

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

October 22, 2024

**FROM**

**TERRY W. THOMPSON, Director, Real Estate Services Department**

**SUBJECT**

No-Fee Use Permit Form with LifeStream Blood Bank for Blood Drive Events

**RECOMMENDATION(S)**

1. Approve a no-fee use permit form to be executed with LifeStream Blood Bank for one-day blood drive events held on various days on San Bernardino County-owned or leased premises during the period of October 22, 2024, through October 21, 2029.
2. Authorize the wavier of reimbursement charges set forth in San Bernardino County Policy 12-06 for each one-day blood drive event for the period October 22, 2024, through October 21, 2029.
3. Authorize the Director of the Real Estate Services Department to execute a no-fee use permit form for one-day blood drive events held on various days on San Bernardino County-owned or leased premises during the period of October 22, 2024, through October 21, 2029, subject to County Counsel review.

(Presenter: Terry W. Thompson, Director, 387-5000)

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

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). Although there are minimal costs associated with the approval of a no-fee use permit form, LifeStream Blood Bank (LifeStream) blood drive events provide a benefit to communities throughout the County. Therefore, the Real Estate Services Department (RESD) requests the waiver of use permit fees. As a result, no revenue will be earned upon the execution of each no-fee use permit. Sufficient appropriation is included in the RESD (7820001000) 2024-25 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

The recommended action will approve a no-fee use permit form to be executed with LifeStream for one-day blood drive events held on various days on County-owned or leased premises during the period of October 22, 2024, through October 21, 2029.

Upon receipt of a request from a County department to hold a blood drive event on various days on County-owned or leased premises during the period of October 22, 2024, through October 21, 2029, RESD will prepare a no-fee use permit that substantially conforms to the use permit form to be approved in this item. For each event, RESD shall complete the date and hours of

**No-Fee Use Permit Form with LifeStream Blood Bank for Blood Drive  
Events  
October 22, 2024**

use and designate a use area within a County-owned or leased premises, which may be an interior area, such as a conference room, or an exterior area, such as a parking lot. Upon completion of the use permit form for each event, and subject to review by County Counsel, this item requests authority for the Director of RESD to execute each no-fee use permit with LifeStream.

On October 8, 2019 (Item No. 37), the Board of Supervisors (Board) approved a no-fee use permit form to be executed with LifeStream Blood Bank for one-day blood drive events held on County-owned or leased premises. The form was approved for the period of October 8, 2019, through October 7, 2024. With the expiration of this form, RESD is presenting the updated form for approval.

County Policy No. 12-06 – Use of County Facilities by Non-County Organizations (Policy) requires that reimbursement charges be paid by non-County organizations for use of County-owned or leased premises to cover expenses incurred by County over and above normal operating expenses. The Policy also provides that requests to waive these charges may only be approved by the Board. Given that LifeStream events provide a benefit to the communities throughout the County and that RESD anticipates minimal operational costs will be incurred by the County for this use of County-owned or leased premises, RESD requests that the Board waive any use permit fees and approve a no-fee use permit form for LifeStream events during the period of October 22, 2024, through October 21, 2029.

These no-fee use permits are only for County-owned or leased premises and not for any owned or leased premises of separate legal entities of the County nor any County Service Areas (Districts). Historically, LifeStream events have been held on County property; however, if LifeStream events will be held on property owned or leased by any of the Districts, the relevant District will bring a permit before the Board for approval.

RESD will return to the Board for approval for the continued use of the no-fee use permit form on County-owned or leased premises for LifeStream events after October 21, 2029.

Staff has reviewed the recommended action pursuant to the California Environmental Quality Act (CEQA) and has determined that it does not constitute a project. Accordingly, no further action is required under CEQA.

Summary of for a No-Fee Use Permit  
Form

Permittee:	Lifestream Scott Miller, Vice President/Chief Financial Officer
Location:	Designated use area for each one-day event on County-owned or leased premises
Term:	Designated time period for one-day events held on various days during the period of October 22, 2024, through October 21, 2029
Fee:	\$0 per event

**No-Fee Use Permit Form with LifeStream Blood Bank for Blood Drive  
Events  
October 22, 2024**

Maintenance: Permittee shall return the use area in a clean and tidy condition at the conclusion of each event and repair any damage caused

Insurance: Certificate of Liability Insurance, as required by the no-fee use permit, will be requested by RESD for each event

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (John Tubbs II, Deputy County Counsel, 387-5455) on September 24, 2024; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on September 20, 2024; Finance (Garrett Baker, Administrative Analyst, 387-3077) on October 1, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on October 1, 2024.

(YG: 665-0268)

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Events  
October 22, 2024**

Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: October 22, 2024



cc: File - Real Estate Services w/attach  
MBA 10/28/2024