



# Board of Supervisors Public Safety Cluster Agenda Review Meeting

**DATE:** October 29, 2025

**TIME:** 9:30 a.m. – 11:00 a.m.

**MEETING CHAIR:** Sandra Croxton, 5<sup>th</sup> Supervisorial District

**CEO MEETING FACILITATOR:** Dardy Chen

**THIS MEETING IS HELD UNDER THE GUIDELINES OF BOARD POLICY 3.055.**

**PLEASE NOTE: THIS MEETING WILL BE HELD VIRTUALLY ONLY ON  
OCTOBER 29, 2025, BEGINNING AT 9:30 A.M. VIRTUAL CALL-IN INFORMATION BELOW.**

To participate in the meeting virtually, please call teleconference number  
1 (323) 776-6996 and enter the following 169948309# or [Click here to join the meeting](#)

**For Spanish Interpretation, the Public should send emails within 48 hours  
in advance of the meeting to:** [ClusterAccommodationRequest@bos.lacounty.gov](mailto:ClusterAccommodationRequest@bos.lacounty.gov)

Members of the Public may address the Public Safety Cluster on any agenda item during General Public Comment. The meeting chair will determine the amount of time allowed for each item.  
**THIS TELECONFERENCE WILL BE MUTED FOR ALL CALLERS. PLEASE DIAL \*6  
TO UNMUTE YOUR PHONE WHEN IT IS YOUR TIME TO SPEAK.**

## **1. CALL TO ORDER**

## **2. INFORMATIONAL ITEM(S):** [Any Informational Item is subject to discussion and/or presentation at the request of two or more Board offices with advance notification]:

### **A. BOARD LETTER:**

Request to Extend Funding Agreement for Administration and Monitoring Services in Support of the Court-Referred Community Service Program  
Speaker(s): Mark Delgado (CCJCC) and Barbara Boulet (LACDA)

### **B. BOARD LETTER:**

Ten-Year Lease Amendment – Sheriff's Department  
9100 South Sepulveda Boulevard, Los Angeles  
Speaker(s): Alexandra Nguyen-Rivera (CEO)

## **3. BOARD MOTION ITEM(S):**

- NONE

**4. PRESENTATION/DISCUSSION ITEM(S):**

**A. NONE**

**5. PUBLIC COMMENTS**

**6. ADJOURNMENT**

**CLOSED SESSION ITEM(S):**

**CS-1 CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**  
(Subdivision (a) of Government Code Section 54956.9)

**Regina Castro v. County of Los Angeles, et al.**

United States District Court Case No.: 2:23-CV-02810

Department(s): Sheriff's

**CS-2 CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**  
(Subdivision (a) of Government Code Section 54956.9)

**Salvador Garcia v. County of Los Angeles, et al.**

Los Angeles Superior Court Case No.: 20STCV00967

Department(s): Sheriff's

**7. UPCOMING ITEM(S) FOR NOVEMBER 5, 2025:**

**A. BOARD LETTER:**

Authorize Two Memoranda of Understanding with the City of Los Angeles To Accept Funds from the United States Department of Justice, Bureau of Justice Assistance, For the 2022 And 2023 Edward Byrne Memorial Justice Assistance Grants and Approve the Program Budgets for the County of Los Angeles  
Speaker(s): Eliza Aceves and Jack Arutyunyan (CEO)

**B. BOARD LETTER:**

Approve Sole source Amendments to Extend Two Proposition A Contracts: Number 78467 with Universal Protection Services, LP DBA Allied Universal Security Services, and Number 78469 with Securitas Security Services, USA, Inc. for Armed and Unarmed Security Guard Services  
Speaker(s): Jovie Hough and Cynthia Lopez (SHERIFF'S)

**C. BOARD LETTER:**

Memorandum of Agreement by and Between County of Los Angeles and Participating Law Enforcement Agencies to Recover Costs for Police Recruit Training Academy Services  
Speaker(s): Andrew Cruz and Mel Joseph (SHERIFF'S)

IF YOU WOULD LIKE TO EMAIL A COMMENT ON AN ITEM ON THE PUBLIC SAFETY  
CLUSTER AGENDA, PLEASE USE THE FOLLOWING EMAIL AND INCLUDE THE  
AGENDA NUMBER YOU ARE COMMENTING ON:

