

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

April 26, 2022

**FROM**

**LEONARD X. HERNANDEZ, Chief Executive Officer, County Administrative Office**

**SUBJECT**

Capital Improvement Project for the Remodel of the 3<sup>rd</sup> Floor at 268 Hospitality Lane in San Bernardino

**RECOMMENDATION(S)**

1. Approve Capital Improvement Project No. 22-137, in the amount of \$2,420,014, for furniture, fixtures and equipment, painting, and flooring for the 3<sup>rd</sup> floor located at 268 Hospitality Lane in San Bernardino.
2. Approve appropriation and revenue adjustments to fund the Capital Improvement Project No. 22-137 and authorize the Auditor-Controller/Treasurer/Tax Collector to post necessary budget adjustments, as detailed in the Financial Impact Section (Four votes required).  
(Presenter: Don Day, Director, 387-5000)

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

**Improve County Government Operations.**

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

**Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). It is recommended that the project cost of \$2,420,014 be funded through one-time savings realized from the County's Minor Capital Improvement Program (CIP) Budgets. The following budget adjustments to the CIP 2021-22 budgets are requested:

<b>Fund Center</b>	<b>WBSE</b>	<b>Commitment Item</b>	<b>Description</b>	<b>Action</b>	<b>Amount</b>
7702503100		54304030	Struct and Improvements to Structure	Decrease	\$300,000
7702503100		40909999	Residual Equity Transfer Out	Decrease	\$300,000
7703003100		54304030	Struct and Improvements to Structure	Decrease	\$1,020,014
7703003100		40909999	Residual Equity Transfer Out	Decrease	\$1,020,014

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7705003100		54304030	Struct and Improvements to Structure	Decrease	\$200,000
7705003100		40909999	Residual Equity Transfer Out	Decrease	\$200,000
7708003100		54304030	Struct and Improvements to Structure	Decrease	\$500,000
7708003100		40909999	Residual Equity Transfer Out	Decrease	\$500,000
7708503100		54304030	Struct and Improvements to Structure	Decrease	\$400,000
7708503100		40909999	Residual Equity Transfer Out	Decrease	\$400,000
7700003100	10.10.1290	54304030	Struct and Improvements to Structure	Increase	\$2,420,014
7700003100	10.10.1290	40909995	Residual Equity Transfer In	Increase	\$2,420,014

**BACKGROUND INFORMATION**

The County is experiencing a level of growth that requires increased capacity in facilities. The County Administrative Office has reviewed and identified several departments in need of additional space. Currently, Land Use Services - Code Enforcement (Code Enforcement) occupies space at 172 Third St. in San Bernardino, which is not sufficient for the division's needs. The need for available space is further compounded as additional resources are provided to Code Enforcement under the community concerns funding to address code enforcement concerns. As the division continues to grow, there is a lack of space to accommodate the expanded staffing.

Additionally, the Department of Airports, Regional Parks, and the County Library have been occupying space in the building located at 777 East Rialto Avenue in San Bernardino. This building, though it is aged remains serviceable, however, it is not an ideal long-term location for these departments. Costs to maintain this facility will continue to increase and ultimately this facility will need to be replaced. Moving these departments into the County owned space at 268 will provide a permanent long-term office location in a cost-effective manner, especially as compared to constructing new space in the future.

The building at 268 Hospitality Lane in San Bernardino is County owned and the lease for the 3<sup>rd</sup> floor with Loma Linda University expired on January 26, 2022, and they have vacated the building. Approximately 23,600 square feet of space is available and provides an excellent location for these three departments and Code Enforcement. The 268 Hospitality Lane building is currently occupied by the Auditor-Controller/Treasurer/Tax Collector (ATC), which will allow for the departments to share costs and lower the financial impact to each department. In addition, it will allow for departments to collaborate and increase efficiency. The Capital Improvement Project necessitates the procurement of furniture, fixtures and equipment, painting, and flooring. Completion of this project will allow the County to update and modernize office space used by four departments, thereby meeting the County and Chief Executive Officer goals and objective to improve County government operations.

**Capital Improvement Project for the Remodel of the 3rd Floor at 268  
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Approval of this item will allow the Project and Facilities Management Department (PFMD) to proceed with the 3<sup>rd</sup> floor remodel at 268 Hospitality Lane in San Bernardino.

**PROCUREMENT**

The project will be completed through use of competitively procured and Board of Supervisors (Board) approved Job Order Contracts (JOC). PFMD has Board approved unencumbered JOCs with multiple vendors to provide the repair, renovation, remodel or other repetitive work at existing public facilities utilizing a unit price structure as allowed by Public Contract Code Section 20128.5. Based on the nature and scope of the project, PFMD has determined that this project can be performed by a JOC contractor. Purchasing has reviewed and concurs with this recommendation.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on April 14, 2022; Purchasing Department (Michelle Churchill, Supervising Buyer, 387-2070) on April 18, 2022; Auditor-Controller/Treasurer/Tax Collector (Vanessa Doyle, Deputy Chief Controller, 382-3193) on April 14, 2022; Project and Facilities Management (Don Day, Director, 387-5000) on April 15, 2022; Finance (Yael Verduzco, Principal Administrative Analyst, 387-5285) on April 15, 2022; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on April 18, 2022.

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Record of Action of the Board of Supervisors  
San Bernardino County

**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: April 26, 2022



cc: File - Administrative Office  
CCM 05/2/2022