

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

August 6, 2024

FROM

LUTHER SNOKE, Chief Executive Officer, County Administrative Office

SUBJECT

Capital Improvement Program Requests and Short-Term Leases

RECOMMENDATION(S)

Receive the list of the Chief Executive Officer approved Capital Improvement Program and Short-Term Proposal Lease requests, for the period of March 1, 2024, through July 19, 2024. (Presenter: Matthew Erickson, County Chief Financial Officer, 387-5423)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

FINANCIAL IMPACT

There is no impact to Discretionary General Funding (Net County Cost) associated with this item. The use of the procedures adopted under County Policy No. 12-02 – Leasing Privately Owned Real Property for County Use (Policy) allows the Real Estate Services Department (RESD) to quickly and efficiently meet the space needs of the County.

BACKGROUND INFORMATION

On November 7, 2000 (Item No. 54), the Board of Supervisors (Board) adopted the Policy. The Chief Executive Officer (CEO) completes an assessment of a department or district's need for requested lease space and provides the assessment to each District Supervisor for review. The Policy gives the authority to the CEO to direct RESD to commence the Solicitation of Proposal (SOP) or Short Term Proposal (STP) process for all leases of privately owned real property for a department or district and prepare an item for Board consideration, listing the CEO's approval of Capital Improvement Program (CIP) requests that authorize the commencement of any SOP, STP and/or alternative procedure process for the lease of privately owned real property. Upon determination that a Formal Request for Proposal (RFP) is needed, an item will be brought forward for consideration to approve the RFP.

From March 1, 2024, through May 30, 2024, the CEO did not approve any requests. The following request was approved by the CEO for the period of June 1, 2024, through July 19, 2024, to begin the CIP process:

Date Approved/ CIP No.	Location	Department	Square Feet /Type Process	Funding Source
June 27, 2024 CIP No. 24-113	Chino – To Be Determined	Preschool Services	7,500 square feet/ Request for	Head Start

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			Proposals	
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There were no STP leases approved by the CEO for the period of March 1, 2024, through July 19, 2024.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on July 17, 2024; Finance (Yael Verduzco, Principal Administrative Analyst, 387-5285) on July 22, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, and Matthew Erickson, County Chief Financial Officer, 387-5423) on July 22, 2024.

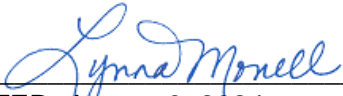
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Record of Action of the Board of Supervisors
San Bernardino County

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: August 6, 2024



cc: File - Administrative office/General
MBA 08/8/2024