**PUBLIC\_SAFETY\_COMMENTS@CEO.LACOUNTY.GOV**

# BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

<b>CLUSTER AGENDA REVIEW DATE</b>	10/29/2025		
<b>BOARD MEETING DATE</b>	11/18/2025		
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>		
<b>DEPARTMENT(S)</b>	Countywide Criminal Justice Coordination Committee (CCJCC) & Los Angeles County Development Authority (LACDA)		
<b>SUBJECT</b>	Request to extend Funding Agreement for administration and monitoring services in support of the Court-Referred Community Service (CRCS) program		
<b>PROGRAM</b>	Court-Referred Community Service (CRCS) program		
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:		
<b>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – Not Applicable  <b>If unsure whether a matter is subject to the Levine Act, email your packet to <a href="mailto:EOLevineAct@bos.lacounty.gov">EOLevineAct@bos.lacounty.gov</a> to avoid delays in scheduling your Board Letter.</b>		
<b>DEADLINES/ TIME CONSTRAINTS</b>	This requested Board action would authorize the extension of an existing funding agreement with LACDA. Without an extension, the agreement will expire December 23, 2025.		
<b>COST &amp; FUNDING</b>	Total cost: \$250,000 each year	Funding source: CCJCC's budget includes \$250,000 per year for monitoring services in support of the CRCS Program. No additional NCC is needed.	
	TERMS (if applicable): Extends the CCJCC-LACDA Funding Agreement term to June 30, 2030, with two additional one-year option periods, exercisable through June 30, 2032. Allows for up to 10% increase of funding amount each year, subject to availability of funds.		
	Explanation:		
<b>PURPOSE OF REQUEST</b>	<p>Through a funding agreement with CCJCC, LACDA conducts routine monitoring of all CRCS-approved community service referral agencies to ensure accountability and compliance with CRCS Policies and Procedures.</p> <p>The existing agreement expires on December 23, 2025. The action items in this Board letter would authorize an extension of the agreement through June 30, 2030, with two additional one-year option periods, exercisable through June 30, 2032.</p>		
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	<p>Court-Referred Community Service is an alternative sentencing option in lieu of fines and/or incarceration for individuals who are convicted of infractions or misdemeanors. Community service is a vital criminal justice program that promotes accountability for law violations in a fair manner, prevents escalating sanctions for non-payment of fines, and preserves scarce justice resources for more serious matters.</p> <p>LACDA conducts routine monitoring of all CRCS-approved community service referral agencies. This work ensures accountability and compliance with CRCS Policies and Procedures, provides the Court and County residents with an approved list of</p>		

	reputable community service referral agencies, and promotes community service as a reliable cost-effective alternative to fines and incarceration.
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: This supports the Care First priority by supporting the Court-Referred Community Service Program as an alternative sentencing option in lieu of fines and/or incarceration for individuals who are convicted of infractions or misdemeanors.
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           Mark Delgado            Executive Director, CCJCC            (213) 974-8399  <a href="mailto:mdelgado@ccjcc.lacounty.gov">mdelgado@ccjcc.lacounty.gov</a> </div> <div style="width: 45%;">           Barbara Boulet            Program Director, LACDA            (626) 437-7261  <a href="mailto:Barbara.Boulet@lacda.org">Barbara.Boulet@lacda.org</a> </div> </div>



# COUNTYWIDE CRIMINAL JUSTICE COORDINATION COMMITTEE



500 WEST TEMPLE STREET, ROOM 520 • LOS ANGELES, CA 90012 • (213) 974-8398

November 18, 2025

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

The Honorable Board of Commissioners  
Los Angeles County Development Authority  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors/Commissioners:

**REQUEST TO EXTEND FUNDING AGREEMENT FOR ADMINISTRATION AND  
MONITORING SERVICES IN SUPPORT OF THE COURT-REFERRED COMMUNITY  
SERVICE PROGRAM  
(ALL DISTRICTS AFFECTED) (3 VOTES)**

**SUBJECT**

This is a joint request by the Countywide Criminal Justice Coordination Committee (CCJCC) and the Los Angeles County Development Authority (LACDA) to extend the Funding Agreement for administration and monitoring services in support of the Court-Referred Community Service (CRCS) Program through June 30, 2030. The LACDA will be acting on behalf of the County of Los Angeles (County) in performing such services.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Authorize the Executive Director of CCJCC, or his designee, to execute an amendment to the existing Funding Agreement between CCJCC and LACDA to extend the term through June 30, 2030, with two additional one-year option periods, exercisable through June 30, 2032.
2. Delegate authority to the Executive Director of CCJCC, or his designee, to execute future amendments to the Funding Agreement that would (1) modify all necessary non-material provisions of the Agreement, (2) increase the annual funding amount up to 10 percent, if such an increase is necessary to meet a change in service demands and the necessary funding is available in CCJCC's

budget or (3) if necessary, terminate the Agreement for convenience, upon approval as to form by County Counsel.

