

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

June 22, 2021

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 County Administrative Office approved Capital Improvement Program requests and short-term leases for the period of March 1, 2021 through May 31, 2021.
(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 more quickly and efficiently meet the space needs of the County by submitting written proposals whereby the Board of Supervisors (Board) can approve an Alternate Procedure via memo and follow up with Board action at a later date.

BACKGROUND INFORMATION

On November 7, 2000, the Board adopted County Policy No. 12-02 – Leasing Privately Owned Real Property for County Use. Paragraph 2B of the policy provides that the County Administrative Office (CAO) shall prepare a timely agenda item to the Board listing the CAO'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.

The following requests were approved by the CAO for the period of March 1, 2021 through May 31, 2021 to begin the CIP process for these projects:

Date Approved/CIP #	Location	Department	Sq. Ft./Type Process	Funding Source
May 25, 2021 CIP #21-172	San Bernardino– 295 E. Caroline Street	Performance Education and Resource Center	10,600/Alternative Procedure (Expansion)	Federal/State, Realignment, Net County Cost

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There were no STP Leases approved by the County Chief Financial Officer for the period of March 1, 2021 through May 31, 2021.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by Finance (Wen Mai, Principal Administrative Analyst, 387-4020) on June 1, 2021; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on June 8, 2021.

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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Dawn Rowe

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: June 22, 2021



cc: File-Administrative Office

LA 06/24/2021