

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

January 13, 2026

FROM

**DON DAY, Director, Project and Facilities Management Department
SHANNON D. DICUS, Sheriff/Coroner/Public Administrator**

SUBJECT

Budget Adjustment for Sheriff Training Center Range Office Remodel Project

RECOMMENDATION(S)

1. Approve a budget increase in the amount of \$412,884 to Capital Improvement Program Project No. 22-031, increasing the total project budget from \$4,444,278 to \$4,857,162, for the Sheriff Training Center Range Office Remodel Project located at 18901 Institution Road in San Bernardino.
2. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary budget adjustments 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.
Operate in a Fiscally Responsible and Business-Like Manner.
Ensure Development of a Well-Planned, Balanced, and Sustainable County.
Provide for the Safety, Health and Social Service Needs of County Residents.**

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The budget for the Sheriff/Coroner/Public Administrator’s Training Center Range Office Remodel Project (Project) (WBSE 10.10.1221) will increase by \$412,884, funded through prior-year Proposition 172 reserves. The current project budget of \$4,444,278 was originally funded by Discretionary General Funding, as approved by the Board of Supervisors (Board) on June 8, 2021 (Item No. 112).

The Department requests the Auditor-Controller/Treasure/Tax Collector post the following adjustments to the 2025-26 budget:

Fund Center	Commitment Item	Description	Action	Amount	WBSE
1164431038	56006000	Appropriation Contingencies	Decrease	\$412,884	-
1164431038	55305030	Operating Transfers Out	Increase	\$412,884	-
4430001000	40909975	Operating Transfers In	Increase	\$412,884	-
4430001000	55305030	Operating Transfers Out	Increase	\$412,884	-
7700003100	54304030	Structures &	Increase	\$412,884	10.10.1221

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Project
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		Improvement Structures	to			
7700003100	40909975	Operating Transfers In		Increase	\$412,884	10.10.1221

BACKGROUND INFORMATION

On June 8, 2021 (Item No. 112), the Board approved CIP No. 22-031, allocating \$4,444,278 for the Project to address deficiencies in the Range Office including roof repairs; upgrades to the heating, ventilation, and air conditioning (HVAC) systems upgrades; an interior office redesign; relocation of ammunition storage; and a comprehensive building and site remodel.

On May 10, 2022, Project and Facilities Management (PFMD) issued a Request for Proposal to the County’s on-call consultants, receiving four proposals in response. PFMD procured STK Architecture Inc. for design services and a purchase order was issued on September 7, 2022, with final design completed in January 2024.

Following plan approval, PFMD utilized Job Oder Contract procurement and issued a construction purchase order to New Creation Engineering and Builders on May 20, 2024, with work beginning shortly thereafter on May 27, 2024.

During construction, unforeseen conditions and required code and safety upgrades necessitated additional scope, including increased abatement, structural and security enhancements, HVAC redesign, sitework adjustments, and grading and drainage improvements to ensure long-term functionality and compliance.

Approval of this budget adjustment would provide critical structural repairs, leading to necessary improvements to mitigate further deterioration of the facility and increased costs in the future.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Kaleigh Ragon, Deputy County Counsel, 387-5455) on November 3, 2025; Sheriff (Jose Torres, Administrative Manager, 387-3465) on November 13, 2025; Purchasing (Ariel Gil, Supervising Buyer, 387-2070) on November 7, 2025; Auditor-Controller/Treasurer/Tax Collector (Charlene Huang, Auditor-Controller Manager, 382-7022) on November 6, 2025; Project and Facilities Management (Rob Gilliam, Chief of Project Management, 387-5000) on November 19, 2025; and County Finance and Administration (Erika Rodarte, Administrative Analyst, 387-4919, and Yael Verduzco, Principal Administrative Analyst, 387-5285) on November 26, 2025.

(MM: 531-1582)

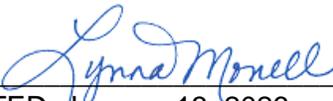
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Record of Action of the Board of Supervisors
San Bernardino County

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: January 13, 2026



cc: File - Project and Facilities Management
CCM 01/27/2026