

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

**December 16, 2025**

**FROM**

**TERRY W. THOMPSON, Director, Real Estate Services Department  
SHANNON D. DICUS, Sheriff/Coroner/Public Administrator**

**SUBJECT**

Amendment to Lease Agreement with Baker Community Services District for Office Space in Baker

**RECOMMENDATION(S)**

1. Find that approval of Amendment No. 4 to Lease Agreement No. 04-960 with Baker Community Services District for Office Space, is exempt under the California Environmental Quality Act Guidelines, Section 15301 – Existing Facilities (Class 1).
2. Approve **Amendment No. 4 to Lease Agreement No. 04-960** with Baker Community Services District for 540 square feet of office space at 72730 Baker Boulevard in Baker, for the Sheriff/Coroner/Public Administrator to:
  - a. Exercise one of the two existing five-year options to extend the term, for the period of June 1, 2026 through May 31, 2031, following a permitted holdover period of April 1, 2025 through May 31, 2026.
  - b. Increase the cumulative total contract amount by \$6, from \$21 to \$27.
3. Direct the Real Estate Services Department to file the Notice of Exemption in accordance with the California Environmental Quality Act.

(Presenter: Terry W. Thompson, Director, 387-5000)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Improve County Government Operations.**

**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 Amendment No. 4 (Amendment) to Lease Agreement No. 04-960 (Lease), including the permitted holdover, is \$6. Lease payments will be made from the Sheriff/Coroner/Public Administrator (Sheriff) budget (4434101000). The Sheriff is responsible for 50% of the maintenance costs of the building, estimated at \$1,200 annually, and interior electricity, estimated at \$700 annually, which will be paid from the Sheriff's (4434101000) budget. Sufficient appropriation is included in the Sheriff's 2025-26 budget and will be included in future recommended budgets. Annual lease costs are as follows:

<b>Lease Year</b>	<b>Lease Cost</b>	<b>Estimate of Maintenance &amp; Utility Costs Associated with This Lease</b>
*April 1, 2025 - May 31, 2026	\$1	\$2,150

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June 1, 2026 - May 31, 2027	\$1	\$1,900
June 1, 2027 - May 31, 2028	\$1	\$1,957
June 1, 2028 - May 31, 2029	\$1	\$2,016
June 1, 2029 - May 31, 2030	\$1	\$2,076
June 1, 2030 - May 31, 2031	\$1	\$2,138
<b>Total Cost:</b>	<b>\$6</b>	<b>\$12,237</b>

\*Holdover period

**BACKGROUND INFORMATION**

This Amendment renews the Lease for 540 square feet of office space for the Sheriff by exercising one of the two remaining five-year options, extending the term from June 1, 2026 through May 31, 2031, following a permitted holdover period of April 1, 2025 through May 31, 2026. The holdover period allowed time to finalize renewal details and confirm the Sheriff's continued need for the space with terms finalized in November 2025. The term was aligned with the expiration of another Lease located at 56755 and 56778 Park Avenue, in Baker (Agreement No. 79-265) between the County and Baker Community Services District for consistency.

On September 14, 2004 (Item No. 104), the Board of Supervisors (Board) approved the Lease with three five-year options to extend, for 540 square feet of office space in the Baker Community Center, located at 72730 Baker Boulevard in Baker. The original term of the Lease was from September 14, 2004 through September 13, 2009. In the 15 years since the Lease was originally approved, the Board has approved three amendments to extend the term.

<b>Amendment No.</b>	<b>Approval Date</b>	<b>Item No.</b>
1	October 20, 2009	59
2	May 6, 2014	54
3	March 24, 2020	46

The Sheriff requested the Real Estate Services Department (RESD) to extend the term through the exercise of one of the two five-year options. This Amendment extends the term from June 1, 2026 through May 31, 2031, and adjusts the rental rate schedule. All other provisions and terms of the Lease shall remain the same.

**Summary of Lease Terms**

Lessor: Baker Community Services District  
Renee Jacobson, President

Location: 72730 Baker Boulevard, Baker, Assessor's Parcel Number 0544-291-52-0000

Size: 540 square feet of office space

Term: Five years, June 1, 2026 through May 31, 2031

Options: One remaining five-year option

Rent: Annual: \$1.00

Annual Increases: None

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Improvement Costs:	None
Custodial:	Provided by Lessor
Maintenance:	Parking lot maintenance and landscaping provided by Lessor; both the County and Lessor share equally in building maintenance
Utilities:	Interior electricity provided by County with approximate annual cost of \$700; Lessor pays for gas, water, trash, sewer, exterior lighting, fire alarm service and all other utilities
Insurance:	The Certificate of Liability Insurance, as required by the Lease, is on file with RESD
Holdover:	Upon the end of the term, if permitted by Lessor, the Lease shall continue on a month-to-month term upon the same terms and conditions, including rent, which existed at the time of expiration
Right to Terminate:	Both parties have the right to terminate with 120-days' written notice
Parking:	Sufficient for County needs

## PROCUREMENT

The recommended Amendment is excluded from the procurement process required by County Policy 12-02 - Leasing Privately Owned Real Property for County Use, as the policy does not apply to agreements for real property owned by a federal agency, the State, a city, a county, a school district, special district, or other public entity.

## REVIEW BY OTHERS

This item has been reviewed by County Counsel (John Tubbs II, and Grace Parsons, Deputies County Counsel, 387-5455) on October 7, 2025; Sheriff (Jose Torres, Administrative Manager, 387-3648) on October 6, 2025; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on October 8, 2025; and County Finance and Administration (Erika Rodarte, 387-4919, and Eduardo Mora, 387-4376, Administrative Analysts) on November 25, 2025.

(BR: 531-2674)

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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY 

DATED: December 16, 2025



cc: RESD - Thompson w/agree  
Contractor - c/o RESD w/agree  
File - w/agree  
CCM 12/29/2025