3. Authorize the Executive Officer of the Board of Supervisors, or his designee, to transfer up to \$250,000 each fiscal year to the LACDA and to increase the funding amount transferred by up to 10 percent each fiscal year for the program period, subject to the availability of additional funding and the execution of an amendment increasing the Funding Agreement amount.

IT IS RECOMMENDED THAT YOUR BOARD, ACTING AS THE BOARD OF COMMISSIONERS OF THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY:

1. Authorize the Executive Director of the LACDA, or his designee, to execute an amendment to the existing Funding Agreement between CCJCC and LACDA to extend the term to June 30, 2030, with two additional one-year option periods, exercisable through June 30, 2032.
2. Authorize the Executive Director of the LACDA, or his designee, to execute future amendments to the Funding Agreement that would (1) modify all necessary non-material provisions of the Agreement, (2) increase annual funding amount up to 10 percent, if such an increase is necessary to meet a change in service demands and the necessary funding is available in CCJCC's budget, or (3) if necessary, terminate the Agreement for convenience, upon approval as to form by County Counsel.
3. Authorize the Executive Director of the LACDA, or his designee, to accept continued funding of up to \$250,000 each fiscal year to support the CRCS Program, and to accept up to a 10 percent increase in funding from the County, subject to the availability of additional funding and the execution of an amendment increasing the Funding Agreement amount.
4. Find that the approval of a Funding Agreement, as described herein, is not subject to the provisions of the California Environmental Quality Act (CEQA) because it will not have the potential for causing a significant effect on the environment.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Court-Referred Community Service is an alternative sentencing option in lieu of fines and/or incarceration for individuals who are convicted of infractions or misdemeanors. Community service is a vital criminal justice program that promotes accountability for law violations in a fair manner, prevents escalating sanctions for non-payment of fines, and preserves scarce justice resources for more serious matters.

On August 1, 2017, your Board authorized CCJCC and the LACDA to negotiate a Funding Agreement through which the LACDA, acting as the agent of the County, provides

administration and monitoring services in support of the CRCS Program. The County and the LACDA executed a resulting three-year Funding Agreement on October 3, 2017. A five-year continuation of CRCS monitoring program services was approved by your Board on December 8, 2020.

Prior to the start of the CRCS monitoring program, the referral agencies that connect individuals to community service locations operated independently and without established program standards or guidelines. As a result, the Court relied on an outdated list of available referral agencies, and community service did not operate consistently throughout the county. Moreover, due to the lack of standards and oversight, the community service system was susceptible to fraud.

Working with the Court and the County, the LACDA established CRCS Policies and Procedures – uniform standards for referral agencies to promote best practices, curb fraud, and improve accountability in the community service system. The LACDA developed an on-going monitoring program for approved referral agencies to ensure compliance with the newly established CRCS policies and procedures. In addition, the LACDA vetted all community service referral agencies throughout the County that wanted to participate in CRCS as approved community service referral agencies and established a single list of such agencies (CRCS List). The Court subsequently enacted Local Court Rule 8.22, establishing the CRCS list of approved community service referral agencies as the only list used by the Court.

In addition to its monitoring services role, the LACDA has served as a liaison between the community service referral agencies and the Court, keeping Court administrators informed of community service availability, providing updates and information to all CSRAs regarding the Court's availability status, and communicating changes in Court policies and procedures.

With the current Funding Agreement expiring on December 23, 2025, the recommended action items in this letter would enable the County and the LACDA to execute an amendment to extend the existing Funding Agreement to continue administration and monitoring services in support of the CRCS Program, participating agencies, and community service participants.

### **FISCAL IMPACT/FINANCING**

The proposed Funding Agreement would result in no additional net County costs. The Executive Office/CCJCC budget includes \$250,000 per year to provide for monitoring services in support of the CRCS Program.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Master Services Agreement between the County and the LACDA, executed on August 21, 2012, allows for the reciprocal provision of services between the County and



the LACDA. Approval of the recommended actions would authorize a Funding Agreement amendment pursuant to the Master Services Agreement for the LACDA to perform administrative functions in support of the CRCS Program. The LACDA's duties would include, but not be limited to, monitoring all CRCS-approved community service referral agencies to ensure their compliance with CRCS Policies and Procedures, maintaining and publishing the CRCS List utilized by the Court, and serve as liaison to the Court for all matters concerning CRCS.

