

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

June 10, 2025

FROM

DON DAY, Director, Project and Facilities Management Department

TERRY THOMPSON, Director, Real Estate Services Department

SUBJECT

Capital Improvement Program Project for the 412 Hospitality Lane Renovation Project

RECOMMENDATION(S)

1. Approve Capital Improvement Program Project No. 25-208, in the amount of \$12,000,000, for the 412 Hospitality Lane Renovation Project in San Bernardino.
2. Approve appropriation and revenue adjustments to fund the Capital Improvement Program Project and authorize the Auditor-Controller/Treasurer/Tax Collector to post necessary budget adjustments as detailed in the Financial Impact section (Four votes required).
(Presenter: Don Day, Director, 387-5000)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The 412 Hospitality Lane Renovation Project (WBSE 10.10.1849) (Project), with a total budget of \$12,000,000, will be funded through the reallocation of prior Discretionary General Fund contributions originally set aside for the County Government Center Master Plan Project (WBSE 10.10.1255).

The following budget adjustments are necessary to establish the Project's budget:

Fund Center	Commitment Item	Description	Action	Amount	WBSE
7700003100	54304030	Structures & Improvement to Structures	Decrease	\$12,000,000	10.10.1255
7700003100	40909999	Residual Equity Transfers Out	Decrease	\$12,000,000	10.10.1255
7700003100	54304030	Structures & Improvement to Structures	Increase	\$12,000,000	10.10.1849
7700003100	40909995	Residual Equity Transfers In	Increase	\$12,000,000	10.10.1849

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BACKGROUND INFORMATION

The Real Estate Services Department (RES D) and Project and Facilities Management Department (PFMD) have evolved significantly over the years, transitioning from RESD-Project Management and RESD-Facilities Management to now operating as two separate departments. While these are two distinct departments, they frequently collaborate on various projects and continue to share the same fiscal team, making a shared workspace advantageous for operational efficiency.

Over the past year, both PFMD and RESD have experienced significant growth, resulting in an increased need for additional space. The property located at 412 West Hospitality Lane in San Bernardino has been identified as a suitable location to accommodate RESD and the Project Management division of PFMD, offering sufficient space for both departments across the building's second and third floors.

The approval of the recommendations will allow PFMD to execute the scope of work including design, engineering, and tenant improvement construction on the 2nd and 3rd floors of the building. The specific scope of construction will be developed with an architect to maximize the use of space under the established budget, including required demolition and tenant improvements to both floors to allow for the relocation of the departments.

The recommended action will approve Capital Improvement Program Project No. 25-208 and allow PFMD to oversee and manage the Project.

PROCUREMENT

On January 14, 2025 (Item No. 76), the Board of Supervisors (Board) approved County Policy No. 11-15 to provide delegated authority to the Chief Executive Officer, Chief Operating Officer, or Assistant Executive Officer to review and approve plans and specifications, advertise for competitive bids and determine whether the Project is exempt from the California Environmental Quality Act.

PFMD will proceed with the Project as authorized under County Policy No. 11-15 and return to the Board to award the construction contract.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on April 16, 2025; Purchasing (Leo Gomez, Purchasing Manager, 387-2063) on April 16, 2025; Auditor-Controller/Treasurer/Tax Collector (Charlene Huang, Auditor-Controller Manager, 382-7022) on April 30, 2025; Project and Facilities Management (Sarah Riley, Chief of Project Management, 387-5000) on April 30, 2025; Real Estate Services (Terry Thompson, Director, 387-5000) on May 1, 2025; Finance (Yael Verduzco, Principal Administrative Analyst, 387-5285) on May 7, 2025; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on May 23, 2025.

(LA: 893-1788)

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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 10, 2025



cc: File - Project and Facilities Management
JM 06/17/2025