

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

February 6, 2024

**FROM**

**TERRY W. THOMPSON, Director, Real Estate Services Department  
DAVID MYERS, Director, Department of Museum**

**SUBJECT**

Amendment to Use Permit with The Regents of the University of California for Shared Space in Redlands

**RECOMMENDATION(S)**

1. Find that approval of Amendment No. 1 to Use Permit, Contract No. 23-1108, with The Regents of the University of California for shared space in Redlands is an exempt project under the California Environmental Quality Act Guidelines Section 15301 - Existing Facilities (Class 1).
2. Approve **Amendment No. 1** to Use Permit, **Contract No. 23-1108**, with The Regents of the University of California to increase the existing use area of approximately 1,556 square feet of office and shared space located at 7863 Central Avenue in Highland by approximately 1,405 square feet of shared space located at 2024 Orange Tree Lane in Redlands at no cost, for a total use area of approximately 2,961 square feet for the remainder of the existing term, expiring on June 30, 2024.
3. Authorize the waiver of reimbursement charges set forth in County Policy 12-06 for each use of approximately 1,405 square feet of shared space located at 2024 Orange Tree Lane in Redlands pursuant to Amendment No. 1 to the Use Permit, Contract No. 23-1108, with The Regents of the University of California for the remainder of the existing term, expiring on June 30, 2024.
4. Direct the Real Estate Services Department to file the Notice of Exemption in accordance with the California Environmental Quality Act.

(Presenter: Terry W. Thompson, Director, 387-5000)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

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

**Ensure Development of a Well-Planned, Balanced, and Sustainable County.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). There are no costs or revenue associated with this amendment to the Use Permit, Contract No. 23-1108 (Use Permit).

**BACKGROUND INFORMATION**

On October 3, 2023 (Item No. 20), the Board of Supervisors (Board) approved the Use Permit for the use of approximately 1,565 square feet of San Bernardino County (County)-leased and/or controlled office space and shared space at the County Library's facility located at 7863 Central

**Amendment to Use Permit with The Regents of the University of California for Shared Space in Redlands  
February 6, 2024**

Avenue in Highland (Existing Use Area). The proposed amendment to the Use Permit increases the Existing Use Area by approximately 1,405 square feet of County-owned shared space at the County Museums facility located at 2024 Orange Tree Lane in Redlands (Additional Use Area) for a total use area of 2,961 square feet with The Regents of the University of California (UC) on behalf of its UC Agriculture and Natural Resources and its UC Cooperative Extension for San Bernardino County (collectively, the Permittee).

Permittee may use the Existing Use Area for research and educational programs in the areas of food and nutrition education, gardening and horticulture, food preservation, natural resources, and youth/4-H. Permittee may, upon County's approval, use the Additional Use Area for a maximum of two workshops, trainings, and/or meetings per month for two hours per use. Permittee is required to submit a reservation request for meetings and must be made at least one month in advance of the desired meeting day/time. Permittee is responsible for all costs associated with the workshops, trainings, and/or meetings, including clean-up and restoration of the Additional Use Area at the conclusion of each workshop, training, and/or meeting.

County Policy No. 12-06 – Use of County Facilities by Non-County Organizations (Policy) requires that reimbursement charges be paid by non-County organizations for use of County-owned or County-leased premises to cover expenses incurred by County over and above normal operating expenses. The Policy also provides that requests to waive these charges may only be approved by the Board. The Real Estate Services Department (RESA) and County Museum jointly recommend that the Board waive the use fees and reimbursement charges for the Additional Use Area, as allowed under the Policy, and approve the no-fee amendment to the Use Permit to continue the County's relationship with the Permittee by pursuing County goals and objectives by working with other agencies and stakeholders and because any additional operating costs incurred by the County for the Permittee's use of the Additional Use Area is anticipated to be minimal.

The project to approve the amendment to the Use Permit was reviewed pursuant to the California Environmental Quality Act and determined to be categorically exempt under Guidelines Section 15301 - Existing Facilities (Class 1) because the future operation and use occurs within city limits substantially surrounded by urban areas.

Summary of Use Terms

Permittee:	The Regents of the University of California (Brent Hales, President)
Locations:	7863 Central Avenue in Highland for the Existing Use Area, and 2024 Orange Tree Lane in Redlands for the Additional Use Area
Size:	Approximately 1,556 square feet for the Existing Use Area Approximately 1,405 square feet for the Additional Use Area
Term:	Approximately five months remaining in the existing term, which expires on June 30, 2024
Options:	None
Use Fee:	N/A

**Amendment to Use Permit with The Regents of the University of California for Shared Space in Redlands  
February 6, 2024**

Annual Increases:	N/A
Improvement Costs:	N/A
Custodial:	Provided by County
Maintenance:	Provided by County
Utilities:	Provided by County
Insurance:	The Certificate of Liability Insurance, as required by the Use Permit, is on file with RESD
Holdover:	None
Right to Terminate:	County may terminate for default, or with 90 days written notice if the County's lease for the Existing Use Area is terminated
Parking:	Not applicable

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (John Tubbs II, and Agnes Cheng, Deputies County Counsel, 387-5455) on January 18, 2024; Museum (David Myers, Director, 798-8601) on January 16, 2024; Finance (Ivan Ramirez, 387-4020, and Garrett Baker, 387-3077, Administrative Analysts) on January 19, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on January 22, 2024.

(AR:501.7579)

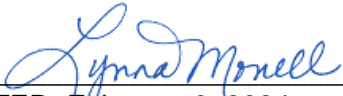
**Amendment to Use Permit with The Regents of the University of  
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Record of Action of the Board of Supervisors  
San Bernardino County

**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: February 6, 2024



cc: RESD - Thompson w/agrees  
Contractor c/o RESD w/agree  
File - w/agree  
MA 02/13/2024