#### **ENVIRONMENTAL DOCUMENTATION**

This action is not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of this action will allow the LACDA, as the agent of the County, to continue its work in improving the CRCS system in the County, ensuring accountability through routine monitoring of community service referral agencies, providing the Court and County residents with a list of reputable community service referral agencies, and promoting community service as a reliable cost-effective alternative to fines and incarceration.

Respectfully submitted,

MARK DELGADO  
Executive Director,  
Countywide Criminal Justice  
Coordination Committee

EMILIO SALAS  
Executive Director,  
Los Angeles County  
Development Authority

MD:sv

# BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	10/29/2025	
BOARD MEETING DATE	11/18/2025	
SUPERVISORIAL DISTRICT AFFECTED	<input type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
DEPARTMENT(S)	Sheriff	
SUBJECT	10-year lease amendment for 3,213 square feet of office space and 12 on-site parking spaces at 9100 S Sepulveda Boulevard, Suite 116, Los Angeles, 90045	
PROGRAM	Marina Del Rey Detective Bureau however SH has requested that the Bureau only be referenced as a "special team" in public documents due to confidentiality	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why:	
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable	
	<b>If unsure whether a matter is subject to the Levine Act, email your packet to <a href="mailto:EOLevineAct@bos.lacounty.gov">EOLevineAct@bos.lacounty.gov</a> to avoid delays in scheduling your Board Letter.</b>	
DEADLINES/ TIME CONSTRAINTS		
COST & FUNDING	Total cost: \$1,335,000	Funding source: The rental costs will be funded by 100 percent by NCC that is already included in Sheriff's existing budget. Sheriff will not be requesting additional NCC for this action.
	TERMS (if applicable): The proposed lease amendment will have an annual cost of \$107,000 but with 2 mos rent abatement and including parking, will total \$99,000 for the first year, where the landlord will be responsible for all operating expenses, including utilities, janitorial, repair and maintenance to the building.	
	Explanation: Sufficient funding to cover the proposed rent for the first year of the proposed lease amendment term is included in the Fiscal Year 2025-26 Rent Expense budget and will be billed back to Sheriff. Sheriff has sufficient funding in its Fiscal Year 2025-26 Operating Budget to cover the proposed rent for the first year. Future funding for the costs associated with the proposed lease amendment will be addressed through the annual budget process for Sheriff.	
PURPOSE OF REQUEST	Approval of the recommended actions will authorize and provide continued use of office space for Sheriff's Department.	
BACKGROUND (include internal/external issues that may exist including any related motions)	This proposed lease amendment is submitted for the Board's approval because the base rental amount will exceed the Chief Executive Officer's authority limits established under Los Angeles County Code Section 2.08.163 starting in the fourth year of the proposed term.	
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	

<b>DEPARTMENTAL CONTACTS</b>	Alexandra Nguyen-Rivera Section Chief, Leasing CEO Real Estate Division 213-974-4189 arivera@ceo.lacounty.gov
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**Chief  
Executive  
Office.**

**COUNTY OF LOS ANGELES**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, CA 90012  
(213) 974-1101      ceo.lacounty.gov

**CHIEF EXECUTIVE OFFICER**

Fesia A. Davenport

"To Enrich Lives Through Effective and Caring Service"

November 18, 2025

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**TEN-YEAR LEASE AMENDMENT  
SHERIFF'S DEPARTMENT  
9100 SOUTH SEPULVEDA BOULEVARD, LOS ANGELES  
(SECOND DISTRICT) (3 VOTES)**

**SUBJECT**

Approval of a proposed ten-year lease amendment to renew an existing lease to provide the Sheriff's Department (Sheriff) continued use of 3,213 square feet of office space and 12 on-site parking spaces for one of Sheriff's special team.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the proposed lease amendment is exempt from the California Environmental Quality Act (CEQA) for the reasons stated in this Board letter and in the record of the project.
2. Authorize the Chief Executive Officer, or her designee, to execute the proposed lease amendment with Paradise Building, LLC, a California limited liability company (Landlord), for approximately 3,213 square feet of office space and 12 on-site parking spaces located at 9100 South Sepulveda Boulevard, Suite 116, Los Angeles (Premises) to be occupied by the Sheriff. This proposes a lease amendment for a term of ten years. The estimated maximum first year base rental cost is \$107,000, but with a two-month rent abatement of approximately \$18,000, will equal \$89,000. The estimated total proposed lease amendment cost, including parking, is \$1,335,000, over the ten-year term. The rental costs will be funded 100

percent by net County cost (NCC) that is already included in Sheriff's existing budget. The Sheriff will not be requesting additional NCC for this action.

