

FORM APPROVED COUNTY COUNSEL
 BY: GREGORY P. PRIAMOS 8/25/15
 DATE

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

231



FROM: Economic Development Agency

SUBMITTAL DATE:

September 10, 2015

SUBJECT: First Amendment to Lease, Department of Public Social Services, Norco, 10-Year Lease CEQA Exempt, District 2, [\$2,315,485]; 58.8% Federal; 37.6% State; 3.6% County DPSS Budget

RECOMMENDED MOTION: That the Board of Supervisors

1. Find that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 and Section 15061(b)(3);
2. Ratify the attached First Amendment to Lease and authorize the Chairman of the Board to execute the same on behalf of the County; and
3. Direct the Clerk of the Board to file the Notice of Exemption with the County Clerk within 5 days of approval by the Board.

BACKGROUND:

Summary

(Commences on Page 2)

FISCAL PROCEDURES APPROVED
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER
 BY: Susana Garcia-Bocanegra 9/10/15
 Susana Garcia-Bocanegra

Robert Field
 Robert Field
 Assistant County Executive Officer/EDA

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 43,381	\$ 97,673	\$ 2,315,485	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 1,562	\$ 3,516	\$ 83,357	\$ 0	
SOURCE OF FUNDS: 58.8% Federal; 37.6% State; 3.6% County DPSS Budget				Budget Adjustment: No	
				For Fiscal Year: 2015/16-2024/25	

C.E.O. RECOMMENDATION:

APPROVE
 BY: Rohini Dasika
 Rohini Dasika

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

By: Susan von Zabern
 Susan von Zabern, Director
 Department of Public Social Services

- A-30
- 4/5 Vote
- Positions Added
- Change Order

3-12

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

Economic Development Agency

FORM 11 First Amendment to Lease, Department of Public Social Services, Norco, 10-Year Lease CEQA Exempt, District 2, [\$2,315,485]; 58.8% Federal; 37.6% State; 3.6% County DPSS Budget

DATE: September 10, 2015

PAGE: 2 of 3

BACKGROUND:

Summary

The County of Riverside has been under lease at this location since November 26, 2013. The Department of Public Social Services (DPSS) will continue to utilize this location for their Self Sufficiency Division. The office space continues to meet the needs of the department, and a 10 year lease will remain as approved however memorializing the commencement date as May 5, 2015 and Day Porter service for Custodial purposes is being presented for approval.

Pursuant to the California Environmental Quality Act (CEQA), the Lease Amendment was reviewed and determined to be categorically exempt from CEQA under CEQA Guidelines Section 15301 Class 1-existing facilities and Section 15061 (b)(3) Common Sense Exemption.

Lessor: Parkridge Avenue 517 Corp.
TDA, Inc.
2025 Pioneer Ct.
San Mateo, CA 94403

Premises Location: 517 Parkridge Avenue Norco, CA

Size: 50,000 square feet

Rent:	<u>Current</u>	<u>New</u>
	\$2.10 per sq.ft. modified gross	\$2.15 per sq.ft. modified gross
	\$105,000 per month	\$107,650 per month
	\$1,260,000 per year	\$1,291,800 per year

Term: 10 years, ending April 30, 2025

Rent Adjustment: 3.0% annually – rent reduction \$500 per month included

Utilities: County pays separately for interior and exterior electric and interior water and sewer services

Custodial/Day Porter: \$3,095.00 per month paid with monthly rent

Interior/Exterior Maintenance: Included in rent

Impact on Citizens and Businesses

The public benefit continues with this location serving clients in the community and region.

(Continued)

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

Economic Development Agency

FORM 11 First Amendment to Lease, Department of Public Social Services, Norco, 10-Year Lease CEQA Exempt, District 2, [\$2,315,485]; 58.8% Federal; 37.6% State; 3.6% County DPSS Budget

DATE: September 10, 2015

PAGE: 3 of 3

SUPPLEMENTAL:

Additional Fiscal Information

See attached Exhibits A, B, & C.

