

**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 Project for the Remodel of Finance and Administration Conference Room and Offices

RECOMMENDATION(S)

1. Approve Capital Improvement Program Project No. 23-192 (WBSE 10.10.1523), in the amount of \$85,000, for the sound proofing of Finance and Administration executive offices located on the 4th floor of 385 N. Arrowhead Ave., in San Bernardino.
2. Approve Capital Improvement Program Project No. 23-193 (WBSE 10.10.1524), in the amount of \$86,108, for the remodel of the Finance and Administration conference room located on the 4th floor of 385 N. Arrowhead Ave. in San Bernardino.
3. Approve appropriation and revenue adjustments to fund Capital Improvement Program Project Nos. 23-192 and 23-193 and authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary budget adjustment as detailed in the Financial Impact section (Four votes required).

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

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 combined project costs of \$171,108 will be funded with salary and benefits cost savings due to vacancies. The budget adjustments are requested as detailed below.

Fund/Cost Center	Commitment Item	Description	Action	Amount	WBSE
1120001000	51001010	Regular Salary	Decrease	\$171,108	
1120001000	55305030	Operating Transfers Out	Increase	\$171,108	
7700003100	40909975	Operating Transfers In	Increase	\$85,000	10.10.1523
7700003100	54304030	Struct and Improv to Structures	Increase	\$85,000	10.10.1523
7700003100	40909975	Operating Transfers In	Increase	\$86,108	10.10.1524

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Fund/Cost Center	Commitment Item	Description	Action	Amount	WBSE
7700003100	54304030	Struct and Improv to Structures	Increase	\$86,108	10.10.1524

BACKGROUND INFORMATION

The County Administrative Office - Finance and Administration (Department) has increased staffing and is in need of converting existing conference room space into two cubicles to accommodate new staff. Currently, the Department is utilizing space in the County Counsel office area, however, County Counsel will need the space for its staff. The Department met with the Project and Facilities Management Department to discuss converting the Finance and Administration conference room into two cubicles and moving and or adding conferencing capabilities to the County Chief Financial Officer's office and other executive offices. In addition, the executive offices will undergo sound proofing to minimize noise levels from moving conferencing capabilities to executive offices.

Approval of Recommendations No. 1 and No. 2 will allow the Department to complete the projects necessary to expand office space to accommodate current staff levels and ensure conferencing capabilities.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on May 25, 2023; Auditor-Controller/Treasurer/Tax Collector (Vanessa Doyle, Chief Deputy Controller, 382-3195) on May 26, 2023; Finance (Erika Rodarte, Administrative Analyst, 387-4919 and Yael Verduzco, Principal Administrative Analyst, 387-5285) on May 25, 2023; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, and Matthew Erickson, County Chief Financial Officer, 387-5423) on May 30, 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