



# COUNTY OF SAN DIEGO

## AGENDA ITEM

### BOARD OF SUPERVISORS

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First District

JOEL ANDERSON  
Second District

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Third District

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Fourth District

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Fifth District

**DATE:** May 18, 2021

**21**

**TO:** Board of Supervisors

### SUBJECT

**GENERAL SERVICES – APPROVAL OF SECOND AMENDMENT TO LEASE FOR THE SANTEE LIBRARY, 9225 CARLTON HILLS BOULEVARD, SANTEE (DISTRICT: 2)**

### OVERVIEW

On May 14, 1985 (13), the Board of Supervisors (Board) approved a lease for space located at 9225 Carlton Hills Boulevard in Santee for use as the Santee Library. On June 27, 1995 (40), the Board approved an amendment to the lease that increased the size of the premises to 7,500 square feet. On January 31, 2006 (8), the Board approved a new lease that further increased the size of the premises to the current 9,300 square feet. The term of the lease expires on May 31, 2021 and there are no options to extend the term.

Staff from the Department of General Services has negotiated an amendment to the lease that would extend the term of the lease through May 31, 2024 and includes one two-year option to further extend the term. Today's request is for Board approval of the second amendment to the lease agreement.

### RECOMMENDATION(S)

#### CHIEF ADMINISTRATIVE OFFICER

1. Find that the proposed lease amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines section 15301.
2. Approve and authorize the Director, Department of General Services, to execute the second amendment to the lease agreement for space located at 9255 Carlton Hills Boulevard, Santee.

### FISCAL IMPACT

Funds for this request are included in the Fiscal Year 2020-21 Operational Plan and will be included in the Fiscal Year 2021-22 CAO Recommended Operational Plan for County Library. If approved, this request will result in costs and revenue of approximately \$21,002 in Fiscal Year 2020-21 and \$291,968 in Fiscal Year 2021-22 for rent and janitorial. The funding source is County Library property tax revenues. There will be no change in net General Fund costs and no additional staff years.

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**BUSINESS IMPACT STATEMENT**

N/A

**ADVISORY BOARD STATEMENT**

N/A

**BACKGROUND**

On May 14, 1985 (12), the Board of Supervisors (Board) approved a lease in a retail center located at 9225 Carlton Hills Boulevard in Santee for use as the Santee Library. On June 27, 1995 (40), the Board approved a first amendment to lease which extended the term and increased the size of the premises. A new lease was approved by the Board on January 31, 2006 (8) that increased the size of the premises to 9,300 square feet to facilitate the expansion of Library programs at this branch.

The current lease expires on May 31, 2021 and there are no options to extend the term. The County Library would like to continue operating the Santee Library from this facility. Staff from the Department of General Services has negotiated an amendment to the lease that would extend the term of the lease through May 31, 2024 and provides one two-year option to further extend the term. Today's request is for Board approval of the second amendment to the lease agreement.

Details of the proposed lease amendment are as follows:

LEASE PROVISION	EXISTING LEASE	PROPOSED LEASE AMENDMENT
LESSOR	Carlton Oaks Plaza, LP	No change
PREMISES	Approximately 9,300 square feet of space at 9225 Carlton Hills Boulevard, Santee	No change
TERM	June 1, 2006 to May 31, 2021	June 1, 2006 to May 31, 2024
OPTION TO EXTEND	None remaining	One two-year option
EARLY TERMINATION	County may terminate the lease with 90 days advance notice	County may terminate at any time after June 1, 2022.
RENT ESCALATION	CPI based adjustment	3% annual increase
UTILITIES	Lessor pays	No change
CUSTODIAL	County provides and pays	No change
MAINTENANCE	Lessor pays	No change
MONTHLY OCCUPANCY EXPENSES		
Rent	\$19,793 (\$2.13/SF)	\$23,064 (\$2.48/SF)
Utilities	\$ 0 (\$0.00/SF)	\$ 0 (\$0.00/SF)
Custodial	\$ 1,209 (\$0.13/SF)	\$ 1,209 (\$0.13/SF)
Maintenance	\$ 0 (\$0.00/SF)	\$ 0 (\$0.00/SF)
<b>Total</b>	<b>\$21,002 (\$2.26/SF)</b>	<b>\$24,273 (\$2.61/SF)</b>

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**ENVIRONMENTAL STATEMENT**

The proposed lease amendment is categorically exempt from the California Environmental Quality Act (CEQA) under Article 19, section 15301 of the CEQA Guidelines, as it involves the lease of an existing facility, involving negligible or no expansion of the existing use.

**LINKAGE TO THE COUNTY OF SAN DIEGO STRATEGIC PLAN**

Today's proposed action to approve the lease amendment for Libraries support the Operational Excellence Initiative by providing appropriate resources to ensure superior service delivery for the community.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Helen N. Robbins-Meyer".

HELEN N. ROBBINS-MEYER  
Chief Administrative Officer

**ATTACHMENT(S)**

N/A

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**AGENDA ITEM INFORMATION SHEET**

**REQUIRES FOUR VOTES:** ☐ Yes ☒ No

**WRITTEN DISCLOSURE PER COUNTY CHARTER SECTION 1000.1 REQUIRED**

☐ Yes ☒ No

**PREVIOUS RELEVANT BOARD ACTIONS:**

January 31, 2006 (8), approved current lease; June 27, 1995 (40), approved lease amendment; May 14, 1985, approved original lease.

**BOARD POLICIES APPLICABLE:**

F-22, Lease of Real Property for County Use

**BOARD POLICY STATEMENTS:**

N/A

**MANDATORY COMPLIANCE:**

The proposed action complies with San Diego County Code, Section 67, which prohibits the County from contracting with persons employed by the County, or businesses where persons employed by the County, either currently, or within the past twelve months, serve as officers, principles, or major shareholders.

**ORACLE AWARD NUMBER(S) AND CONTRACT AND/OR REQUISITION NUMBER(S):**

537705

**ORIGINATING DEPARTMENT:** Department of General Services

**OTHER CONCURRENCE(S):** County Library

**CONTACT PERSON(S):**

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