DPSS will budget these costs in FY2015/16 thru FY2024/25 and will reimburse the Economic Development Agency for all lease costs on a monthly basis.

RCIT costs were previously approved on agenda item 3-18 of November 26, 2013.

Contract History and Price Reasonableness

This is a 10 year lease. The lease rate is competitive based on the current real estate market.

Attachments:

Exhibits A, B & C

Aerial Image

First Amendment to Lease

Notice of Exemption

Exhibit A

FY 2015/16

DPSS Lease Cost Analysis 517 Parkridge Avenue

ESTIMATED AMOUNTS

Total Square Footage to be Leased:

Current Office:	50,000	SQFT	
Approximate Cost per SQFT (July-April)	\$	2.15	
Approximate Cost per SQFT (May - June)	\$	2.22	
Lease Cost per Month (July - April)		\$	108,150.00
Lease Cost per Month (May - June)		\$	111,394.50
Rent reduction		\$	(500.00)
Total Lease Cost (July-April)		\$	1,076,500.00
Total Lease Cost (May - June)		\$	221,789.00
Total Estimated Lease Cost for FY 2015/16		\$	1,298,289.00

Estimated Additional Costs:

Utility Cost per Square Foot	\$	0.12	
Estimated Utility Costs per Month (July-June)		\$	6,000.00
Total Estimated Utility Cost		\$	72,000.00
Day Porter (July-June)		\$	37,140.00
Tenant Improvement		\$	1,194,198.48
EDA Lease Management Fee - 4.12%		\$	102,690.48
TOTAL ESTIMATED COST FOR FY 2015/16		\$	2,704,317.96
Amount Previously approved in previous Agreement		\$	2,660,937.22
Amount of FY15/16		\$	<u>43,380.74</u>
TOTAL COUNTY COST 3.6%		\$	1,561.71

Exhibit B

FY 2016/17

DPSS Lease Cost Analysis 517 Parkridge Avenue

ESTIMATED AMOUNTS

Total Square Footage to be Leased:

Current Office:	50,000	SQFT	
Approximate Cost per SQFT (July - April)	\$	2.22	
Approximate Cost per SQFT (May - June)	\$	2.28	
Lease Cost per Month (July - April)		\$	111,394.50
Lease Cost per Month (May - June)		\$	114,736.34
Rent reduction		\$	(500.00)
Total Lease Cost (July - April)		\$	1,108,945.00
Total Lease Cost (May - June)		\$	228,472.67
Total Estimated Lease Cost for FY 2016/17		\$	1,337,417.67
<u>Estimated Additional Costs:</u>			
Utility Cost per Square Foot	\$	0.12	
Estimated Utility Costs per Month (July -June)		\$	6,000.00
Total Estimated Utility Cost			<u>\$ 72,000.00</u>
Day Porter (July-June)		\$	37,140.00
Tenant Improvement		\$	1,194,198.48
EDA Lease Management Fee - 4.12%		\$	104,302.59
TOTAL ESTIMATED COST FOR FY 2016/17		\$	2,745,058.74
Amount Previously approved in previous Agreement		\$	2,647,385.75
Amount of FY16/17		\$	<u>97,672.99</u>
TOTAL COUNTY COST 3.6%		\$	3,516.23

