

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

**August 10, 2021**

**FROM**

**JACQUELYN GREENE, Interim Director, Preschool Services Department  
TERRY W. THOMPSON, Director, Real Estate Services Department**

**SUBJECT**

Preschool Services Department Budget Adjustment for Capital Improvement Program - Butler Warehouse Building Improvements Project

**RECOMMENDATION(S)**

1. Approve a budget increase to Capital Improvement Program (CIP) Project 21-176 in the amount of \$150,000, from \$141,661 to \$291,661, for the Butler Warehouse Building Improvements Project (WBSE 10.10.1148), located at 1499 South Tippecanoe Avenue, San Bernardino, CA 92415, for the Preschool Services Department.
2. Approve appropriation and revenue adjustments for the Butler Warehouse Building Improvements Project and authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary adjustments as detailed in the Financial Impact Section (Four votes required). (Presenter: Jacquelyn Greene, Interim Director, 383-2025)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**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 Discretionary General Funding (Net County Cost). The Butler Warehouse Building Improvements Project is funded by the United States Department of Health and Human Services, Administration for Children and Families (ACF) grant. The following adjustments to both the Department of Preschool Services (PSD) and Capital Improvement Program (CIP) budgets are necessary to complete the project:

Funding Center	Commitment Item/GL	Description	Action	Amount	WBSE
5910002220	55305030	Operating Transfers Out	Increase	\$150,000	N/A
5910002220	52002870	Gen Maint-Struct, Imp. & Grounds	Decrease	\$150,000	N/A
7700003100	40909975	Operating Transfers In	Increase	\$150,000	10.10.1148
7700003100	54304030	Improvements to Structure	Increase	\$150,000	10.10.1148

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**BACKGROUND INFORMATION**

PSD operates the Head Start Program, Early Head Start Program, and State Preschool Program in San Bernardino County. The programs provide education, health, cognitive, social/emotional, physical growth and development, and parent involvement services for children ages 0 to 5 with the overall goal of increasing the school readiness of young children in economically disadvantaged families. Throughout the COVID-19 pandemic, PSD's Head Start Program and Early Head Start Program have continued to provide program services to children by transitioning to virtual learning/engagement.

On December 15, 2020 (Item No. 49), the Board of Supervisors approved CIP 21-176 for the Butler Warehouse Building Improvements Project (WBSE 10.10.1148) in the amount of \$141,661. The Butler Warehouse Building is a County-owned facility, covered through yearly Countywide Cost Allocation Plan (COWCAP) funds. There are no additional costs outside of ongoing utilities and maintenance costs. The CIP budget was established to provide the necessary tenant improvements to the Butler Warehouse Building in order to prepare occupancy for both staff and supplies. The tenant improvements include demolition of the existing structure, installation of offices, conference rooms, data room installation, exterior improvements, and miscellaneous improvements.

The Real Estate Services Department – Project Management (RES-D-PM) informed PSD of the need to increase the budget by \$150,000, for a total of \$291,661. The increase is needed in order to complete additional renovations not included in the original scope of work and necessary for occupancy at the Butler Warehouse Building, which include office insulation, lighting, ceiling, painting and electrical support for the office areas.

PSD will utilize funds from the General Maintenance, Structure Improvement & Grounds budget category to fund the increase for the Butler Warehouse Building Improvements Project.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Kristina Robb, Principal Assistant County Counsel, 387-5455) on July 21, 2021; Auditor-Controller/Treasurer/Tax Collector (Erika Gomez, General Accounting Manager, 382-3196) July 20, 2021; Real Estate Services Department, (Jennifer Costa, Assistant Director, 387-5380) on July 20, 2021; Finance (Paul Garcia, Administrative Analyst, 386-8392 and Wen Mai, Principal Administrative Analyst, 387-4020) on July 20, 2021; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on July 21, 2021.

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**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: August 10, 2021



cc: File- Preschool Services Department  
LA 08/11/2021