3. Authorize and direct the Chief Executive Officer, or her designee, to execute any other ancillary documentation necessary to effectuate the proposed lease amendment, and to take actions necessary and appropriate to implement the proposed lease amendment, including, without limitation, exercising any early termination rights or any options to extend at fair market value for an additional five years each. If these options are exercised, the total term of the proposed lease amendment will be up to 20 years.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Sheriff has occupied the Premises since February 2018 and the existing lease will expire on January 31, 2026. The Premises houses one of Sheriff's special team which provides special law enforcement services for the unincorporated areas of Marina del Rey, Ladera Heights, Windsor Hills, and View Park. In addition, the team works with these communities and other law enforcement agencies to address crime, serve warrants and court subpoenas, and associated law enforcement activities.

The Premises house approximately nine staff, and the nature of the work does not support teleworking. The team's daily operations require staff to be in the office and field and often includes interaction with the public. Due to the special equipment needed for the operations, a centralized work location is necessary and cannot be accessed remotely.

The proposed lease amendment will enable the Sheriff to remain and serve various unincorporated areas of Los Angeles County, avoid relocation costs, and interruption of services. The Premises is centrally located to MDR-ST's service area and is near public transportation.

The existing lease was executed by the Chief Executive Officer's designee under delegated authority provided under Los Angeles County Code Section 2.08.163. This proposed lease amendment is submitted for the Board's approval because the base rental amount will exceed the Chief Executive Officer's authority limits established under Los Angeles County Code Section 2.08.163 starting in the fourth year of the proposed term.

### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan North Star 2 – *"Foster Vibrant and Resilient Communities"* – supports that the investments in the lives of County residents are sustainable only when grounded in strong communities. LA County, with the support of a network of public/private partnering, faith-based organizations, community-based organizations, philanthropic organizations, and local governments will foster vibrant and resilient communities.

The proposed lease amendment is also consistent with the Strategic Asset Management Goal – Create countywide understanding of asset needs and priorities and Key Objective No.5 – Fund Highest Priority Needs.

The proposed lease amendment supports the above goals and objective by providing the Sheriff with adequate office space in their service area to continue to serve the community.

The proposed lease amendment conforms with the Asset Management Principles outlined in Enclosure A.

### **FISCAL IMPACT/FINANCING**

The estimated maximum first year base rental cost is \$107,000 but with a two-month rent abatement of approximately \$18,000 will equal \$89,000. The aggregate cost associated with the proposed lease amendment over the entire term, including parking, is \$1,335,000, as shown in Enclosure B-1. The proposed lease amendment costs will be funded by 100 percent NCC that is already included in Sheriff's existing budget. The Sheriff will not be requesting additional NCC for this action.

Sufficient funding to cover the proposed rent for the first year of the proposed lease amendment term is included in the Fiscal Year (FY) 2025-26 Rent Expense budget and will be billed back to the Sheriff. The Sheriff has sufficient funding in its FY 2025-26 Operating Budget to cover the proposed rent for the first year. Future funding for the costs associated with the proposed lease amendment will be addressed through the annual budget process for the Sheriff.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

In addition to the terms previously stated, the proposed lease amendment also contains the following provisions:

- Upon commencement of the proposed lease amendment, the annual rental rate will decrease from \$47.14 per square foot, per year, to \$33 per square foot, per year. Base rent is subject to fixed annual increases of 3 percent.
- The Landlord has agreed to two months of rent abatement.
- The Landlord is responsible for all operating and maintenance cost of the building and all utilities and janitorial costs. The County has no responsibility for any operating and maintenance costs.

- The annual parking rate will be \$792 per space for 12 on-site parking spaces. The Landlord wants to be paid for parking while the existing lease included parking at no additional cost. With the reduction in rent, total costs to the County, including parking, is lower than under the existing lease.
- A comparison of the existing lease and the amendment terms is shown in Enclosure B-2.
- The proposed lease amendment includes a ten-year initial term with two options to extend the lease for an additional five years each, with 60 days' prior notice, at fair market rent. If all options are exercised, the total term of the proposed lease amendment would be twenty years.
- The County has the right to terminate the proposed lease amendment any time after the first 84 months of the proposed lease amendment term, with 120 days' prior written notice.
- Holdover at the proposed lease amendment expiration is permitted on the same lease terms and conditions. The monthly base rent during the holdover period will remain the same and subject to the regular increases.
- Upon approval by the Board and full execution of the proposed lease amendment, the term and rent will commence on February 1, 2026, upon expiration of the existing lease on January 31, 2026.

