10th Street, Suite 400, Riverside, CA 92501, would be categorically exempt under State CEQA Guidelines Sections 15301, Class 1 Existing Facilities, and Section 15061(b)(3), General Rule or "Common Sense" Exemption. The Project, as proposed, will renovate approximately 1,000 square feet of the existing County-owned building. The improvements will be completed within the existing building space and would not expand the building footprint or result in a change of use. With certainty, there is no possibility that the activities in question may have a significant effect on the environment and a Notice of Exemption will be filed by Office of Economic Development staff with the County Clerk within five days of Board approval.

Impact on Residents and Businesses

The Riverside Centre Fourth Floor Business Center Renovation Project will enhance the overall welfare of the community through expanded services offerings, replacing worn furniture, finishes; making the Business Center a welcoming space for continued Economic Development learning and personal enrichment.

Additional Fiscal Information

All costs associated with this Board action will be funded as follows: \$250,000 - 100% Economic Development Fund 21100. 100% of the costs will be expended in FY 2024/25. The approximate allocation of the preliminary project budget is as follows:

BUDGET LINE ITEMS	BUDGET AMOUNT
PRE-DEVELOPMENT	\$5,500
DESIGN	\$49,830
REGULATORY PERMITTING/INSPECTIONS	\$10,000
COUNTY ADMINISTRATION	\$5,207
CONSTRUCTION	\$156,736
PROJECT CONTINGENCY	\$22,727
PRELIMINARY PROJECT BUDGET	\$ 250,000

ATTACHMENTS:

- Riverside Centre Fourth Floor Business Center Renovation Project CEQA Notice of Exemption
- Schedule A Budget Adjustment

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Scott Brukner 8/19/2024

OED staff to file

Riverside County
Office of Economic Development
 3403 10th Street, 4th Floor, Riverside, CA 92501

NOTICE OF EXEMPTION

July 22, 2024

Project Name: Riverside Centre Fourth Floor Business Center Renovation Project

Project Number: FM05915011815

Project Location: 3403 10th Street, west of Lime Street, Riverside, California 92501; Assessor's Parcel Number (APN): 213-120-005

Description of Project: The Riverside County Office of Economic Development is seeking renovate the 4th Floor Business Center at the Riverside Centre to ensure that the building is operating efficiently. The scope of work for the Project includes renovations to approximately 1,000 square feet of the existing Business Center on the 4th Floor. The interior tenant improvements in the Fourth Floor Business Center of the Riverside Centre 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 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 tenant improvements in the Fourth Floor Business Center of the Riverside Centre.

- **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 tenant improvements are needed to restore and maintain an appropriate level of services within the Business Center. The facility provides office services, and the renovations to the existing facility to maintain 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 in the Fourth Floor Business Center of the Riverside Centre are maintenance-related activity within an existing building and will not result in any direct or indirect physical environmental impacts.

Based upon the identified exemptions above, the County of Riverside Office of Economic Development 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: 7-22-2024

Mike Sullivan,
County of Riverside

RIVERSIDE COUNTY CLERK & RECORDER

**AUTHORIZATION
TO BILL
BY JOURNAL VOUCHER**

Project Name: Riverside Centre 4th Floor Business Center Renovation Project

Accounting String: 537280 -30100-7200800000 - FM05915011815

DATE: July 22, 2024

AGENCY: Riverside County Facilities Management (CEQARIVCOFM)

THIS AUTHORIZES THE COUNTY CLERK & RECORDER TO BILL FOR FILING AND HANDLING FEES FOR THE ACCOMPANYING DOCUMENT(S).

NUMBER OF DOCUMENTS INCLUDED: One (1)

AUTHORIZED BY: **Mike Sullivan, Senior Environmental Planner**

Signature: 

PRESENTED BY: **Erik Sydow, Development Manager, RCOED**

-TO BE FILLED IN BY COUNTY CLERK-

ACCEPTED BY: -

DATE: -

RECEIPT # (S) -

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County of Riverside
Office of Economic Development
3403 10th St., 4th Floor, Riverside, CA 92501

Date: July 22, 2024
To: Office of the County Clerk
From: Mike Sullivan, Senior Environmental Planner
Subject: **County of Riverside Facilities Management Project # FM08720011872**
Riverside Centre 4th Floor Business Center Renovation Project

Riverside County Office of Economic Development is requesting that you post the attached Notice of Exemption. Attached you will find an authorization to bill by journal voucher for your posting fee.

After posting, please return the document to:

Mail Stop #2600

Attention: Mike Sullivan,

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

If you have any questions, please contact Mike Sullivan at 955-8009 or email at msullivan@rivco.org.

Attachment

cc: file

SCHEDULE A
Office of Economic Development
Budget Adjustment
Fiscal Year 2024/2025

Increase in Appropriations:

21100-1901000000-528500	Project Cost Expense	\$250,000
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Use of Fund Balance:

21100-1901000000-350100	AFB For Program Money	\$250,000
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