

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

June 8, 2021

FROM

PHALOS HAIRE, Director, Preschool Services Department

TERRY W. THOMPSON, Director, Real Estate Services Department

SUBJECT

Preschool Services Department Budget Adjustment for Capital Improvement Projects and Purchases

RECOMMENDATION(S)

1. Approve a budget increase to Capital Improvement Program (CIP) Project 21-119 in the amount of \$14,200, from \$40,257 to \$54,457, for the Preschool Services Department Barstow Shade Structure Project (WBSE 10.10.1116) to complete installation of a shade structure at 1121 Main Street, Barstow, CA, occupied by the Preschool Services Department.
2. Approve a budget increase to CIP Project 21-168 of \$200,000, from \$932,895 to \$1,132,895, for the Preschool Services Department Barstow Lot Acquisition and Renovations Project (WBSE 10.10.1133) to complete the construction of a parking lot at 1121 Main Street, Barstow, CA, occupied by the Preschool Services Department.
3. Approve an adjustment of \$540,427 for security enhancements at 16 Head Start preschool sites throughout the County for installation of bollards and fences.
4. Approve a purchase of a Lift Truck (Toyota Model 8FGCU15) in an amount not to exceed \$23,000, for transportation of personal protective equipment and supplies at Preschool Services new warehouse located at 1499 S. Tippecanoe Avenue, San Bernardino, CA.
5. Approve appropriation and revenue adjustments for the CIP projects, including lease improvement projects, and vehicle purchase 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: Phalos Haire, Director, 383-2005)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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). The CIP projects, lease improvements projects, and vehicle purchase are funded by the United States Department of Health and Human Services, Administration for Children and Families grant.

The Preschool Services Department (PSD) is requesting the following adjustments (Fund Center 5910002220), which result in no net impact to Requirements or Sources: an increase of

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\$214,200 in Operating Transfers Out (55305030) to fund cost increases in material, labor and other parking lot renovation projects associated with the Barstow Shade Structure, and the Parking Lot Acquisition and Renovations CIP projects managed by the Real Estate Services Department – Project Management (RES-D-PM); an adjustment of \$540,427 in Improvements to Land (54104010) for lease improvements projects to enhance security at various sites; and an increase to Vehicles (54504050) for the purchase of a lift truck to transport equipment and supplies at the new warehouse. These increases will be offset by a decrease in General Maintenance, Structure Improvement & Grounds (52002870) as a result of cost savings.

The CIP budget (Fund Center 7700003100) is requesting a net increase of \$214,200 to Requirements and Sources in order to fund increases in material and labor costs for the Barstow Shade Structure Project (\$14,200) and the Barstow Parking Lot Acquisition and Renovation Project (\$200,000). The increase will be funded by PSD.

The necessary appropriation and revenue adjustments are as follows:

Fund Center	Commitment Item/GL Account	Description	Action	Amount	WBSE
7700003100	54304030	Struct & Improv to Structures	Increase	\$14,200	10.10.1116
7700003100	40909975	Operating Transfers In	Increase	\$14,200	10.10.1116
7700003100	54104010	Improvements to Land	Increase	\$200,000	10.10.1133
7700003100	40909975	Operating Transfers In	Increase	\$200,000	10.10.1133
5910002220	55305030	Operating Transfers Out	Increase	\$214,200	N/A
5910002220	54104010	Improvements to Land	Increase	\$540,427	N/A
5910002220	54504050	Vehicles	Increase	\$23,000	N/A
5910002220	52002870	Gen Maint-Struct, Imp & Grounds	Decrease	\$777,627	N/A

BACKGROUND INFORMATION

PSD operates the Head Start Program, Early Head Start Program, and State Preschool Program in San Bernardino County. The programs provide education, health, cognitive, social/emotional, physical growth and development, and parent involvement services for children ages 0 to 5 with the overall goal of increasing the school readiness of young children in economically disadvantaged families. COVID-19 and school closures do not affect the service provided to the children. The children have transitioned to distance learning. Throughout the pandemic, Head Start, Early Head Start, and Early Head Start-Child Care Partnership Programs teaching staff have continued their services to the children through virtual learning/engagement.

On October 27, 2020 (Item No. 58), the Board of Supervisors (Board) approved CIP 21-119 for the Barstow Shade Structure Project (WBSE 10.10.1116), in the amount of \$40,257. On

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November 17, 2020 (Item No. 52), the Board approved CIP 21-168 for the Barstow Lot Acquisition and Renovations Project (WBSE 10.10.1133) in an amount of \$932,895. RESD-PM informed PSD of the need to increase the budgets for CIP 21-119 by \$14,200 and CIP 21-168 by \$200,000, for a total of \$214,200 in order to complete these two projects. Due to the COVID-19 pandemic, material and labor costs increased for the installation of Barstow shade structure project. The Barstow property vacant lot is being fully demolished in preparation for the parking lot. It is the responsibility of the County to properly abate all hazardous waste including asbestos and lead. During the environmental testing, it was discovered that during the asbestos abatement of the vacant building on the lot, there were wood plank walls and ceilings found (original structure) painted with lead based paint. The added cost of abatement results in a budget adjustment of approximately \$200,000.

In addition, PSD assessed physical and operational security elements at all of its Head Start locations in San Bernardino County. The assessments included viewing site and building conditions relative to safety of children, families, staff, and applying best practices for school security. There were 16 preschool sites need improvements to strengthen school security according to the assessments. Therefore, PSD is requesting to utilize savings from the general maintenance budget to fund security enhancement projects in a total amount of \$540,427 for the installation of bollards and fences at 16 preschool sites.

PSD is requesting to purchase a Lift Truck in the amount of \$23,000 to be used daily in a new warehouse for moving heavy personal protective equipment and supplies.

PSD will utilize savings in General Maintenance, Structure Improvement & Grounds budget category to fund the increase for the CIP projects and vehicle purchase listed in the Recommendations.

PROCUREMENT

RESD-PM will continue to manage the CIP projects. PSD will comply with the County Policy 11-04 for procurement of goods, supplies, equipment, and services to achieve cost savings and efficiency by consolidating requirements and by establishing material standards.

REVIEW BY OTHERS

This item has been reviewed by Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on May 20, 2021; County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on May 21, 2021; Auditor-Controller/Treasurer/Tax Collector (Erika Gomez, General Accounting Manager, 382-3196) on May 19, 2021; Real Estate Services Department (Jennifer Costa, Assistant Director, 387-5380) on May 19, 2021; Finance (Paul Garcia, Administrative Analyst, 386-8392 and Wen Mai, Principal Administrative Analyst, 387-4020) on May 19, 2021; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388- 0332) on May 19, 2021.

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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Janice Rutherford 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 8, 2021



cc: File - Preschool Services Department
CCM 06/9/2021