

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

December 5, 2023

**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 September 2, 2023, through November 10, 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 September 2, 2023, through October 31, 2023, the CEO did not approve any requests. The following requests were approved by the CEO for the period of November 1, 2023, through November 10, 2023, to begin the CIP process:

<b>Date Approved/ CIP No.</b>	<b>Location</b>	<b>Department</b>	<b>Square Feet (Sq. ft.) /Type Process</b>	<b>Funding Source</b>
November 8, 2023 CIP No. 24-050	Joshua Tree – To Be Determined	Probation	1,500 Sq. ft./ RFP or SOP	Community Corrections Partnership

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November 8, 2023 CIP No. 24-051	Needles – To Be Determined	Probation	1,500 Sq. ft./ RFP or SOP	Community Corrections Partnership
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There were no STP leases approved by the CEO for the period of September 2, 2023, through November 10, 2023.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on November 15, 2023; Finance (Yael Verduzco, Principal Administrative Analyst, 387-5285) on November 15, 2023; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, and Matthew Erickson, County Chief Financial Officer, 387-5423) on November 15, 2023.

**Capital Improvement Program Requests and Short-Term Leases  
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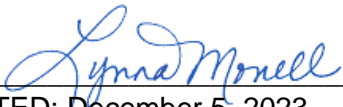
Record of Action of the Board of Supervisors  
San Bernardino County

**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: December 5, 2023



cc: File - Administrative Office

CCM 12/8/2023