

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



ITEM: 3.12  
(ID # 13727)

**MEETING DATE:**  
Tuesday, January 26, 2021

**FROM:** FACILITIES MANAGEMENT AND RIVERSIDE COUNTY LIBRARY SYSTEM:

**SUBJECT:** FACILITIES MANAGEMENT-REAL ESTATE (FM-RE) AND RIVERSIDE COUNTY LIBRARY SYSTEM: Approval of Seventh Amendment to Lease with City of Canyon Lake, Riverside County Library System, Canyon Lake, Six-Month Lease Extension, CEQA Exempt, District 1. [\$25,175] County Library Fund 100%(Clerk to File Notice of Exemption)

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

1. Find that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301, Existing Facilities exemption and Section 15061(b)(3), "common sense" exemption;
2. Approve the attached Seventh Amendment to Lease with City of Canyon Lake, 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 five (5) days of approval by Board.

**ACTION:** Policy

  
Rose Salgado, Director of Facilities Management 1/13/2020


  
Suzanne Holland, Director of EDA 1/8/2021

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Spiegel, Washington, Perez, and Hewitt  
Nays: None  
Abstain: Jeffries  
Date: January 26, 2021  
xc: FM-RE, Library, Recorder

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

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

<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>	\$ 20,979	\$ 4,196	\$ 25,175	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: County Library Fund 100%</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 2020/21- 2021/22</b>	

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

**BACKGROUND:**

**Summary**

On February 15, 2000, the County of Riverside (County) entered into a lease agreement (Lease) with the City of Canyon Lake to provide the space for a full-service library which now serves the residents of this area of the County. The leased facility located at 31516 Railroad Canyon Road, Canyon Lake, continues to meet the needs and requirements of the Riverside County Library System (RCLS). RCLS desires to extend the term of the lease an additional six months commencing February 1, 2021 and terminating on July 31, 2021. This short-term Lease extension will provide the County time to complete construction of tenant improvements for the new RCLS library location in Canyon Lake.

Pursuant to the California Environmental Quality Act (CEQA), the Seventh Amendment was reviewed and determined to be categorically exempt from CEQA under State CEQA Guidelines Section 15301, Class 1 – Existing Facilities exemption and Section 15061(b)(3), “Common Sense” exemption. The proposed project, the Seventh Amendment, is the continuation of the letting of property involving existing facilities with no significant physical changes, and no expansion of an existing use occurring.

The attached Seventh Amendment to Lease is summarized below:

**Lessor:** City of Canyon Lake  
31516 Railroad Canyon Road, Suite 101  
Canyon Lake, California 92587

**Location:** 31516 Railroad Canyon Road  
Canyon Lake, California 92587

**Size:** Approximately 2,711 square feet

**Term:** Effective as of February 1, 2021 through July 31, 2021

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

Termination: County has the option to terminate the lease after March 31, 2021 with 30 days written notice

Rent:	Current	New
	\$ 1.47 per sq. ft	\$ 1.47 per sq. ft.
	\$ 3,985.39 per month	\$ 3,985.39 per month
	\$ 47,824.68 per year	\$47,824.68 per year

Rental Adjustments: None

Utilities: County pays for all telephone and other electronic data services in connection with the leased premises. Landlord pays for all other utilities.

Custodial Services: Landlord

Maintenance: Landlord

The attached Seventh Amendment to Lease has been approved as to form by County Counsel.

**Impact on Residents and Businesses**

There will be a positive impact on residents and local businesses since this facility provides, among other programs, adult literacy services to the community through one-on-one literacy tutoring, English-as-a-Second-Language classes and family literacy events. In general, this facility provides exciting and innovating programs and services to the community.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

See attached Exhibit A & B. All associated costs for this Seventh Amendment will be budgeted in FY2020/2021-FY2021/22 by the Riverside County Library System. RCLS will reimburse the Department of Facilities Management- Real Estate for all associated costs on an annual basis.

**Contract History and Price Reasonableness**

This Seventh Amendment is a six-month extension of the original Lease Agreement and the lease rate is deemed below the current market rate.

The original Lease Agreement has been amended six times previously to extend the term and modify the annual costs.

Agreements

Date and M.O.