Exhibit C

FY 2017/18 to FY 2024/25 DPSS Lease Cost Analysis 517 Parkridge Avenue

ESTIMATED AMOUNTS

	FY 2017/18	FY 2018/19	FY2019/20- FY2024/25
<u>Total Square Footage to be Leased:</u>			
Current Office:	50,000	50,000	50,000
Approximate Cost per SQFT (July - April)	\$ 2.28	\$ 2.35	
Approximate Cost per SQFT (May - June)	\$ 2.35	\$ 2.42	
Lease Cost per Month (July - April)	\$ 114,736.34	\$ 118,178.43	\$ 787,359.29
Lease Cost per Month (May - June)	\$ 118,178.43	\$ 121,723.78	\$ 665,635.51
Rent reduction	\$ (500.00)	\$ (500.00)	\$ (3,000.00)
Total Lease Cost (July - April)	\$ 1,142,363.35	\$ 1,176,784.25	\$ 7,843,592.87
Total Lease Cost (May - June)	\$ 235,356.85	\$ 242,447.56	\$ 1,326,271.02
Total Estimated Lease Cost for FY 2017/18 to FY 2024/25	\$ 1,377,720.20	\$ 1,419,231.81	\$ 9,169,863.89
<u>Estimated Additional Costs:</u>			
Utility Cost per Square Foot	\$ 0.12	\$ 0.12	\$ 0.12
Estimated Utility Costs per Month (July-June)	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Total Estimated Utility Cost	\$ 72,000.00	\$ 72,000.00	\$ 420,000.00
Day Porter (July-June)	\$ 37,140.00	\$ 37,140.00	\$ 216,650.00
EDA Lease Management Fee - 4.12%	\$ 56,762.07	\$ 58,472.35	\$ 377,798.39
TOTAL ESTIMATED COST FOR FY 2017/18 to FY 2024/25	\$ 1,543,622.27	\$ 1,586,844.16	\$ 10,184,312.29
Amount Previously approved in previous Agreement	\$ 1,502,394.94	\$ 1,491,306.79	\$ 8,146,645.40
Amount of FY17/18-24/25	\$ 41,227.33	\$ 95,537.37	\$ 2,037,666.89
TOTAL COUNTY COST 3.6%	\$ 1,484.18	\$ 3,439.35	\$ 73,356.01
F11: Cost - Total Cost	\$ 2,315,485.32		
F11: Net County Cost - Total Cost	\$ 83,357.47		

