

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS
OF THE SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT
AND RECORD OF ACTION**

February 11, 2020

FROM

DAN MUNSEY, Fire Chief/Fire Warden, San Bernardino County Fire Protection District

SUBJECT

Appropriation Adjustment for Capital Improvement Projects within the Mountain Regional Service Zone

RECOMMENDATION(S)

Acting as the governing body of the San Bernardino County Fire Protection District:

1. Approve the revised cost estimate for the following capital improvement projects within the Mountain Regional Service Zone:
 - a. Rear Parking Lot Paving at Station 29 in Crestline – \$20,600.
 - b. Office Remodel and Security Improvements at Station 91 in Lake Arrowhead - \$55,000.
 - c. Upstairs Bathroom Addition at Station 96 in Fawnskin - \$59,400.
2. Authorize the Auditor-Controller/Treasurer/Tax-Collector to post the necessary appropriation adjustment, as detailed in the Financial Impact section, for the capital improvement projects listed in Recommendation No. 1.

(Presenter: Dan Munsey, Fire Chief/Fire Warden, 387-5779)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost) because the cost estimate for each project is decreased as reflected in the following table:

Project Description	Current Estimate	Revised Estimate	Increase (Decrease)
Rear Parking Lot Paving at Station 29 in Crestline.	\$160,000	\$20,600	(\$139,400)
Office Remodel and Security Improvements at Station 91 in Lake Arrowhead.	\$101,000	\$55,000	(\$46,000)
Upstairs Bathroom Addition at Station 96 in Fawnskin.	\$100,000	\$59,400	(\$40,600)
Total	\$361,000	\$135,000	(\$226,000)

The significant decrease in the estimates is due to the San Bernardino County Fire Protection District (SBCFPD) reducing the size and scope of each project. In addition, these projects will now be managed by SBCFPD instead of the County's Real Estate Services Department – Project Management Division (PMD). However, this change in project management does require the following 2019-20 appropriation adjustment for SBCFPD's Mountain Regional Service Zone:

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February 11, 2020**

Fund Center	Commitment Item	Description	Increase (Decrease)
6000042448	55405016	Fixed Assets – Transfers Out	(\$135,000)
6000042448	54304030	Structures and Improvements	\$135,000

BACKGROUND INFORMATION

The 2019-20 budget for the San Bernardino County Capital Improvement Program (CIP) includes appropriation for the following three capital improvement projects: paving the rear parking lot at fire station 29 in Crestline; updating the physical security and providing privacy/security for ambulance billing patient care records at fire station 91 in Lake Arrowhead; and adding an upstairs bathroom at fire station 96 in Fawnskin. These projects were recently scaled down to reduce the impact on the Mountain Regional Service Zone’s available reserves, but still allow SBCFPD to address the critical needs of each identified project.

Because the size and scope of each project has been reduced, SBCFPD will now manage these projects instead of PMD. This change also requires authorization for the Auditor-Controller/Treasurer/Tax-Collector to transfer appropriation from Fixed Assets - Transfer Out (540) to Structures and Improvements (430).

This item seeks approval of the revised size/scope of the three capital improvement projects and the related appropriation adjustment. In accordance with County Policy No. 05-05 (Capital Budget Policy), changes in project estimates from the current budget shall be reported to the Board of Supervisors/Board of Directors (Board) for review and approval. Additionally, County Policy No. 05-01 (Budgeting Policy) requires Board approval for transfers in of fixed asset appropriation when the unit/project amount is \$10,000 or more.

Since these projects will no longer be managed by PMD, appropriation for each will be deleted from the County CIP budget as part of a future quarterly budget report or the annual recommended budget presentation.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Scott Runyan, Deputy County Counsel, 387-5455) on December 30, 2019; Auditor-Controller/Treasurer/Tax-Collector (Lisa Lazzar, General Accounting Manager, 387-2076) on December 23, 2019; Finance (Wen Mai, Principal Administrative Analyst, 387-4020 and Tom Forster, Administrative Analyst, 387-4635) on January 6, 2020; and County Finance and Administration (Matthew Erickson, County Chief Finance Officer, 387-5423) on January 28, 2020.


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Record of Action of the Board of Directors
San Bernardino County Fire Protection District

APPROVED (CONSENT CALENDAR)

Moved: Robert A. Lovingood Seconded: Josie Gonzales
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, SECRETARY

BY  _____
DATED: February 11, 2020



cc: File- SDD/San Bernardino County Fire Protection District
la 02/21/2020