



COUNTY OF SAN DIEGO

AGENDA ITEM

BOARD OF SUPERVISORS

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First District

JOEL ANDERSON
Second District

TERRA LAWSON-REMER
Third District

MONICA MONTGOMERY STEPPE
Fourth District

JIM DESMOND
Fifth District

DATE: January 28, 2025

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TO: Board of Supervisors

SUBJECT

GENERAL SERVICES – APPROVAL OF FIRST AMENDMENT TO LEASE FOR THE SHERIFF’S OFFICE IMPERIAL BEACH SUBSTATION, 845 IMPERIAL BEACH BOULEVARD, AND NOTICE OF EXEMPTION (DISTRICT: 1)

OVERVIEW

On July 1, 2018, the Director, Department of General Services (DGS), administratively approved a lease agreement with City of Imperial Beach for the Sheriff’s Office (Sheriff) Imperial Beach Substation. The Imperial Beach Substation has been operated by the Sheriff since 1983 through a series of leases, however, the current lease expired on June 30, 2023. The lease is currently on holdover, which has allowed the County to continue occupancy on a month-to-month basis while an amendment was negotiated.

Staff from DGS have negotiated an amendment for the Imperial Beach Sheriff Substation to extend the term of the lease. Since the proposed term length exceeds administrative authority of five years, Board of Supervisors (Board) approval of the amendment is required. Today’s request is for Board approval of the amendment.

RECOMMENDATION(S)

CHIEF ADMINISTRATIVE OFFICER

1. Find the proposed lease amendment for the Imperial Beach Substation is exempt from the California Environmental Quality Act (CEQA) Guidelines pursuant to State CEQA Guidelines Section 15301.
2. Approve and authorize the Director, Department of General Services, to execute the proposed lease amendment for the premises located at 845 Imperial Beach Boulevard, Imperial Beach, California.

EQUITY IMPACT STATEMENT

It is anticipated that the proposed lease amendment for the Imperial Beach Sheriff Substation will contribute positively to the communities it supports by providing resources and equitable access to law enforcement services for the City of Imperial Beach and the unincorporated communities of Bonita, Chula Vista, Lincoln Acres, Proctor Valley, San Miguel, and Otay Valley.

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SUSTAINABILITY IMPACT STATEMENT

Implementing effective sustainability objectives is crucial to ensuring safe and healthy communities and contributing to the overall success of the region. The approval of this amendment supports the County’s Strategic Initiative of Sustainability to ensure the capability to respond to the immediate needs for individuals, families and the region.

FISCAL IMPACT

Funds for this request are included in the Fiscal Year 2024-25 Operational Plan in the Sheriff’s Office. If approved, this request will result in current year costs of approximately \$19,178.35 in Fiscal Year 2024-25. Fiscal Year 2025-26 costs are estimated at \$47,041.68 which includes a 3% rent adjustment to go into effect July 2025. Funds for the remaining term and for each option year (if exercised), will be included in future years’ operational plans for the Sheriff’s Office. The funding source is contract city revenue. There will be no change in net General Fund cost and no additional staff years.

BUSINESS IMPACT STATEMENT

N/A

ADVISORY BOARD STATEMENT

N/A

BACKGROUND

The City of Imperial Beach contracts for law enforcement services with the San Diego County Sheriff’s Office (Sheriff). The Imperial Beach Substation, located at 845 Imperial Beach Boulevard, has been operated by the Sheriff since 1983 through a series of leases. On July 1, 2018, the Director, Department of General Services (DGS), administratively approved the current lease with City of Imperial Beach for the Imperial Beach Substation. The lease for approximately 2,857 square feet of space is collocated with Imperial Beach City Hall and Fire Department.

The lease expired on June 30, 2023, and there are no options to extend the term. In the process of negotiating an amendment, the need for additional time for legal reviews and negotiations were identified. The County exercised the holdover clause in the lease while mutually agreeable terms were negotiated. The holdover clause allowed the County to continue occupancy under the existing terms of the lease on a month-to-month basis. Staff from DGS have negotiated an amendment to extend the term of the lease.

Details of the proposed lease amendment are provided below:

LEASE PROVISION	EXISTING LEASE	PROPOSED LEASE AMENDMENT
LESSOR	City of Imperial Beach	No change
PREMISES	2,857 square feet	No change
TERM	Five years	10 years

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OPTIONS TO EXTEND	None	(3) 5-year options
RENT ADJUSTMENTS	3% Annually	No change
EARLY TERMINATION BY COUNTY	Yes, with 90 days advance notice	No change
UTILITIES	County pays electricity	No change
MAINTENANCE	Lessor pays	No change
CUSTODIAL	County pays	No change
MONTHLY OCCUPANCY COST		
	Rent \$2,815.58	\$2,815.58
	Utilities \$477.26	\$477.26
	Maintenance \$0	\$0
	Custodial \$542.83	\$542.83
TOTAL OCCUPANCY COST PER MONTH	\$3,835.67 (\$1.35/sq. ft.)	\$3,835.67 (\$1.35/sq. ft.)

ENVIRONMENTAL STATEMENT

The proposed lease amendment is categorically exempt from environmental review pursuant to Section 15301 of the California Environmental Quality Act Guidelines because it involves a lease amendment to extend the use of an existing facility with negligible or no expansion of the existing use.

LINKAGE TO THE COUNTY OF SAN DIEGO STRATEGIC PLAN

Today’s proposed action supports the Community Initiative in the County of San Diego’s 2025-2030 Strategic Plan by providing services that support safe communities.

Respectfully submitted,



EBONY N. SHELTON
Chief Administrative Officer

ATTACHMENT

Attachment A - Notice of Exemption