

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

**June 14, 2022**

**FROM**

**BOB DUTTON, Assessor-Recorder-County Clerk**

**SUBJECT**

Capital Improvement Program Project for the Flagpole and Lighting Installation Project at the Hall of Records in San Bernardino

**RECOMMENDATION(S)**

1. Approve Capital Improvement Program Project No. 22-145, in the amount of \$82,833, for the installation of three flagpoles with lighting adjacent to the public entrance at the Hall of Records, located at 222 West Hospitality Lane in San Bernardino.
2. Approve appropriation and revenue adjustments to fund Capital Improvement Program Project No. 22-145 and authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary adjustments, as detailed in the Financial Impact Section (Four votes required).  
(Presenter: Bob Dutton, Assessor-Recorder-County Clerk, 382-3254)

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

**Improve County Government Operations.**

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

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The recommended Capital Improvement Program (CIP) project will be funded by Assessor-Recorder-County Clerk Department (ARC) 2021-22 salary savings. The estimated total cost of this project is \$82,833. The following budget adjustments are necessary to transfer funds from ARC to the Project and Facilities Management Department (PFMD):

<b>Fund Center</b>	<b>Commitment Item</b>	<b>Description</b>	<b>Action</b>	<b>Amount</b>
3110001000	51001010	Regular Salaries	Decrease	\$82,833
3110001000	55305030	Operating Transfers Out	Increase	\$82,833
7700003100	40909975	Operating Transfers In	Increase	\$82,833
7700003100	54104010	Improvements to Land	Increase	\$82,833

**BACKGROUND INFORMATION**

The Board of Supervisors (Board) adopted goals and objectives for the County that call for the development and maintenance of consistent messaging through the organization. The Hall of Records in San Bernardino offers an array of services from the many County departments that occupy the building. The recommended CIP project for three flagpoles and lighting will augment the public's experience when visiting this facility by conveying a sense of trust and recognition because it will be easily identified as an official County building. This sense of trust and

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June 14, 2022**

recognition is reinforced by providing a unified visual identity under which the County's many services are managed and delivered. The scope of work for this project includes tree removal, installation of three flagpoles, electrical work for lighting that will illuminate the flagpoles, and landscape beautification.

Approval of this item will allow PFMD to proceed with the recommended project to install three flagpoles with lighting adjacent to the public entrance at the Hall of Records in San Bernardino and allow the Auditor-Controller/Treasurer/Tax Collector (ATC) to post the necessary appropriation and revenue adjustments.

**PROCUREMENT**

PFMD has Board approved contracts with multiple vendors to provide the repair, renovation, remodel, or other repetitive work at existing public facilities. Based on the nature and scope of the project, PFMD has determined that this project can be performed by a Board approved vendor. Purchasing has reviewed and concurs with this recommendation.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Kaleigh Ragon, Deputy County Counsel, 387-5455) on May 17, 2022; Purchasing (Bruce Cole, Supervising Buyer, 387-2418) on May 17, 2022; Auditor-Controller/Treasurer/Tax Collector (Charlene Huang, ATC Manager, 382-7022) on May 17, 2022; Project and Facilities Management Department (Donald Day, Director, 387-5000 on May 17, 2022; Finance (Yael Verduzco, Principal Administrative Analyst, 387-5285, and Carl Lofton, Finance Analyst, 387-5404) on May 24, 2022; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on May 27, 2022.

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June 14, 2022**

Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Dawn Rowe Seconded: Joe Baca, Jr.

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: June 14, 2022



cc: File- Assessor-Recorder-County Clerk  
LA 06/17/2022