

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

December 3, 2024

FROM

**DON DAY, Director, Project and Facilities Management Department
DAVID MYERS, Director, Department of Museums**

SUBJECT

Capital Improvement Program Project for the Redlands Museum Office Remodel in Redlands

RECOMMENDATION(S)

1. Approve a budget increase in the amount of \$571,360 to Capital Improvement Program Project No. 24-013, increasing the total project budget from \$514,620 to \$1,085,980, for the Redlands Museum Office Remodel to complete the administrative office.
2. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary budget adjustments for Capital Improvement Program Project No. 24-013, to the 2024-25 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.

FINANCIAL IMPACT

Approval of this item will result in the use of additional Discretionary General Funding (Net County Cost) in the amount of \$571,360 for the Redlands Museum Office Remodel Project (Project) (WBSE 10.10.1486). The Project's budget of \$514,620 is funded through Discretionary General Funding, as part of the 2024-25 Capital Improvement Program (CIP) budget, approved by the Board of Supervisors (Board) on June 13, 2023 (Item No. 99). The increase of \$571,360 will also be funded by Discretionary General Funding.

The following 2024-25 budget adjustments are requested to proceed with the Project:

Fund Center	Commitment Item	Description	Action	Amount	WBSE
7700003100	54304030	Structures & Improvements to Structures	Increase	\$571,360	10.10.1486
7700003100	40909975	Operating Transfers In	Increase	\$571,360	10.10.1486
1280001000	56006000	Appropriation Contingencies	Decrease	\$571,360	-
1161161000	55305030	Operating Transfers Out	Increase	\$571,360	-

BACKGROUND INFORMATION

**Capital Improvement Program Project for the Redlands Museum Office
Remodel in Redlands
December 3, 2024**

The Project was created to remodel the administrative offices of the Department of Museums (Museums), add a conference room, provide space for volunteers and interns, and improve the overall office layout. After investigation by the design team, it was determined the concept the original budget was based on is not logistically possible. To accommodate Museum's special requirements, the floorplan must be reconfigure to maximize and incorporate adjacent space which will result in additional cost, including extensive structural and utility work to configure the office space effectively.

The design adds 200 square feet of office space and includes the creation of a conference room, five cubicles, four offices, a copier/workspace, and a quiet room space, also known as a lactation room for nursing mothers. These modifications involve additional costs for the demolition and reconstruction of walls, as well as updates to electrical systems, ductwork, fire suppression systems, and Information Technology infrastructure.

Limited square footage presented a significant challenge and contributed to the budget increase. Upon further evaluation by the design team, it became clear that the existing floor plan lacked sufficient space to accommodate Museum's request for five cubicles, four offices, and a conference room. As a result, additional costs were incurred to incorporate space from an adjacent storage area into the design, prompting a complete redesign of the floor plan to meet Museum's spatial requirements.

Additionally, the required asbestos remediation has proven to be more extensive than initially anticipated, with asbestos found in ceiling tiles and joint compounds, necessitating thorough removal and safe handling procedures. These enhancements will significantly benefit the needs by accommodating the Museum's growth and providing a safer, efficient, and supportive workspace.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Daniel Pasek, Deputy County Counsel, 387-5455) on October 7, 2024; Museums (David Myers, Director, 798-8601) on October 7, 2024; Auditor-Controller/Treasurer/Tax Collector (Charlene Huang, Auditor-Controller Manager, 382-7022) on November 7, 2024; Purchasing (Leo Gomez, Purchasing Manager, 387-2063) on November 8, 2024; Project and Facilities Management (Robert Gilliam, Chief of Project Management, 387-5000) on November 13, 2024; Finance (Elias Dueñas, Administrative Analyst, 387-4052, and Yael Verduzco, Principal Administrative Analyst, 387-5285) on November 14, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on November 14, 2024.

(MV: 361-1859)

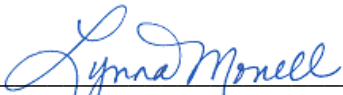
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: December 3, 2024



cc: File - Project & Facilities Management
MBA 12/5/2024