

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

October 8, 2019

FROM

TERRY W. THOMPSON, Director, Real Estate Services Department

SUBJECT

No-Fee Use Permit Form with Lifestream Blood Bank for Blood Drive Events

RECOMMENDATION(S)

1. Approve a no-fee use permit form to be executed with Lifestream Blood Bank for one-day blood drive events held on various days on County-owned or County-leased premises during the period of October 8, 2019 through October 7, 2024.
2. [Authorize the waiver of reimbursement charges set forth in County Policy 12-06 for each one-day blood drive event for the period October 8, 2019 through October 7, 2024.](#)
3. Authorize the Director of the Real Estate Services Department to execute a no-fee use permit form for one-day blood drive events held on various days on County-owned or County-leased premises during the period of October 8, 2019 through October 7, 2024, subject to County Counsel review.

(Presenter: Terry W. Thompson, Director, 387-5252)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

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). There is no cost associated with the approval of a no-fee use permit form and no revenue earned upon the execution of each no-fee use permit.

BACKGROUND INFORMATION

The recommended action will approve a no-fee use permit form to be executed with Lifestream Blood Bank (Lifestream) for a one-day blood drive events held on various days on County-owned or County-leased premises during the period of October 8, 2019 through October 7, 2024.

Upon receipt of a request from a County department to hold a one blood drive events held on various days on County-owned or County-leased premises during the period of October 8, 2019 through October 7, 2024, the Real Estate Services Department (RESO) will prepare a no-fee use permit that substantially conforms to the use permit form to be approved in this item. For each event, RESO shall complete the date and hours of use and designate a use area within a County-owned or County-leased premises, which may be an interior area, such as a conference room, or an exterior area, such as a parking lot. Upon completion of the use permit form for each event, and subject to review by County Counsel, this item requests authority for the Director of RESO to execute each no-fee use permit with Lifestream.

County Policy No. 12-06 – Use of County Facilities by Non-County Organizations (Policy) requires that reimbursement charges be paid by non-County organizations for use of County-owned or County-leased premises to cover expenses incurred by County over and above normal operating

expenses. The Policy also provides that requests to waive these charges may only be approved by the Board of Supervisors. Given that Lifestream events provide a benefit to the community of San Bernardino County and that RESD anticipates minimal operational costs will be incurred by the County for this use of County-owned and County-leased premises, RESD requests that the Board waive any reimbursement or use fees and approve a no-fee use permit form for Lifestream events during the period of October 8, 2019 through October 7, 2024.

These no-fee use permits are only for County-owned or County-leased premises, and not for any owned or leased premises of separate legal entities of the County nor any County Service Areas (districts). Historically, Lifestream events have been held on County property; however, if Lifestream events will be held on property owned or leased by any of the districts, the relevant district bring a permit before the Board for approval.

Deleted: , not District-owned or District-leased premises

RESD will return to the Board for approval for the continued use of the no-fee use permit form on County-owned or County-leased premises for Lifestream events after October 7, 2024.

Summary of Terms for a No-Fee Use Permit Form

Permittee:	Lifestream Blood Bank (Scott Miller, Vice President/Chief Financial Officer)
Location:	Designated use are for each one-day event on County-owned or County-leased premises
Term:	Designated time period for one-day events held on various days during the period of October 8, 2019 through October 7, 2024
Fee:	\$0.00 per event
Maintenance:	Permittee shall return the use area in a clean and tidy condition at the conclusion of each event and repair any damage caused
Insurance:	Certificate of Liability Insurance, as required by the no-fee use permit, will be requested by RESD for each event

PROCUREMENT:

Not applicable.

REVIEW BY OTHERS:

This item has been reviewed by County Counsel (Agnes Cheng, Deputy County Counsel, 387-5455) on September 9, 2019; Finance (Wen Mai, Principal Administrative Analyst, 387-4020) on September 20, 2019; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on September 22, 2019.

(MDC: 677-0671)