

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

**June 13, 2023**

**FROM**

**LEONARD X. HERNANDEZ, Chief Executive Officer, County Administrative Office**

**SUBJECT**

Capital Improvement Program Requests and Short-Term Leases

**RECOMMENDATION(S)**

Receive the list of the Chief Executive Officer approved Capital Improvement Program and Short-Term Proposal Lease requests for the period of February 25, 2023, through May 19, 2023.

(Presenter: Matthew Erickson, County Chief Financial Officer, 387-5423)

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

**Improve County Government Operations.**

**FINANCIAL IMPACT**

There is no impact to Discretionary General Funding (Net County Cost) associated with this item. The use of the procedures adopted under County Policy No. 12-02 allows the Real Estate Services Department to quickly and efficiently meet the space needs of the County.

**BACKGROUND INFORMATION**

On November 7, 2000 (Item No. 54), the Board adopted County Policy No. 12-02 – Leasing Privately Owned Real Property for County Use. Paragraph 2B of the policy provides that the Chief Executive Officer (CEO) shall prepare a timely agenda item to the Board listing the CEO's approval of Capital Improvement Program (CIP) requests that authorize the commencement of any Formal Request for Proposal (RFP), Solicitation of Proposal (SOP), Short Term Proposal (STP) and/or alternative procedure process for the lease of privately owned real property for County use and the approval of any STP leases pursuant to the STP process.

From February 25, 2023, through April 30, 2023, the CEO did not approve any requests. The following requests were approved by the CEO for the period of May 1, 2023, through May 19, 2023, to begin the CIP process:

| <b>Date Approved/<br/>CIP No.</b> | <b>Location</b>                        | <b>Department</b>     | <b>Square Feet (Sq.<br/>Ft.)/Type Process</b> | <b>Funding Source</b>   |
|-----------------------------------|--|-----------------------|---|-------------------------|
| May 12, 2023<br>CIP No. 23-169    | Victorville –<br>12883<br>Amethyst Rd. | Preschool<br>Services | 2,600 Sq. Ft./<br>Alternative Procedure       | Federal – Head<br>Start |

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|                                |                      |               |   |   |
|--------------------------------|----------------------|---------------|---|---|
| May 17, 2023<br>CIP No. 23-174 | Rancho Cucamonga-TBD | Public Health | 2,575 Sq. Ft./ Solicitation of Proposal | State – Women, Infants, and Child (WIC) funds |
| May 17, 2023<br>CIP No. 23-175 | Fontana-TBD          | Public Health | 5,616 Sq. Ft./ Solicitation of Proposal | State – Women, Infants, and Child (WIC) funds |

There were no STP leases approved by the CEO for the period of February 25, 2023, through May 19, 2023.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on June 1, 2023; Finance (Yael Verduzco, Principal Administrative Analyst, 387-5285) on May 23, 2023; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, and Matthew Erickson, County Chief Financial Officer, 387-5423) on June 1, 2023.

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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: June 13, 2023



cc: File - Administrative Office  
JM 06/14/2023