The Chief Executive Office conducted a market search of available office space for lease, but was unable to identify any sites that could accommodate this requirement more economically. Based upon a review of available industry data, it has been established that the annual rental range for a comparable lease in the area is between \$34.80 and \$49.20 per square foot, per year. The base annual rental rate of \$33 per square foot, per year for the proposed lease represents a rate that is below the market range for the area. Further, relocation to a new building would require costly new tenant improvements and disrupt services. We recommend the Premises as the most suitable to meet the County's space requirements.

Co-working office space is not suitable for this requirement due to the sensitive and confidential nature of services provided by Sheriff at this location.

Enclosure C shows County-owned or leased facilities within the surveyed area, and there are no suitable County-owned or leased facilities available for this space requirement.

The Department of Public Works has inspected this facility and found it suitable for the County's occupancy. The required notification letter to the City of Los Angeles has been sent in accordance with Government Code Section 25351.

County Counsel has reviewed the proposed lease amendment and approved it as to form. The proposed lease amendment is authorized by Government Code Section 25351, which allows the County to enter into leases and agreements for the leasing of buildings, as necessary, to carry out the work of the county government.

The proposed lease amendment will continue to provide a suitable location for the Sheriff's program, which is consistent with the County's Facility Location Policy, adopted by the Board on July 24, 2012, as outlined in Enclosure D.

### **ENVIRONMENTAL DOCUMENTATION**

This project is exempt from CEQA, as specified in Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by the Board, and section 15301 of the State CEQA Guidelines (Existing Facilities). The proposed lease amendment, which involves the leasing of existing office space with minor tenant improvements within an existing building, with no expansion of the existing building, is within a class of projects that have been determined not to have a significant effect on the environment and meets the criteria set forth in section 15301 of the State CEQA Guidelines (Guidelines), and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, based on the proposed project records, it will comply with all applicable regulations, and there are no cumulative impacts, unusual circumstances, damage to scenic highways, listing on hazardous waste site lists compiled, pursuant to Government Code Section 65962.5, or indications that it may cause a substantial adverse change in the significance of a historical resource that would make the exemption inapplicable.

Upon the Board's approval of the recommended actions, a Notice of Exemption will be filed with the Registrar-Recorder/County Clerk and with the State Clearinghouse in the Office of Land Use and Climate Innovation in accordance with section 21152 (a) of the California Public Resources Code and will be posted to the County's website, pursuant to section 21092.2.



The Honorable Board of Supervisors  
November 18, 2025  
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**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The proposed lease amendment will adequately provide the necessary office space and parking for this County requirement. The Sheriff concurs with the proposed lease amendment and recommendations.

Respectfully submitted,

FESIA A. DAVENPORT  
Chief Executive Officer

FAD:JMN:JTC  
JLC:HD:ANR:KC:ns

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Sheriff

**SHERIFF'S DEPARTMENT  
9100 S SEPULVEDA BOULEVARD, LOS ANGELES**

**Asset Management Principles Compliance Form<sup>1</sup>**

<b>1.</b>	<b><u>Occupancy</u></b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
	A	Does lease consolidate administrative functions? <sup>2</sup>			<b>X</b>	
	B	Does lease co-locate with other functions to better serve clients? <sup>2</sup>			<b>X</b>	
	C	Does this lease centralize business support functions? <sup>2</sup>			<b>X</b>	
	D	Does this lease meet the guideline of 200 sq. ft of space per person? <sup>2</sup> <b>Based on 9 employees it is 357 SF/person due to file storage, lockers, private meeting room, and conference room.</b>		<b>X</b>		
	E	Does lease meet the 4/1000 sq. ft. parking ratio guideline? <sup>2</sup> <b>12 spaces provides a 3.84/1000 parking ratio.</b>		<b>X</b>		
	F	Does public parking and mass-transit exist to facilitate employee, client and visitor access to the proposed lease location? <sup>2</sup>	<b>X</b>			
<b>2.</b>	<b><u>Capital</u></b>					
	A.	Is it a substantial net County cost (NCC) program?	<b>X</b>			
	B	Is this a long-term County program?	<b>X</b>			
	C	If yes to 2 A or B; is it a capital lease or an operating lease with an option to buy?		<b>X</b>		
	D	If no, are there any suitable County-owned facilities available?		<b>X</b>		
	E	If yes, why is lease being recommended over occupancy in County-owned space?			<b>X</b>	
	F	Is Building Description Report attached as Enclosure C?	<b>X</b>			
	G	Was build-to-suit or capital project considered? <sup>2</sup>			<b>X</b>	
<b>3.</b>	<b><u>Portfolio Management</u></b>					
	A	Did department use CEO Space Request Evaluation (SRE)?	<b>X</b>			
	B	Was the space need justified?	<b>X</b>			
	C	If a renewal lease, was co-location with other County departments considered?		<b>X</b>		
	D	Why was this program not co-located with other County departments?				
		1. <u>  <b>X</b>  </u> The program clientele requires a "stand alone" facility.				
		2. <u>      </u> No suitable County occupied properties in project area.				
		3. <u>  <b>X</b>  </u> No County-owned facilities available for the project.				
		4. <u>      </u> Could not get City clearance or approval.				
	E	5. <u>      </u> The Program is being co-located.				
		Is lease a full-service lease? <sup>2</sup>		<b>X</b>		
	F	Has growth projection been considered in space request?	<b>X</b>			
	G	<sup>1</sup> Has the Dept. of Public Works completed seismic review/approval?			<b>X</b>	
	<sup>1</sup> As adopted by the Board of Supervisors 11/17/98					
<sup>2</sup> If not, why not?						