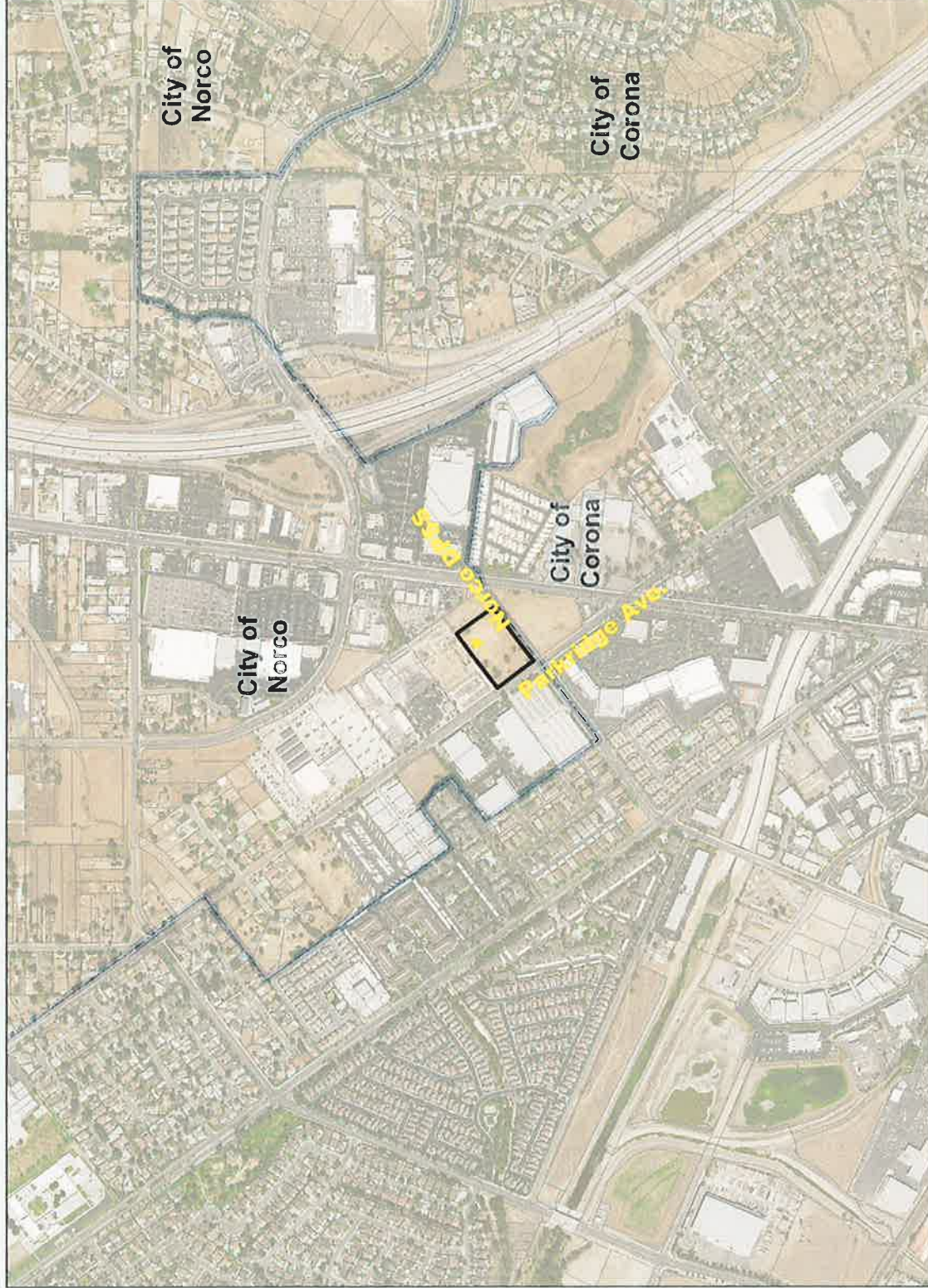
Norco DPSS

First Amendment to Lease



Legend

- RCUS Parcels
- City Boundaries
- Cities



Notes
APN 122-061-002

IMPORTANT Maps and data are to be used for reference purposes only. Map features are approximate, and are not necessarily accurate to surveying or engineering standards. The County of Riverside makes no warranty or guarantee as to the content (the source is often third party), accuracy, timeliness, or completeness of any of the data provided, and assumes no legal responsibility for the information contained on this map. Any use of this product with respect to accuracy and precision shall be the sole responsibility of the user.



0 1,247

2,494 Feet



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1 **FIRST AMENDMENT TO LEASE**

2 **517 Parkridge Avenue**

3 **Norco, California**

4
5 This **FIRST AMENDMENT TO LEASE** ("First Amendment"), dated as of
6 AUGUST 25 2015, is entered by and between the **COUNTY OF**
7 **RIVERSIDE**, a political subdivision of the State of California ("County"), as Lessee, and
8 **PARKRIDGE AVENUE 517 Corp.**, a California Corporation ("Lessor") and, sometimes
9 collectively referred to as the "Parties" or individually as a "Party."

10
11 **RECITALS.**

12 **A.** Lessor and County entered into that certain Lease dated November 26,
13 2013, ("Original Lease") pursuant to which Lessor has agreed to lease to County and
14 County has agreed to lease from Lessor that certain building located at 517 Parkridge
15 Avenue, California, as more particularly described in the Original Lease.

16 **B.** The Original Lease has been amended by:

17 1. The Original Lease, together with this First Amendment, is collectively
18 referred to hereinafter as the "Lease."

19 **NOW THEREFORE**, for good and valuable consideration the receipt and
20 adequacy of which is hereby acknowledged, the parties agree as follows:

21 **1. Term.** Section 4.1 of Original Lease is hereby amended by the
22 following:

23 The Term of this Lease shall be for a period of ten (10) years ("Original
24 Term") commencing May 5, 2015, County and Lessor desire to memorialize the
25 Commencement Date by Exhibit D "Confirmation of Lease" attached and made apart
26 hereof (Commencement Date).

27 **2. Rent.** Section 5.1 of Original Lease is hereby amended by the
28 following:

1 County shall pay the sum of \$ 107,650.00 per month to Lessor as rent for the
2 Leased Premises, payable, in advance of the first day of the month; provided, however,
3 in the event rent for any period during the term hereof which is for less than one (1) full
4 calendar month said rent shall be pro-rated based upon the actual number of days of
5 said month.

