

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



ITEM: 3.14  
(ID # 15093)

**MEETING DATE:**  
Tuesday, June 08, 2021


**FROM:** FACILITIES MANAGEMENT:

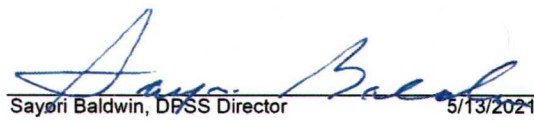
**SUBJECT:** FACILITIES MANAGEMENT- REAL ESTATE (FM-RE) AND DEPARTMENT OF PUBLIC SOCIAL SERVICES (DPSS): Approval of Exercise of First Option to Extend Lease with SIC/LEED LLC - Department of Public Social Services, One Year Extension, CEQA Exempt, District 3. [Total Cost \$1,421,682 - Federal 68.10%; State 26.17%; County 5.73%] (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 Notice of Exercise of the First Option to Extend, and authorize the Chair of the Board to execute the same on behalf of the County; and
3. Direct the Clerk of the Board to file the attached Notice of Exemption with the County Clerk within five working days of approval by the Board.

**ACTION:**

  
Rose Salgado, Director of Facilities Management 5/12/2021

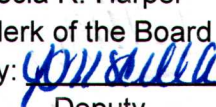
  
Sayori Baldwin, DPSS Director 5/13/2021

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Washington, 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 Hewitt  
Nays: None  
Absent: None  
Date: June 8, 2021  
xc: FM-RE, DPSS, 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>	\$ 710,841	\$ 710,841	\$ 1,421,682	\$0
<b>NET COUNTY COST</b>	\$ 40,731	\$ 40,731	\$ 81,462	\$0
<b>SOURCE OF FUNDS: Federal 68.10%; State 26.17%; County 5.73%</b>			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 2021/2022 - 2022/2023	

**C.E.O. RECOMMENDATION:** [CEO use]

**BACKGROUND:**

**Summary**

The County of Riverside has been under lease at 541 N. San Jacinto, Hemet, since July 2004 (Lease). The office is occupied by the Department of Public Social Services and continues to meet the needs of the Department. The Lease agreement is set to expire on December 31, 2021 and contains two (2) options to extend the Lease term, each for one year with a 2% rental increase. Approval of the attached Notice of Exercise of the First Option to Extend (First Option) will effectively extend the Lease term through December 31, 2022.

Pursuant to the California Environmental Quality Act (CEQA), the attached First Option was reviewed and determined to be categorically exempt under State CEQA Guidelines Section 15301, Class 1-Existing Facilities Exemption, and Section 15061(b)(3), Common Sense Exemption. The proposed project, the approval of the attached First Option is the letting of property involving existing facilities. No expansion of an existing use will occur.

A summary of the Lease and First Option is as follows:

Lessor:	SIC/LEED Civic Plaza, LLC 9663 Santa Monica Blvd., #1266 Beverly Hills, CA 90210	
Premises:	541 N. San Jacinto, Hemet, CA 92543	
Size:	58,820 square feet	
Term:	One-year Lease extension commencing January 1, 2022	
Rent:	<u>Current</u>	<u>New</u>
	\$1.77 per sq. ft.	\$1.81 per sq. ft.
	\$104,167.90 per month	\$106,251.26 per month
	\$1,250,014.80 per year	\$1,275,015.12 per year



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Rent Adjustment: Two percent

Utilities: Electricity paid by County. All others paid by Lessor.

Custodial: Provided by Lessor

Interior/Exterior  
Maintenance: Provided by Lessor

County Counsel has approved the First Option as to form.

**Impact on Residents and Businesses**

This Lease extension will allow the Department of Public Social Services to continue to provide beneficial services to the community.

**SUPPLEMENTAL:  
Additional Fiscal Information**

All associated costs for this exercise of the First Option will be fully funded through the DPSS budget. DPSS has budgeted these costs in FY2021/22. Facilities Management-Real Estate (FM-RE) will pay the Lease costs to the Lessor, and DPSS will reimburse FM for all associated Lease costs. DPSS and FM are not requesting a budget adjustment at this time.

**Contract History and Price Reasonableness**

The lease rate is aligned and consistent with the current fair market rates.

**Attachments:**

- Exhibits A & B
- Exercise of First Option to Extend Notice
- Notice of Exemption
- Aerial Map

SA:ar/04222021/HM028

  
Meghan Hahn, Administrative Analyst

6/1/2021

  
Gregory E. Priamos, Director County Counsel

5/13/2021



May 18, 2021

Mr. Nathan J. Leanse  
SIC/LEED Civic Plaza, LLC  
9663 Santa Monica Blvd., #1266  
Beverly Hills, CA 90210

**RE: Exercise of Option to Extend – Lease Agreement between County of Riverside and SIC/LEED CIVIC PLAZA, LLC, dated June 4, 2004 and all amendments thereto, 541 North San Jacinto, Hemet, CA; Department of Public Social Services**

Dear Mr. Leanse,

Please consider this letter formal written notice to SIC/LEED Civic Plaza LLC, (as Lessor) pursuant to Section 6 of the above-referenced lease agreement, dated June 4, 2004 and all amendments thereto, that the County of Riverside formally exercises its option to extend the term of said lease one (1) year, commencing January 1, 2022, through December 31, 2022

We look forward to our continued tenancy with SIC/LEED Civic Plaza, LLC.

