

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

August 5, 2025

FROM

**TERRY W. THOMPSON, Director, Real Estate Services Department
MELANIE OROSCO, County Librarian, County Library**

SUBJECT

Amendment to Lease Agreement with Springfield, LLC for Library and Office Space in Adelanto

RECOMMENDATION(S)

1. Find that approval of Amendment No. 8 to Lease Agreement No. 02-962 with Springfield, LLC, for library and office space, is an exempt project under the California Environmental Quality Act Guidelines, Section 15301 – Existing Facilities (Class I).
2. Approve **Amendment No. 8 to Lease Agreement No. 02-962** with Springfield, LLC through the use of an alternative procedure as allowed per County Policy 12-02 – Leasing Privately Owned Real Property for County Use, to extend the term of the lease for three years, for the period of September 1, 2025, through August 31, 2028, by exercising the existing three-year option to extend, following a permitted holdover period from October 1, 2024, through August 31, 2025, adjust the rental rate schedule, add one three-year option to extend the term, and update standard lease agreement language for 4,200 square feet of library and office space for the County Library, at 11497 Bartlett Avenue Suites C-1 through C-4 in Adelanto, in the amount of \$308,040, for a new total contract amount of \$682,512.
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

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 Amendment No. 8 (Amendment) to Lease Agreement No. 02-962 (Lease) will not result in the use of Discretionary General Funding (Net County Cost). The total cost of the Amendment is \$308,040. Lease payments will be made from the Real Estate Services Department (RESD) Rents budget (7810001000) and reimbursed from the County Library (Library) budget (6404012600). Sufficient appropriation is included in the 2025-26 budget and will be included in future recommended budgets. Annual lease costs are as follows:

Lease Year	Annual Lease Cost
*October 1, 2024 – August 31, 2025	\$61,908
September 1, 2025 – August 31, 2026	\$79,632
September 1, 2026 – August 31, 2027	\$82,020
September 1, 2027 – August 31, 2028	\$84,480

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Total Lease Cost:	\$308,040
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*Permitted Holdover Period

BACKGROUND INFORMATION

On September 24, 2002 (Item No. 42), the Board of Supervisors (Board) approved the Lease, with two two-year options and one one-year option to extend the term for 4,200 square feet of library and office space for the Library, located at 11497 Bartlett Avenue Suite C-1 through C-4 in Adelanto (Premises). The original term of the Lease was for the period of October 1, 2002, through September 30, 2007. In the 23 years since the Lease was originally approved, the Board has approved seven amendments to extend the term, add options to extend the term, adjust the rental rate schedule, and update standard lease agreement language.

Amendment No.	Approval Date	Item No.
1	October 16, 2007	33
2	July 14, 2009	38
3	September 13, 2011	31
4	September 25, 2012	53
5	May 19, 2015	62
6	September 25, 2018	36
7	September 21, 2021	37

Library requested that RESD negotiate the Amendment to extend the existing term, which expired on September 30, 2024. Approval of this Amendment was delayed due to continued negotiations concerning the terms. On October 1, 2024, the Lease went into a permitted holdover and the Library has continued to occupy the Premises and abide by the terms of the Lease.

The Amendment will extend the term for the period of September 1, 2025, through August 31 2028, by exercising the existing three-year option to extend, following a permitted holdover period from October 1, 2024, through August 31, 2025, add one three-year option to extend the term, adjust the rental rate schedule, update the termination language to allow the County the right to terminate with a 120-day notice and update standard lease agreement language. All other terms of the Lease remain unchanged.

The project to approve the Amendment was reviewed pursuant to the California Environmental Quality Act (CEQA) and determined to be categorically exempt under Section 15301 - Class 1 Existing Facilities because the proposed Lease is to secure property to operate within the existing structure with negligible or no expansion of existing use.

Summary of Lease Terms

Lessor: Springfield, LLC
Hendon Harris, Managing Member

Location: 11497 Bartlett Avenue, Suites C-1 through C-4, Adelanto

Size: 4,200 square feet of library and office space

Term: September 1, 2025, through August 31, 2028

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Options:	One three-year option
Rent:	Cost per square foot per month: \$1.58 Monthly: \$6,636 Annual: \$79,632 *Low-range for comparable facilities in the Adelanto area per the competitive set analysis on file with RESD
Annual Increases:	3%
Improvement Costs:	None
Custodial:	Provided by County
Maintenance:	Provided by Lessor
Utilities:	Provided by County
Insurance:	The Certificate of Liability Insurance, as required by the Lease, is on file with RESD
Holdover:	Month-to-month term upon the same terms and conditions, including the rent, which existed at the time of expiration
Right to Terminate:	County has the right to terminate the Lease by providing a 120-day notice
Parking:	Sufficient for County needs

PROCUREMENT

Policy 12-02 requires a thorough and detailed review by the County Administrative Office (CAO) or designee, to validate the need for and provide a competitive analysis of any lease with a term of more than 20 years. Approval of the Amendment will yield an aggregate term of 26 years, and a potential aggregate term of 29 years if the extension option is exercised.

RESD, acting in its approved capacity as the CAO designee to review proposed real property leases under Policy 12-02, completed a market analysis of comparable properties and found the current rental rate, including annual increases during the three-year extended term, to be competitive. Policy 12-02 provides that the Board may approve the use of an alternative procedure to the use of a Formal Request for Proposal (RFP) process whenever the Board determines that compliance with the Formal RFP requirements would unreasonably interfere with the financial or programmatic needs of the County, or when the use of an alternative procedure would otherwise be in the best interest of the County. The site best meets the long-term requirements of the Library, minimizes disruption to Library operations and saves on moving costs.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (John Tubbs II, and Daniella Hernandez, Deputies County Counsel, 387-5455) on July 7, 2025; Library (Melanie Orosco, County

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Librarian, 387-2220) on July 2, 2025; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on July 1, 2025; County Finance and Administration (Celia McDonald, 387-4286, and Eduardo Mora, 387-4376, Administrative Analysts) on July 15, 2025.

(YG: 655-0268)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: August 5, 2025



cc: RESD - Thompson w/agree
Contractor - c/o RESD w/agree
File - w/agree

MBA 08/12/2025