6 **3. Custodial Services.** Section 8 of the Original Lease shall be amended to
7 add subsection 8.3 as follows:

8 **8.3 Day Porter Services.** Lessor shall provide a Day Porter on site at the
9 Premises Monday through Friday during the hours of 9 a.m. to 5 p.m. Such services
10 shall be provided as set forth in the attached Exhibit "E" and by this reference
11 incorporated herein. The cost for this service is \$3,095.00 which is included in the
12 monthly rent as reimbursement by County. If the cost for the Day Porter increases due
13 to wage or operational increases, County will be responsible for the increase once
14 Lessor provides at least thirty (30) days advance notice. Such increase shall not
15 exceed ten (10%) percent per lease year. The Day Porter service contract may be
16 modified or terminated by County upon not less than thirty (30) days advance notice to
17 Lessor. The aforementioned monthly cost will not be included in the annual rent
18 increase calculation.

19 **4. Utilities.** Section 9.2 of the Original Lease shall be amended by the
20 following:

21 **9.2** County shall pay separately for interior and exterior electric and interior
22 water and sewer services utilized within the leased space which will be used in
23 connection with the Leased Premises. Lessor shall provide, or cause to be provided,
24 and pay for all other utility services, including, but not limited to refuse collection, and
25 exterior water services as may be required in the maintenance, operation and use of
26 the Leased Premises. Based on payment of utilities, there will be a rent reduction in the
27 amount of \$500.00 per month making the monthly rental payment as indicated in
28 section 5.1 hereof.

1 **5. Miscellaneous.** Except as amended or modified herein, all the terms of
2 the Lease shall remain in full force and effect and shall apply with the same force and
3 effect. If any provisions of this Amendment or the Lease shall be determined to be
4 illegal or unenforceable, such determination shall not affect any other provision of the
5 Lease and all such other provisions shall remain in full force and effect. The language
6 in all parts of the Lease shall be construed according to its normal and usual meaning
7 and not strictly for or against either Lessor or Lessee. Neither this Amendment, nor the
8 Original Lease, nor any notice nor memorandum regarding the terms hereof, shall be
9 recorded by Lessee.


10 **6. Effective Date.** This First Amendment to Lease shall not be binding or
11 consummated until its approval by the Riverside County Board of Supervisors and fully
12 executed by the Parties.

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1 **IN WITNESS WHEREOF**, the Parties have executed this Amendment as of the
2 date first written above.

3 LESSOR:
4 Parkridge Avenue 517 Corporation

LESSEE:
County of Riverside

5
6 By:  _____
7 Gary J. Spinner
8 President

By: _____
Marion Ashley, Chairman
Board of Supervisors

9 ATTEST:
10 Kecia Harper-Ihem
11 Clerk of the Board

By: _____
Deputy

13
14
15
16
17 APPROVED AS TO FORM:
18 Gregory P. Priamos, County Counsel

19
20 By:  _____
21 **SYNTHIA M. GUNZEL**
Deputy County Counsel

EXHIBIT "D"
CONFIRMATION OF LEASE INFORMATION

1. LEASE REFERENCE DATE: _____
2. PREMISES:
3. COMMENCEMENT DATE: Construction of the leasehold improvements is substantially complete and the lease term shall commence as of _____, for a term of _____ ending on _____, unless extended as provided in the Lease.
4. RENT: In accordance with the Lease, Rent began to accrue on _____, in the initial amount of _____ per month. Rent is due and payable in advance on the first day of each month during the Lease Term.

AGREED and ACCEPTED

LESSOR:

COUNTY:

Dated: _____

Dated: _____

COUNTY OF RIVERSIDE
Economic Development Agency
Real Estate Division

CUSTODIAL SERVICES REQUIREMENTS
FOR LEASED FACILITIES

1. Background checks shall be performed, in a manner specified by County, of all qualified permanent and temporary employees.
2. Provide all required services and supplies.
3. Perform Custodial services five days a week during the hours of 5:00 pm to 1:00 am only.
4. Provide Day Porter services five days a week during the hours of 9:00 am to 5:00 pm.
5. Provide and replace all fluorescent light tubes and incandescent light bulbs using only those types of tubes and bulbs that are energy efficient as indicated by manufacturer. Fixture reflectors shall be wiped clean with each relamping.
6. Lessor and custodial staff shall be responsible for key control. Issuing keys to workers, collecting said keys at shift end and retrieving keys at the end of custodian's employment. If keys are lost, stolen or misplaced, rekeying costs are landlord's responsibility.
7. **SPECIFIC SERVICES** – Frequency and coverage:

