

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

August 22, 2023

**FROM**

**LUTHER SNOKE, Chief Operating Officer, County Administrative Office  
DON DAY, Director, Project and Facilities Management Department**

**SUBJECT**

Capital Improvement Program Project for the 412 West Hospitality Upgrades Project in San Bernardino

**RECOMMENDATION(S)**

1. Approve Capital Improvement Program Project No. 24-062, in the amount of \$2,677,953, for the 412 West Hospitality Lane Upgrades Project in San Bernardino.
2. Authorize the Auditor-Controller/Treasurer/Tax Collector to post necessary budget adjustments for the Capital Improvement Program Project to the 2023-24 budget 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 result in the use of Discretionary General Funding (Net County Cost) in the amount of \$2,677,953 for the 412 West Hospitality Lane Upgrades Project (Project). On December 13, 2022 (Item No. 70), the Board of Supervisors (Board) approved the acquisition of the 52,000-square-foot, three-story building, built in 1981, and located at 412 West Hospitality Lane in San Bernardino. As a result of this acquisition, the department identified required improvements and therefore, is requesting the use of the Building Acquisition Reserve in the amount of \$2,677,953 for Capital Improvement Program (CIP) Project No. 24-062.

The Department requests the Auditor-Controller/Treasurer/Tax Collector post the following adjustments to the 2023-24 budget:

<b>Fund Center</b>	<b>Commitment Item</b>	<b>Description</b>	<b>Action</b>	<b>Amount</b>	<b>WBSE</b>
1161161000	55305030	Operating Transfer Out	Increase	\$ 2,677,953	-
1000	37008767	Building Acquisition Reserve	Decrease	\$ 2,677,953	-
7700003100	54304030	Structures & Improvement to Structures	Increase	\$ 2,677,953	10.10.1488

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7700003100	40909975	Operating Transfer In	Increase	\$ 2,677,953	10.10.1488
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**BACKGROUND INFORMATION**

On December 13, 2022 (Item No. 70), the Board approved the acquisition of the 52,000-square-foot, three-story building, built in 1981 and located at 412 West Hospitality Lane in San Bernardino.

The Real Estate Services Department acquired this property to support the evolving need for more county office space. This property is currently occupied by several County departments on the first and second floors.

The Project and Facilities Management Department (PFMD) assessed the property and reviewed the Property Assessment Report dated December 2, 2022, which identified required improvements. The scope of work for the Project will include the replacement of the roof and rooftop, heating, ventilation and air conditioning systems, resealing of exterior window systems, and necessary interior and exterior upgrades to comply with accessibility requirements per the California Building Code and Americans with Disabilities Act. The estimated Project budget of \$2,677,953 includes design, project management and construction costs.

The recommended action will approve CIP Project No. 24-062 and allow PFMD to oversee and manage the Project.

**PROCUREMENT**

PFMD will return to the Board for approval of the Project's environmental findings, plans and specifications, authorization to advertise for competitive bids, and ultimately award of the contract.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Katherine Hardy, Deputy County Counsel, 387-5455) on June 29, 2023; Purchasing (Leo Gomez, Purchasing Manager, 387-2063) on June 13, 2023; Project and Facilities Management (Robert Gilliam, Chief of Project Management, 387-3072) on July 21, 2023; Finance (Garrett Baker, Administrative Analyst, 387-3077) on August 4, 2023; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on August 4, 2023.

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

Lynna Monell, CLERK OF THE BOARD

BY

  
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DATED: August 22, 2023



cc: File - Administrative Office  
CCM 08/28/2023