

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

March 26, 2024

**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 November 11, 2023, through February 29, 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 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. Upon determination that a Formal Request for Proposal (RFP) is needed, an item will be brought forward for consideration to approve the RFP.

From November 11, 2023, through January 31, 2024, the CEO did not approve any requests. The following requests were approved by the CEO for the period of February 1, 2024, through February 29, 2024, to begin the CIP process:

<b>Date Approved/ CIP No.</b>	<b>Location</b>	<b>Department</b>	<b>Square Feet /Type Process</b>	<b>Funding Source</b>
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**Capital Improvement Program Requests and Short-Term Leases  
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February 27, 2024 CIP No. 24-085	Ontario – To Be Determined	Transitional Assistance Department	40,000 square feet/ Request for Proposals	Federal/ State/ Existing Discretionary Funding
February 27, 2024 CIP No. 24-054	Redlands – 31 W. Stuart Ave. Suite 100, and 101 W. Stuart Ave.	Children and Family Services	16,996 square feet/ Alternative Procedure	Federal/ State/ Existing Discretionary Funding

There were no STP leases approved by the CEO for the period of November 11, 2023, through February 29, 2024.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on March 8, 2024; Finance (Yael Verduzco, Principal Administrative Analyst, 387-5285) on March 8, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, and Matthew Erickson, County Chief Financial Officer, 387-5423) on March 11, 2024.

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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: March 26, 2024



cc:     File - Administrative Office  
CCM   03/29/2024