

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

August 8, 2023

FROM

LEONARD X. HERNANDEZ, 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 May 20, 2023, through July 17, 2023. (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 allows the Real Estate Services Department 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 County Policy No. 12-02 – Leasing Privately Owned Real Property for County Use. Paragraph 2B of the policy provides that the Chief Executive Officer (CEO) shall prepare a timely agenda item to the Board listing the CEO's approval of Capital Improvement Program (CIP) requests that authorize the commencement of any Formal Request for Proposal (RFP), Solicitation of Proposal (SOP), Short Term Proposal (STP) and/or alternative procedure process for the lease of privately owned real property for County use and the approval of any STP leases pursuant to the STP process.

From May 20, 2023, through June 30, 2023, the CEO did not approve any requests. The following requests were approved by the CEO for the period of July 1, 2023, through July 17, 2023, to begin the CIP process:

Date Approved/ CIP No.	Location	Department	Square Feet (Sq. Ft.)/Type Process	Funding Source
July 12, 2023 CIP No. 23-201	San Bernardino – TBD	Assessor/ Recorder/ County Clerk	4,700 Sq. Ft./ RFP or SOP	Discretionary General Funding – New Property Information Management System Replacement Reserve

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There were no STP leases approved by the CEO for the period of May 20, 2023, through July 17, 2023.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on July 19, 2023; Finance (Yael Verduzco, Principal Administrative Analyst, 387-5285) on July 19, 2023; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, and Matthew Erickson, County Chief Financial Officer, 387-5423) on July 20, 2023.

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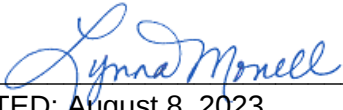
Record of Action of the Board of Supervisors
San Bernardino County

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: August 8, 2023



cc: File- Administrative Office
LA 08/9/2023