A. **Daily:**

1. Rest Rooms:

Empty all trash containers, refill dispensers, damp mop floors, clean, sanitize and polish all plumbing fixtures, chrome fittings, flush rings, drain and overflow outlets, clean and polish mirrors, clean wall adjacent to hand basins/urinals, dust metal partitions, remove finger prints from walls, switches, etc.

2. Lobby Area – Main Corridors – Stairways:

Remove trash, vacuum, vacuum/damp mop tile, clean lobby and entrance doors, clean and sanitize drinking fountains.

3. Employee Break Rooms/Kitchen:

Remove trash from building and deposit in dumpster, vacuum rugs and carpet, wipe spills, mop tile floor, remove fingerprints from doors, light switches, etc., and refill dispensers.

4. General and Private Areas:

Remove trash, vacuum carpets, mop tile floors, spot clean interior partition glass, clean counter tops and blackboards, dust desks, conference tables, credenza/file cabinets and bookcases.

5. Day Porter:

- a. Empty all trash in restrooms as needed.
- b. Clean, sanitize and stock restrooms as needed.
- c. Check lobby areas for debris and remove.
- d. Touch up door glass as needed.
- e. Keep entrances free from debris.
- f. Be available by phone for emergency spills or cleanups.
- g. Sanitize customer counters and walk up areas as needed.
- h. Empty outside trash cans and in lobby areas as needed.
- i. Inspect lunchrooms and stock as needed.

6. Building Security:

- a. Turn off all lights (except security and night lights).
- b. Close windows.
- c. Reset alarms and lock all doors.

B. Weekly – All Areas:

Polish buff hard resilient floors in traffic areas, spot clean carpeted areas.

Dust all high and low horizontal surfaces, including sills, ledges, moldings, shelves, locker tops, frames and file cabinets, damp wipe plastic and leather furniture.

Remove fingerprints from doors, elevator walls and controls, frames and light switches in office areas, clean and polish bright metal to 70" height, clean and sanitize waste containers in rest rooms and break rooms.

C. Monthly – All Areas:

Clean interior glass partitions/doors, dry dust wood paneling, remove dust/cobwebs from ceiling areas.

Spray buff resilient/hard floor areas, detail vacuum carpet edges, under desk/office furniture.

D. Quarterly – All Areas:

Spray buff resilient and hard surface floors and apply floor finish.

Clean interior/exterior windows, clean/polish office furniture, damp clean diffuser outlets in ceiling/wall, wash waste containers, clean/dust blinds, wash sanitize.

E. Semi-Annually – All Areas:

1. All Areas:
 - a. Clean and polish all baseboards.
 - b. Damp clean lobby and reception chairs.
 - c. Clean carpeted surfaces-use a water extraction method.

F. Annually – All Areas:

1. All resilient and hard surface floors:
 - a. Move furniture, strip, seal and apply floor finish to all resilient and hard surface floors.



NOTICE OF EXEMPTION

August 3, 2015

Project Name: First Amendment to Lease, Department of Public Social Services, Norco

Project Number: FM042490000600

Project Location:

517 Parkridge Avenue Norco, California; Assessor Parcel Number 122-061-002 (See attached exhibits)

Description of Project: County of Riverside (County), on behalf of the Department of Public Social Services (DPSS), proposes to amend and extend the term of the lease with Parkridge Avenue 517 Corp. (Lessor), commencing on May 5, 2015 and ending June 30, 2024. The original lease, dated May 4, 2004, together with its amendment is collectively referred to as the "Lease". The parties now desire to amend the Lease to extend the term ten years. The facility currently consists of an existing building located at 517 Parkridge Avenue Norco, California, providing a location for DPSS's Self Sufficiency Division. This amendment to the lease will insure the continued assistance to the public. The proposed project is the letting of property involving existing facilities; no expansion of an existing use will occur. The existing structure is located in a developed area. The leased premise consists of approximately 50,000 square feet and the operation of the facility will continue to provide public social services and will not result in an increase in the intensity of the use of the site. No additional direct or indirect physical environmental impacts are anticipated.