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

Lease Agreement	February 15, 2000 (M.O. 3-7b)
First Amendment to Lease	March 22, 2005 (M.O. 3-7)
Second Amendment to Lease	May 13, 2008 (M.O. 3-12)
Third Amendment to Lease	August 16, 2011 (M.O. 3-39)
Fourth Amendment to Lease	February 2, 2016 (M.O. 3-6)
Fifth Amendment to Lease	May 22, 2018 (M.O. 3-11)
Sixth Amendment to Lease	March 10, 2020 (M.O. 3-15)

**Attachments:**




- Exhibit A & B
- Seventh Amendment to Lease
- Notice of Exemption
- Aerial Image

CD:ar/10142020/CL002

  
Steven Atkeson 1/18/2021

  
Gregory J. Priamos, Director County Counsel 1/11/2021

County of Riverside  
Facilities Management  
3133 Mission Inn Avenue, Riverside, CA

FOR COUNTY CLERK USE ONLY		
<b>FILED / POSTED</b>		
County of Riverside		
Peter Aldana		
Assessor-County Clerk-Recorder		
E-202100118		
02/03/2021 11:36 AM Fee: \$ 50.00		
Page 1 of 2		
Removed:	By:	Deputy
		

## NOTICE OF EXEMPTION

October 15, 2020

**Project Name:** Canyon Lake Library Seventh Amendment to Lease

**Project Number:** FM042116200200

**Project Location:** 31516 Railroad Canyon Road, Canyon Lake, California 92587; Assessor's Parcel Number (APN) 355-330-034

**Description of Project:** The County of Riverside (County) currently operates a library occupying approximately 2,711 square feet of space in a building owned by the City of Canyon Lake at 31516 Railroad Canyon Road, in Canyon Lake. The County entered into the Lease Agreement with the City of Canyon Lake on February 15, 2000 and the Lease has been amended six times previously. The space continues to meet the needs for the Library and the parties now desire to amend the Lease Agreement and extend the term of the Lease for an additional six months, commencing February 1, 2020 and terminating on July 31, 2021 and add an option to terminate with 30 days written notice. The Seventh Amendment to the Lease Agreement with Canyon Lake is identified as the proposed project under the California Environmental Quality Act (CEQA). The proposed project would involve the letting of library space and would involve ongoing use, maintenance and repair of the facility. No expansion of the existing library will occur. The operation of the facility will continue to provide library services and 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 CEQA Guidelines Section 15301, Class 1, Existing Facilities Exemption; Section 15061(b) (3), General Rule or "Common Sense" Exemption. Codified under California Code of Regulations Title 14, Article 5, Section 15061.

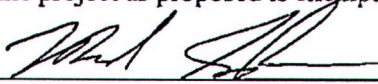
**Reasons Why Project is Exempt:** The proposed project is categorically exempt from the provisions of CEQA specifically by the State CEQA Guidelines as identified below. The project will not result in any specific or general exceptions to the use of the categorical exemption as detailed under State 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 involve unusual circumstances that could potentially have 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 six month extension of the Lease and option to terminate.

JAN 26 11 312



- **Section 15301 – Class 1 Existing Facilities Exemption:** This 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 project, as proposed, is limited to an extension of an existing lease for the Library. The Seventh Amendment will extend the Lease for an additional six months; will not require physical modifications to the existing building which would increase or expand the use of the site; and is limited to the continued use of the site in a similar capacity. Therefore, the project is exempt as the project meets the scope and intent of the Class 1 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 proposed extension of the Lease will not result in any direct or indirect physical environmental impacts. The use and operation of the facility will be substantially similar to the existing use and will not create any new environmental impacts to the surrounding area. No impacts beyond the ongoing, existing use of the site would occur. 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.

Therefore, 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:  Date: 10/21/20

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

STATE OF CALIFORNIA - THE RESOURCES AGENCY  
DEPARTMENT OF FISH AND GAME  
ENVIRONMENTAL FILING FEE CASH RECEIPT

2021 FEB -9 AM 11:51

Receipt #: 21-52076

State Clearinghouse # (if applicable): \_\_\_\_\_

Lead Agency: COUNTY OF RIVERSIDE FACILITIES MANAGEMENT Date: 02/03/2021

County Agency of Filing: RIVERSIDE Document No: E-202100118

Project Title: CANYON LAKE LIBRARY SEVENTH AMENDMENT TO LEASE

Project Applicant Name: COUNTY OF RIVERSIDE FACILITIES MANAGEMENT Phone Number: \_\_\_\_\_

Project Applicant Address: 3133 MISSION INN AVE, RIVERSIDE, CA 92502

Project Applicant: LOCAL PUBLIC AGENCY

CHECK APPLICABLE FEES:

