

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

January 10, 2023

FROM

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

SUBJECT

Capital Improvement Program Requests and Short-Term Leases

RECOMMENDATION(S)

Receive the list of County Administrative Office approved Capital Improvement Program and Short-Term Proposal Lease requests for the period of November 26, 2022, through December 16, 2022.

(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 allows the Real Estate Services Department to quickly and efficiently meet the space needs of the County by submitting written proposals whereby the Board of Supervisors (Board) can approve via memo and follow up with Board action at a later date.

BACKGROUND INFORMATION

On November 7, 2000 (Item No. 54), the Board adopted County Policy No. 12-02 – Leasing Privately Owned Real Property for County Use. Paragraph 2B of the policy provides that the County Administrative Office (CAO) shall prepare a timely agenda item to the Board listing the CAO’s approval of Capital Improvement Program (CIP) requests that authorize the commencement of any Formal Request for Proposal (RFP), Solicitation of Proposal (SOP), Short Term Proposal (STP) and/or alternative procedure process for the lease of privately owned real property for County use and the approval of any STP leases pursuant to the STP process.

The following requests were approved by the CAO for the period of November 26, 2022, through December 16, 2022 to begin the CIP process:

Date Approved/ CIP No.	Location	Department	Sq. Ft./Type Process	Funding Source
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**Capital Improvement Program Requests and Short-Term Leases
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November 28, 2022 CIP No. 23-086	San Bernardino - TBD	Human Services - Personnel and Information, Technology and Support Division	49,888/ Request for Proposal	Federal, State, Realignment and Discretionary General Fund
December 16, 2022 CIP No. 23-107	Rancho Cucamonga, Upland, or surrounding areas	Transitional Services	40,000/ Request for Proposal	Federal, State, Realignment and Discretionary General Fund

There were no STP Leases approved by the County Chief Financial Officer for the period of November 26, 2022, through December 16, 2022.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by Finance (Yael Verduzco, Principal Administrative Analyst, 387-5285) on December 20, 2022; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423, and Matthew Erickson, County Chief Financial Officer, 387-5423) on December 21, 2022.

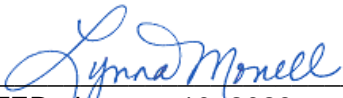
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: January 10, 2023



cc: File- Administrative Office
LA 01/13/2023