

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

September 10, 2024

**FROM**

**LUTHER SNOKE, Chief Executive Officer, County Administrative Office**

**SUBJECT**

Capital Improvement Program and Short-Term Lease Requests

**RECOMMENDATION(S)**

Receive the list of the Chief Executive Officer approved Capital Improvement Program and Short-Term Proposal Lease requests for the period of July 20, 2024, through August 16, 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 County Chief Financial Officer (CFO) on behalf of 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.

The following requests were approved by the CEO for the period of July 20, 2024, through August 16, 2024, to begin the CIP process:

<b>Date Approved/ Lease No.</b>	<b>Location</b>	<b>Department</b>	<b>Square Feet /Type Process</b>	<b>Funding Source</b>
July 23, 2024 Lease Request No. 25-059	San Bernardino – 735 East Carnegie Dr.	Children and Family Services	13,168 square feet/ Alternative Procedure	Federal/ State/ Existing Discretionary Funding

**Capital Improvement Program and Short-Term Lease Requests  
September 10, 2024**

August 9, 2024 Lease Request No. 25-058	Fontana/Rialto – To Be Determined	Public Health	4,937 square feet/ Request for Proposals	Federal/ State/ Realignment
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There were no STP leases approved by the CEO for the period of July 20, 2024, through August 16, 2024.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on August 23, 2024; Finance (Yael Verduzco, Principal Administrative Analyst, 387-5285) on August 23, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on August 23, 2024.

**Capital Improvement Program and Short-Term Lease Requests  
September 10, 2024**

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: September 10, 2024



cc:     File - Administrative Office/General  
MBA   09/16/2024