

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

June 14, 2022

FROM

TOM BUNTON, County Counsel

SUBJECT

Capital Improvement Project for the Remodel of Cottage No. 3 located at 900 E. Gilbert Street

RECOMMENDATION(S)

1. Approve Capital Improvement Project No. 22-147, in the amount of \$94,921, for the remodel of Cottage No. 3 located at 900 E. Gilbert Street in San Bernardino.
 2. Approve appropriation adjustments to fund the Capital Improvement Project No. 22-147 and authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary budget adjustments as detailed in the Financial Impact Section (Four votes required).
- (Presenter: Tom Bunton, County Counsel, 387-4617)

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 Fund (Net County Cost). County Counsel (Department) will fund the Capital Improvement Project (CIP) with 2021-22 salary savings. The following budget adjustments are necessary to establish the Project's budget and transfer funds to the Project and Facilities Management Department (PFMD):

Fund Center	Commitment Item	Description	Action	Amount
1710001000	51001010	Salaries	Decrease	\$94,921
1710001000	55305030	Operating Transfers Out	Increase	\$94,921
7700003100	40909975	Operating Transfers In	Increase	\$94,921
7700003100	54304030	Structures & Improvement to Structures	Increase	\$94,921

BACKGROUND INFORMATION

Department staff supporting Children and Family Services currently occupies Cottage No. 3 located at 900 E. Gilbert Street in the City of San Bernardino. The Department needs to remodel two existing offices to create an open workspace area and install four workstation cubicles for Department staff, including three Paralegals and one Office Assistant. The Department also seeks to make related improvements for the workspace, including but not limited to, replacement of fixtures, completion of electrical upgrades, relocation of alarm and electrical panels, replacement of carpeting, paint and drywall patching. The existing security

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equipment will be decommissioned, and data drops and Voice Over Internet Protocol phones will be installed.

The department found needs to maximize space and improve functionality for current staff. In November 2021, the Department met with PFMD, to discuss the remodel project at Cottage No. 3. In discussions with PFMD staff, the best and most cost-effective option was to remodel the current space because there was no other vacant space in close proximity to the current location where staff could be relocated. The Department is now ready to proceed and requests Board of Supervisors (Board) approval of the project and related budget adjustments.

The recommended action will modernize the workspace, provide improved functionality for staff and align with the County and the Chief Executive Officer's Goals and Objectives to improve county government operations and ensure development of a well-planned, balanced, and sustainable County.

PROCUREMENT

Upon approval of the project, PFMD will make a determination whether the project may be procured through the use of an existing Board approved Job Order Contract or will competitively solicit bids following California Public Contract Code requirements.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Katherine Hardy, Deputy County Counsel, 387-5455) on May 18, 2022; Purchasing (Bruce Cole, Supervising Buyer, 387-2418) on May 24, 2022; Auditor-Controller/Treasurer/Tax Collector (Vanessa Doyle, Deputy Chief Controller, 382-3195) on May 13, 2022; Project and Facilities Management (Donald Day, Director, 387-5000) on May 18, 2022; Finance (Yael Verduzco, Principal Administrative Analyst, 387-5285 and Carl Lofton, Administrative Analyst, 387-5404) on May 31, 2022; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on May 30, 2022.

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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- County Counsel

LA 06/28/2022