# ENCLOSURE B-1

OVERVIEW OF THE PROPOSED BUDGETED LEASE COSTS											
9100 S. Sepulveda Blvd.											
Sheriff											
Basic Lease Assumptions											
Leased Area (sq.ft.)	3,213										
Parking Spaces	12										
Parking Cost	Monthly	Annual									
	\$66.00	\$792.00									
Rent (per sq. ft.)	Monthly	Annual									
	\$2.75	\$33.00									
Term (Months)	120	10									
Rent Abatement	2										
Annual Rent Adjustment	3%										
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year	6 <sup>th</sup> Year	7 <sup>th</sup> Year	8 <sup>th</sup> Year	9 <sup>th</sup> Year	10 <sup>th</sup> Year	Total 10 Year Rental Costs
Annual Base Rent Costs	\$107,000	\$111,000	\$115,000	\$119,000	\$123,000	\$127,000	\$131,000	\$135,000	\$140,000	\$145,000	\$1,253,000
Rent Abatement	(\$18,000)										(\$18,000)
Parking	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$100,000
Total Annual Lease Costs Paid to Landlord	\$99,000	\$121,000	\$125,000	\$129,000	\$133,000	\$137,000	\$141,000	\$145,000	\$150,000	\$155,000	\$1,335,000
*Calculation note: All numbers are rounded up to ensure sufficient funds available to pay the specified expense.											

**COMPARISON OF THE PROPOSED LEASE AMENDMENT TO EXISTING LEASE\***

	<b>Existing Lease:</b> <b>9100 S Sepulveda Blvd.,</b> <b>Los Angeles</b>	<b>Proposed Lease</b> <b>Amendment:</b> <b>9100 S Sepulveda</b> <b>Blvd.,</b> <b>Los Angeles</b>	<b>Change</b>
Area (Square Feet)	3,213 sq.ft.	3,213 sq.ft.	No change.
Term (years)	8 years plus two 5-year options to renew	10 years plus two 5-year options to renew	10 years with two 5-year options to renew.
Annual Base Rent	\$152,000	\$107,000 <sup>(1)</sup>	-\$45,000
Annual Parking Cost for 12 parking spaces	\$0	\$10,000	+\$10,000
Total Annual Lease Costs payable to Landlord	\$152,000	\$117,000	-\$35,000 annually
Rental rate adjustment	Annual CPI adjustments capped at 5 percent with a minimum of 2 percent.	Annual fixed adjustments at 3 percent.	Annual fixed adjustments at 3 percent.

\* All numbers are rounded up.

(1) Does not include two-month rent abatement in the amount of \$18,000 in the first year.