- Environmental Impact Report \_\_\_\_\_
- Negative Declaration \_\_\_\_\_
- Application Fee Water Diversion (State Water Resources Control Board Only) \_\_\_\_\_
- Project Subject to Certified Regulatory Programs \_\_\_\_\_
- County Administration Fee \_\_\_\_\_ \$0.00
- Project that is exempt from fees (DFG No Effect Determination (Form Attached)) \_\_\_\_\_
- Project that is exempt from fees (Notice of Exemption) \_\_\_\_\_

Total Received \_\_\_\_\_ \$50.00

Signature and title of person receiving payment



Deputy \_\_\_\_\_

Notes:

**RIVERSIDE COUNTY CLERK & RECORDER**

**AUTHORIZATION  
TO BILL  
BY JOURNAL VOUCHER**

**Project Name: Canyon Lake Library 7<sup>th</sup> Amendment**

**Accounting String: 526700-47220-7200400000 - FM042116200200**

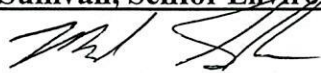
DATE: October 15, 2020

AGENCY: Riverside County Facilities Management

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, Facilities Management**

Signature:  \_\_\_\_\_

PRESENTED BY: **Candice Diaz, Real Property Agent, Facilities Management**

-TO BE FILLED IN BY COUNTY CLERK-

ACCEPTED BY: -

DATE: -

RECEIPT # (S) -



County of Riverside  
Facilities Management  
3133 Mission Inn Avenue, Riverside, CA 92507

Date: October 15, 2020  
To: Kiyomi Moore/Josefina Castillo, Office of the County Clerk  
From: Mike Sullivan, Senior Environmental Planner, Facilities Management  
Subject: **County of Riverside Facilities Management Project # FM042116200200**  
Canyon Lake Library 7<sup>th</sup> Amendment

The Riverside County's Facilities Management'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 #2600**

**Attention: Mike Sullivan, Senior Environmental Planner,**  
**Facilities Management,**

**3133 Mission Inn Avenue, Riverside, CA 92507**

**If you have any questions, please contact Mike Sullivan at 955-8009 or email**  
**at [msullivan@rivco.org](mailto:msullivan@rivco.org).**

Attachment

cc: file

1 **SEVENTH AMENDMENT TO LEASE**

2 **31516 Railroad Canyon Road, Canyon Lake, California**

3  
4 **THIS SEVENTH AMENDMENT TO LEASE** (“7<sup>th</sup> Amendment”), dated as of  
5 JAN 26 2021, is entered into by and between the COUNTY OF RIVERSIDE, a  
6 political subdivision of the State of California, as County, and CITY OF CANYON  
7 LAKE, a California municipal corporation, as Lessor, sometimes collectively referred to  
8 as the “Parties.”

9 **RECITALS**

10 a. Lessor and County have entered that certain Lease, dated February 15,  
11 2000, (the “Original Lease”) pursuant to which Lessor has agreed to lease to County  
12 and County has agreed to lease from Lessor that certain building located at 31516  
13 Railroad Canyon Road, Canyon Lake (the “Building”), as more particularly described in  
14 the Lease (the “Original Premise”).

15 b. The Original Lease has been amended by:

16 i. That certain First Amendment to Lease dated March 22, 2005, by  
17 and between County of Riverside and City of Canyon Lake (the “1<sup>st</sup> Amendment”),  
18 whereby the Parties amended the Lease to extend the term period; and

19 ii. That certain Second Amendment to Lease dated May 13, 2008, by  
20 and between County of Riverside and City of Canyon Lake (the “2<sup>nd</sup> Amendment”),  
21 whereby the Parties amended the Lease to, among other things, to amend the  
22 description of the premises to increase the square footage from 1,886 to 2,711 square  
23 feet and amend the tenant improvements to the new space; and

24 iii. That certain Third Amendment to Lease dated August 16, 2011, by  
25 and between County of Riverside and City of Canyon Lake (the “3<sup>rd</sup> Amendment”),  
26 whereby the Parties amended the Lease to, among other things, to extend the term  
27 period, modify the rental amounts, amend the County’s representative to administer the  
28 Lease and the address for both parties under Notices; and

1           iv. That certain Fourth Amendment to Lease dated February 2, 2016,  
2 by and between County of Riverside and City of Canyon Lake (the "4<sup>th</sup> Amendment"),  
3 whereby the Parties amended the Lease to extend the term period, and modify the  
4 rental amounts; and