Name of Public Agency Approving Project: County of Riverside, Economic Development Agency

Name of Person or Agency Carrying Out Project: County of Riverside, Economic Development Agency; Parkridge Avenue 517 Corp.

Exempt Status: State California Environmental Quality Act (CEQA) Guidelines, Section 15301, Class 1, Existing Facilities Exemption; Section 15061(b)(3), General Rule or "Common Sense" Exemption.

Reasons Why Project is Exempt: The Project is 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 any impacts to scenic resources, historic resources, or unique sensitive biological environments. Further, no unusual circumstances or potential cumulative impacts would occur that may reasonably create an environmental impact. The extension of the term of the lease is not anticipated to result in any direct or reasonably foreseeable indirect physical environmental impacts.

- Section 15301 – Class 1 Existing Facilities Exemption. This exemption includes the operation, repair, maintenance, leasing, or minor alteration of existing public or private structures or facilities, provided the

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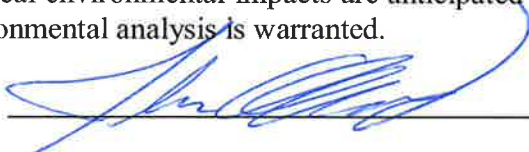
exemption only involves negligible or no expansion of the previous site's use. The Project as proposed is the extension to the term of an existing lease. The option to extend the lease will not increase or expand the use of the site, and merely allows for the continued use of the site in a similar capacity; therefore, the Project meets the scope and intent of the Class 1 Exemption.

- 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 *Muzzy Ranch Co. v Solano County Airport Land Use Comm’n* (2007) 41 Cal.4th 372.

With certainty, there is no possibility that the Project may have a significant effect on the environment. The proposed extension to the term of the lease will not have an effect on the environment. The use and operation of the facility will be substantially similar to the existing uses and will not create any new environmental impacts to the surrounding area. Therefore, in no way would the Project as proposed have the potential to cause a significant environmental impact and the Project is exempt from further CEQA analysis.

Based upon the identified exemptions above, the County of Riverside, Economic Development Agency 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:

8/3/15

John Alfred, Acting Senior Environmental Planner
County of Riverside, Economic Development Agency



517 Parkridge Ave, Norco, California 92860
Assessor Parcel Number: 122-061-002

RIVERSIDE COUNTY CLERK & RECORDER

**AUTHORIZATION
TO BILL
BY JOURNAL VOUCHER**

Project Name: First Amendment to Lease, Department of Public Social Services, Norco

Accounting String: **Fund: 524830-47220-7200400000- FM042490000600**

DATE: July 30, 2015

AGENCY: Riverside County Economic Development Agency

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: John Alfred, Acting Senior Environmental Planner, Economic Development Agency

Signature:  _____

PRESENTED BY: Yoland King, Real Property Agent, Economic Development Agency

-TO BE FILLED IN BY COUNTY CLERK-

ACCEPTED BY: _____

DATE: _____

RECEIPT # (S) _____



Date: July 30, 2015

To: Mary Ann Meyer, Office of the County Clerk

From: John Alfred, Acting Senior Environmental Planner, Project Management Office

Subject: **County of Riverside Economic Development Agency Project # FM042490000600**
First Amendment to Lease, Department of Public Social Services, Norco

The Riverside County's Economic Development Agency's Project Management Office 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 #1330 Attention: John Alfred, Acting Senior Environmental Planner, Economic Development Agency, 3403 10th Street, Suite 400. Riverside, CA 92501. If you have any questions, please contact John Alfred at 955-4844.

Attachment

cc: file