## SHERIFF'S DEPARTMENT

SPACE SEARCH – 3 MILE RADIUS FROM  
9100 S SEPULVEDA BOULEVARD

Property_ID	Property_Name	Address	Ownership	PropertyType	Proprietor	GrossSQFT	NetSQFT	Available
0012	PW Road - Maint District 3 Office	5530 W 83rd St., Westchester, CA 90045	Owned	Multiple Use Building - Office	Public Works	1400	1260	NONE
10306	Sheriff - Detective Bureau	9100 S Sepulveda, Los Angeles, CA 90045	Leased	Multiple Use Building - Office	Sheriff	3213	3052	NONE
0014	PW Road - Div #233/333/433 Office/Garage	5530 W 83rd St., Westchester, CA 90045	Owned	Multiple Use Building - Office	Public Works	5500	4950	NONE
2527	Lennox Park - Director's Office/Comfort Station	10828 S Condon Ave, Lennox, CA 90304	Owned	Multiple Use Building - Office	Parks and Recreation	623	249	NONE
6530	Lennox Park - Auxiliary/Community Building	10828 S Condon Ave, Lennox, CA 90304	Owned	Multiple Use Building - Office	Parks and Recreation	795	701	NONE
A071	PH - West District Office	6101 W Centinela Ave, Culver City, CA 90230	Leased	Multiple Use Building - Office	Public Health	8912	8466	NONE
A071	PH - West District Office	6101 W Centinela Ave, Culver City, CA 90230	Leased	Multiple Use Building - Office	Public Health	8912	8466	NONE
A242	DPSS - Medical Inglewood Office/Public Health	9800 S La Cienega Blvd, Inglewood, CA 90301	Leased	Multiple Use Building - Office	Public Social Services	9374	2147	NONE
A378	DPSS - Airport/Westside Gain Region I Office	5200 W Century Blvd, Westchester, CA 90045	Leased	Multiple Use Building - Office	Public Social Services	52054	49451	NONE
0013	PW Road - Div #233/333/433 Yard Office	5530 W 83rd St., Westchester, CA 90045	Owned	Multiple Use Building - Office	Public Works	2400	2160	NONE
B006	6167 Bristol Parkway	6167 Bristol Parkway, Culver City, CA 90230	Leased	Multiple Use Building - Office	Fire Department	7950	0	NONE
10306	Sheriff - Detective Bureau	9100 S Sepulveda, Los Angeles, CA 90045	Leased	Multiple Use Building - Office	Sheriff	3213	3052	NONE
B006	6167 Bristol Parkway	6167 Bristol Parkway, Culver City, CA 90230	Leased	Multiple Use Building - Office	Fire Department	3426	3255	NONE
F224	PW Flood - 83rd St Yard Office	5520 W 83rd St., Westchester, CA 90045	Owned	Multiple Use Building - Office	Public Works	1920	1824	NONE
P0000021	Edelman Mental Health Center – Culver City	5860 Uplander Way, Culver City, CA 90230	Leased	Multiple Use Building - Office	Mental Health	25199	23939	NONE
F222	PW Flood - 83rd St Yard Office	5520 W 83rd St., Westchester, CA 90045	Owned	Multiple Use Building - Office	Public Works	702	632	NONE

## **FACILITY LOCATION POLICY ANALYSIS**

**Proposed lease:** Lease Amendment for the Sheriff's Department – 9100 S Sepulveda Boulevard – Second District.

**A. Establish Service Function Category –LASD Special Team**

**B. Determination of the Service Area –** The proposed lease amendment will allow Sheriff to continue providing services to the unincorporated areas of Marina Del Rey, Ladera Heights, and View Park.

**C. Apply Location Selection Criteria to Service Area Data**

- Need for proximity to service area and population: Continued need for operation in proximity to Marina Del Rey, Ladera Heights, and View Park.
- Need for proximity to existing County facilities: N/A
- Need for proximity to Los Angeles Civic Center: N/A
- Economic Development Potential: N/A
- Proximity to public transportation: The location is adequately served by local transit services, i.e., Metro bus lines 102 and 115, Big Blue Bus route 3 and Culver CityBus route 6.
- Availability of affordable housing for County employees: The surrounding area provides for affordable housing and rental opportunities.
- Use of historic buildings: N/A
- Availability and compatibility of existing buildings: There are no alternative existing County buildings available to meet Sheriff's needs.
- Compatibility with local land use plans: The City of Los Angeles has been notified of the proposed County use which is consistent with its use and zoning for office space at this location.
- Estimated acquisition/construction and ongoing operational costs: The aggregate cost associated with the proposed lease amendment over the entire term is \$1,335,000.

**D. Analyze results and identify location alternatives**

Based upon a review of available industry data, it has been established that the annual rental range for a comparable lease in the area is between \$34.80 and \$49.20 per square foot, per year. The base annual rental rate of \$33 per square foot, per year for the proposed lease amendment represents a rate that is below the market range for the area. Further, relocation to a new building would require costly new tenant improvements and disrupt services. We recommend the Premises as the most suitable to meet the County's space requirements.

**E. Determine benefits and drawbacks of each alternative based upon functional needs, service area, cost, and other Location Selection Criteria**

The proposed lease amendment will provide adequate and efficient office space for nine staff consistent with the County's Facility Location Policy, adopted by the Board on July 24, 2012.