5           v. That certain Fifth Amendment to Lease dated May 22, 2018, by  
6 and between County of Riverside and City of Canyon Lake (the "5<sup>th</sup> Amendment"),  
7 whereby the Parties amended the Lease to extend the term period, and modify the  
8 rental amounts; and

9           vi. That certain Sixth Amendment to Lease dated March 10, 2020, by  
10 and between County of Riverside and City of Canyon Lake (the "6<sup>th</sup> Amendment"),  
11 whereby the Parties amended the Lease to extend the term period, and modify the  
12 rental amounts; and

13           c. The Original Lease together with these amendments are collectively  
14 referred to herein as the "Lease."

15           d. The Parties now desire to amend the Lease to extend the term period  
16 and add termination language.

17           **NOW THEREFORE**, for good and valuable consideration the receipt and  
18 adequacy of which is hereby acknowledged, the Parties agree as follows:

19           1.     **TERM.** Section 3 (a) of the Original Lease is hereby amended by the  
20 following:

21           The term of this Lease shall be extended from February 1, 2021 and terminating  
22 July 31, 2021.

23           2.     **OPTION TO TERMINATE.** Section 12 of the Original Lease is hereby  
24 amended by adding the following subsection:

25           (d) County shall have the option to terminate the lease with thirty (30)  
26 days written notice after March 31, 2021.

27           3.     **CAPITALIZED TERMS. SEVENTH AMENDMENT TO PREVAIL.**  
28 Unless defined herein or the context requires otherwise, all capitalized terms herein





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

3  
4 LESSEE:  
5 COUNTY OF RIVERSIDE

LESSOR:  
CITY OF CANYON LAKE

6 By: Karen S. Spiegel  
7 **KAREN SPIEGEL**, Chair  
8 Board of Supervisors

By: Kasey Castillo  
Kasey Castillo, Mayor  
City of Canyon Lake

9 ATTEST:  
10 Kecia Harper  
11 Clerk of the Board

12 By: Gregory P. Priamos  
13 Deputy

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

18 By: Synthia M. Gunzel  
19 Synthia M. Gunzel  
20 Chief Deputy County Counsel


21  
22  
23  
24  
25  
26 CD:dr/11052020/CL002/30.412

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

3  
4 LESSEE:  
5 COUNTY OF RIVERSIDE

LESSOR:  
CITY OF CANYON LAKE

6 By: \_\_\_\_\_  
7 V. Manuel Perez, Chairman  
8 Board of Supervisors

By:  \_\_\_\_\_  
Kasey Castillo, Mayor  
City of Canyon Lake

9 ATTEST:  
10 Kecia Harper  
11 Clerk of the Board

12 By: \_\_\_\_\_  
13 Deputy

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

18 By: \_\_\_\_\_  
19 Synthia M. Gunzel  
20 Chief Deputy County Counsel

21  
22  
23  
24  
25 CD:dr/11052020/CL002/30.412



# Exhibit A

**FY2020/21**  
**Riverside County Library System**  
**31516 Railroad Canyon, Canyon Lake**

***ESTIMATED AMOUNTS***

**Total Square Footage to be Leased:**

Current Office:	2,711 SQFT	
Approximate Cost per SQFT (February-June)	\$ 1.47	
Lease Cost per Month (February-June)	\$ 3,985.39	
Total Lease Cost (February-June)		<u>\$ 19,926.95</u>
<b>Total Estimated Lease Cost for FY2020/21</b>		<b><u>\$ 19,926.95</u></b>
Lease Management Fee	5.28%	<u>\$ 1,052.14</u>
<b>TOTAL ESTIMATED COST FOR FY2020/21</b>		<b><u>\$ 20,979.09</u></b>
<b>TOTAL COUNTY COST</b>		<b>\$ -</b>