Thank you.

County of Riverside, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Attest:

Kecia R. Harper

Clerk of the Board

By: [Signature]  
Deputy

Approved as to Form:  
Gregory P. Priamos  
County Counsel

By: [Signature]  
Ryan Yabko,  
Deputy County Counsel

File Copy: HM028

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# Exhibit A

**FY 2021/22**  
**DPSS - Self Sufficiency**  
**541 N. San Jacinto, Hemet, CA**

**ESTIMATED AMOUNTS**

**Total Square Footage to be Leased:**

Current Office:	58,820 SQFT	
Approximate Cost per SQFT (Jan-Jun)	\$ 2.07	
Lease Cost per Month (Jan-Jun)	\$ 106,251.26	
Total Lease Cost (Jan-Jun)		\$ 637,507.56
<b>Total Estimated Lease Cost for FY 2021/22</b>		<b>\$ 637,507.56</b>

**Estimated Additional Costs:**

Utility Cost per SQFT	\$ 0.12	
Estimated Utility Costs per Month	\$ 7,058.40	
Total Estimated Utility Cost (Jan-Jun)		\$ 42,350.40
FM Lease Management Fee as of FY 2021/22	4.86%	\$ 30,982.87
<b>TOTAL ESTIMATED COST FOR FY 2021/22</b>		<b>\$ 710,840.83</b>
<b>TOTAL COUNTY COST</b>	<b>5.73%</b>	<b>\$ 40,731.18</b>

# Exhibit B

**FY 2022/23**  
**DPSS - Self Sufficiency**  
**541 N. San Jacinto, Hemet, CA**

***ESTIMATED AMOUNTS***

**Total Square Footage to be Leased:**

Current Office:	58,820	SQFT	
Approximate Cost per SQFT (Jul-Dec)	\$ 2.07		
Lease Cost per Month (Jul-Dec)	\$ 106,251.26		
Total Lease Cost (Jul-Dec)			<u>\$ 637,507.56</u>
<b>Total Estimated Lease Cost for FY 2022/23</b>			<b><u>\$ 637,507.56</u></b>

**Estimated Additional Costs:**

Utility Cost per SQFT	\$ 0.12		
Estimated Utility Costs per Month		<u>\$ 7,058.40</u>	
Total Estimated Utility Cost (Jul-Jun)			\$ 42,350.40
FM Lease Management Fee as of FY 2021/22	4.86%		<u>\$ 30,982.87</u>
<b>TOTAL ESTIMATED COST FOR FY 2022/23</b>			<b><u>\$ 710,840.83</u></b>
<b>TOTAL COUNTY COST</b>	<b>5.73%</b>		<b>\$ 40,731.18</b>



## 541 N. San Jacinto, Hemet, CA



### 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.

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REPORT PRINTED ON... 4/19/2021 3:59:44 PM

© Riverside County GIS

### Notes



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

FOR COUNTY CLERK USE ONLY

## NOTICE OF EXEMPTION

Original Negative Declaration/Notice of  
Determination was routed to County  
Clerks for posting on. *pp*  
4/14/21 Date Initial

April 21, 2021

**Project Name:** Department of Public Social Services (DPSS) Exercise Option to Extend Lease, Hemet

**Project Number:** FM042310002800

**Project Location:** 541 North San Jacinto Street, north of Oakland Avenue, Hemet, California; 92543, Assessor's Parcel Number (APN) 445-090-011

**Description of Project:** The County of Riverside (County) has been under lease for 58,820 square feet of office space in at 541 North San Jacinto Street since September of 1999. DPSS has occupied this office and it continues to meet the requirements of the Department for providing services to the community. The current lease will expire December 31, 2021. And includes an option to extend the lease term for one year. The Department is seeking to extend the Lease and the exercise of the option to extend the Lease for an additional one-year term is defined as the proposed project under the California Environmental Quality Act (CEQA). The project is the letting of property involving existing facilities; no expansion of the existing facility will occur. The operation of the facility will continue to provide public services for the DPSS. 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.

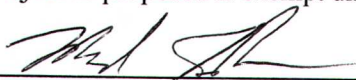
**Reasons Why Project is Exempt:** The proposed project is categorically exempt from the provisions of CEQA specifically by the State CEQA Guidelines as identified below. The project will not result in any specific or general exceptions to the use of the categorical exemption as detailed under State 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 exercise of the one-year option to extend the Lease Agreement.

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- **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 a new lease for continued use of an existing building. The exercise of the one-year option to extend the Lease Agreement would not 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 one-year option to extend the Lease Agreement 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: 4/21/21  
Mike Sullivan, Senior Environmental Planner  
County of Riverside, Facilities Management

**RIVERSIDE COUNTY CLERK & RECORDER**

**AUTHORIZATION  
TO BILL  
BY JOURNAL VOUCHER**

**Project Name: DPSS Exercise Option to Extend Lease, Hemet**

**Accounting String: 524830-47220-7200400000 - FM042310002800**

DATE: April 21, 2021

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: **Simon Asano, 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: April 21, 2021  
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 # FM042310002800**  
DPSS Exercise Option to Extend Lease, Hemet

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 Ave, 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

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

Date: April 21, 2021  
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 # FM042310002800**  
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