

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

August 22, 2023

FROM

**TERRY W. THOMPSON, Director, Real Estate Services Department
JOSHUA DUGAS, Director, Department of Public Health**

SUBJECT

Amendment to Lease Agreement with Lock and Leave Storage for Storage Space in San Bernardino

RECOMMENDATION(S)

1. Find that approval of Amendment No. 3 to Lease Agreement No. 20-599 with Lock and Leave Storage for storage space is an exempt project under the California Environmental Quality Act Guidelines Section 15301 – Existing Facilities (Class 1).
2. Approve **Amendment No. 3 to Lease Agreement No. 20-599** with Lock and Leave Storage to extend the term of the lease for three years, for the period of September 1, 2023 through August 31, 2026, adjust the rental rate schedule, and update standard lease agreement language for approximately 240 square feet of storage space for the Department of Public Health, located at 322 South Waterman Avenue, Unit A039, in San Bernardino, in the amount of \$9,648.
3. Direct the Clerk of the Board of Supervisors to file and post the Notice of Exemption for the project as required under the California Environmental Quality Act.
(Presenter: Terry W. Thompson, Director, 387-5000)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

**Operate in a Fiscally-Responsible and Business-Like Manner.
Provide for the Safety, Health and Social Service Needs of County Residents.**

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The total cost of this three-year amendment is \$9,648. Lease payments will be made from the Real Estate Services Department (RESA) Rents budget (7810001000) and reimbursed from the Department of Public Health (DPH) budget (9300101000). Sufficient appropriation is included in the 2023-24 Rents and DPH budgets and will be included in future recommended budgets. Annual lease costs are as follows:

<u>Year</u>	<u>Annual Lease Cost</u>
September 1, 2023 – August 31, 2024	\$3,120
September 1, 2024 – August 31, 2025	\$3,216
September 1, 2025 – August 31, 2026	<u>\$3,312</u>
Total Cost	\$9,648

BACKGROUND INFORMATION

**Amendment to Lease Agreement with Lock and Leave Storage for
Storage Space in San Bernardino
August 22, 2023**

Lease Agreement No. 20-599 (Lease) with Lock and Leave Storage will be extended for the period of September 1, 2023 through August 31, 2026. The amendment will adjust the rental rate schedule and update standard lease agreement language for approximately 240 square feet of storage space for DPH located at 322 South Waterman Avenue, Unit A039, in San Bernardino (Waterman Property). With a continuing need for DPH storage for supplies in close proximity to the DPH administrative offices, DPH requested RESD prepare an amendment to extend the term of the Lease, all other terms and conditions of the Lease remain unchanged.

On August 11, 2020 (Item No. 21), the Board of Supervisors (Board) approved the one-year Lease with one, one-year option to extend the term of the Lease for approximately 240 square feet of storage space at the Waterman Property. The original term of the Lease was for the period of July 16, 2020 through July 15, 2021. In the three years since the Lease was originally approved, the Board has approved two amendments to extend the term of the Lease, adjust the rental rate schedule, and update standard lease agreement language.

<u>Amendment No.</u>	<u>Approval Date</u>	<u>Item No.</u>
1	June 22, 2021	72
2	August 23, 2022	43

The project to approve Amendment No. 3 to the Lease with Lock and Leave Storage was reviewed pursuant to the California Environmental Quality Act (CEQA) and determined to be categorically exempt under Guidelines Section 15301 – Existing Facilities (Class 1) because there is no possibility that the leasing of the subject property will have significant effect on the environment.

Summary of Lease Terms

Lessor:	Lock and Leave Storage (Brad E. Willard, Partner)
Location:	322 South Waterman Avenue, Unit A039, in San Bernardino
Size:	Approximately 240 square feet of storage space
Term:	Three years, September 1, 2023 through August 31, 2026
Options:	None
Rent:	Cost per square foot per month: \$1.08* Monthly: \$260 Annual: \$3,120 *Mid-range for comparable storage facilities in the San Bernardino area per the competitive set analysis on file with RESD
Annual Increases:	3%
Improvement Costs:	None
Custodial:	Not applicable

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Maintenance: Provided by Lessor

Utilities: Provided by Lessor

Insurance: The Certificate of Liability Insurance, as required by the lease, is on file with RESD

Holdover: Month-to-month basis upon the same provisions of the Lease

Right to Terminate: County has the right to terminate with 90-days' notice

Parking: Sufficient for County needs

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (John Tubbs II, Deputy County Counsel, and Adam Ebright, Deputy County Counsel, 387-5455) on June 13, 2023; Public Health (Jennifer Osorio, Assistant Director, 387-9146) on July 19, 2023; Purchasing (Peter Geriguis, Lead Buyer, 387-2573) on July 13, 2023; Finance (Paul Garcia, Administrative Analyst, 386-8392, and Garrett Baker, Administrative Analyst, 387-4376) on July 28, 2023; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on July 31, 2023.

(YG: 665-0268)

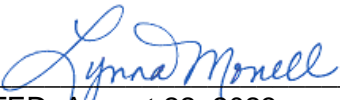
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.
Absent: Col. Paul Cook (Ret.)

Lynna Monell, CLERK OF THE BOARD

BY  _____
DATED: August 22, 2023



cc: RESD - Thompson w/agree w/CEQA & receipt
Contractor - c/o RESD w/agree
File - w/agree w/CEQA & receipt
CCM 08/31/2023