# Exhibit B

**FY2021/22**  
**Riverside County Library System**  
**31516 Railroad Canyon, Canyon Lake**

***ESTIMATED AMOUNTS***

**Total Square Footage to be Leased:**

Current Office: 2,711 SQFT

Approximate Cost per SQFT (July) \$ 1.47

Lease Cost per Month (July) \$ 3,985.39

Total Lease Cost (July) \$ 3,985.39

**Total Estimated Lease Cost for FY2021/22** \$ **3,985.39**

Lease Management Fee 5.28% \$ 210.43

**TOTAL ESTIMATED COST FOR FY2021/22** \$ **4,195.82**

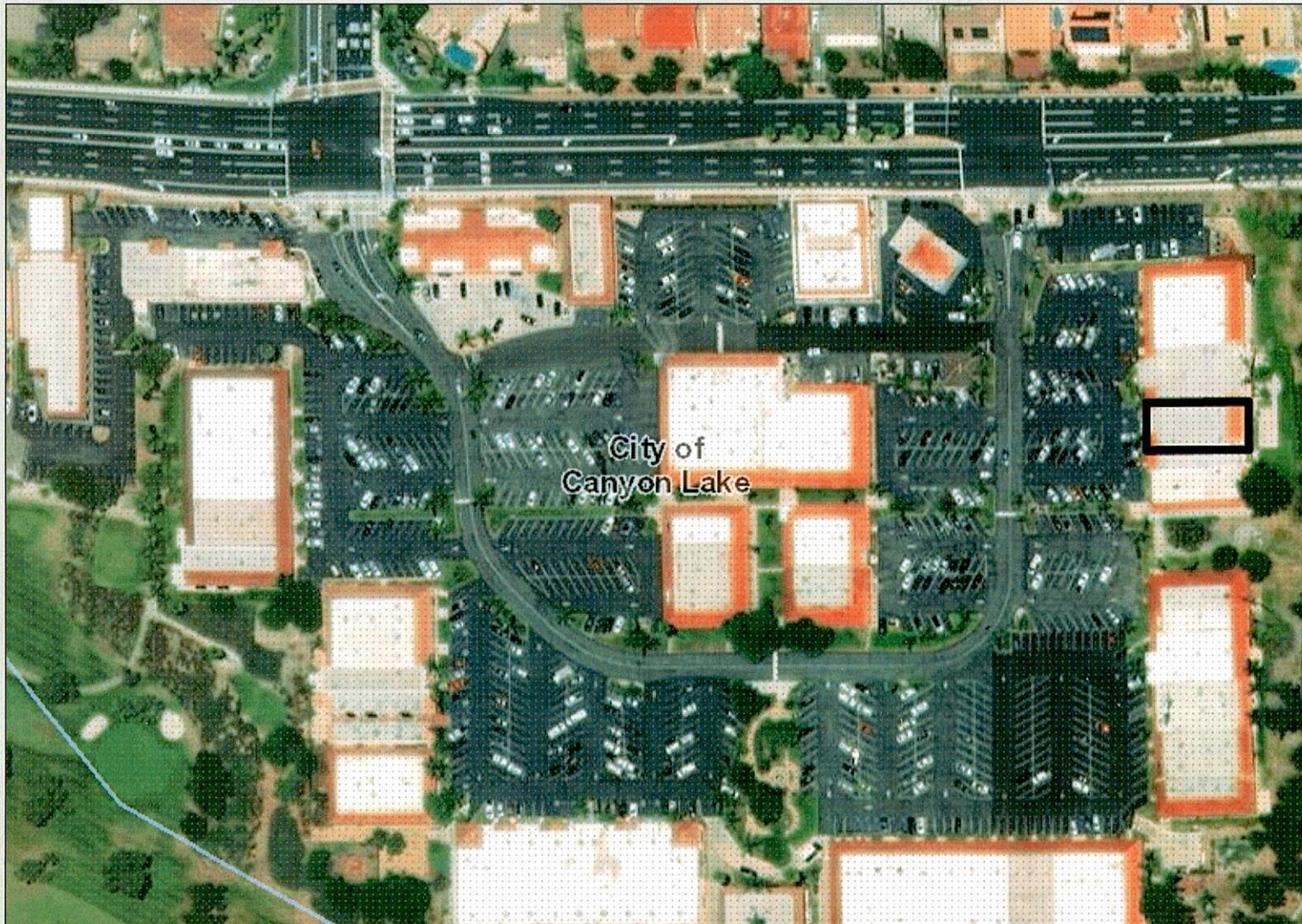
**TOTAL COUNTY COST** \$ -

F11 Total Cost \$ 25,174.91  
F11 Total County Cost \$ -



# Canyon Lake Library Seventh Amendment

31516 Railroad Canyon Road, Canyon Lake



### Legend

- Blueline Streams
- ▤ City Areas



**\*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.



REPORT PRINTED ON... 10/14/2020 2:51:51 PM

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### Notes

District 1