

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY



Contract Number

21-558 A-1

SAP Number

N/A

Sheriff/Coroner/Public Administrator

Department Contract Representative	Kelly Welty, Chief Deputy Director of Sheriff's Administration
Telephone Number	(909) 387-0640
Contractor	Steven Mickel
Contractor Representative	-----
Telephone Number	On-File
Contract Term	July 31, 2021 through July 30, 2025
Original Contract Amount	\$20.44 per Hour
Amendment Amount	-----
Total Contract Amount	-----
Cost Center	4427051000

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT No. 1

Effective July 19, 2024, Contract 21-558 A-1 for Steven Mickel to provide necessary services as a Chaplain for the San Bernardino County Sheriff/Coroner/Public Administrator (Department or Sheriff) is hereby amended as follows.

- 1) By replacing Section III. TERM AND TERMINATION in its entirety, with Section III. TERM AND TERMINATION as follows:

III. TERM AND TERMINATION

This Contract shall be effective July 31, 2021 and shall remain in effect through July 30, 2025, subject to the termination provisions below. The Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff are authorized to execute amendments to this Contract to

extend the term for a maximum of one successive one-year period. Notwithstanding the foregoing, either party may terminate this Contract at any time without cause with a fourteen (14) day prior written notice to the other party. This Contract may be terminated for just cause immediately by the County. Contractor shall serve at the pleasure of the appointing authority, who shall have the full authority and discretion to exercise County rights under this paragraph.

- 2) By replacing subsection IV. B – SALARY ADJUSTMENTS in its entirety, with section IV. B – SALARY ADJUSTMENTS, as follows:

B. SALARY ADJUSTMENTS

Contractor shall be eligible to receive subsequent step increases of approximately 2.5% at the beginning of the pay period after each completion of 2,080 service hours hereafter, up to a maximum of \$20.44 per hour. All step increases are subject to approval of the appointing authority and based on a “meets standards” work performance evaluation. Contractor does not gain probationary or regular status during the term of this Contract. Payment for services shall be made bi-weekly during the term specified in Section III of this Contract.

- 3) By adding the following to Section VI. CONCLUSION:

This Contract, and if applicable, any subsequent amendments, may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF or other mail transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Contract upon request.

Except as amended, all other terms and conditions of this contract remain as stated herein.

Signatures on the next page

IN WITNESS WHEREOF, San Bernardino County and the Contractor have each caused the Contract to be subscribed by its respective duly authorized officers, on its behalf.

SAN BERNARDINO COUNTY

► 
Steve Higgins, Undersheriff

Dated: 7/18/24

Steven Mickel

(Print or type name of corporation, company, contractor, etc.)

By ► 
Steven Mickel (Jul 11, 2024 08:07 PDT)
(Authorized signature - sign in blue ink)

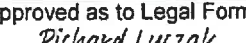
Name _____
(Print or type name of person signing contract)

Title Chaplain
(Print or Type)

Dated: Jul 11, 2024

Address On-file

FOR COUNTY USE ONLY

Approved as to Legal Form
► 
Richard Luczak (Jul 11, 2024 08:13 PDT)
Richard D. Luczak, Deputy County Counsel
Date Jul 11, 2024

Reviewed for Contract Compliance
► _____
Date _____

Reviewed/Approved by Department
► 
Kelly Welty, Chief Deputy Director of
Sheriff's Administration
Date 7/18/24



County of San Bernardino DELEGATED AUTHORITY – DOCUMENT REVIEW FORM

This form is for use by any department or other entity that has been authorized by Board of Supervisors/Directors action to execute grant applications, awards, amendments or other agreements on their behalf. All documents to be executed under such delegated authority must be routed for County Counsel and County Administrative Office review prior to signature by designee.

Note: This process should NOT be used to execute documents under a master agreement or template, or for construction contract change orders. Contact your County Counsel for instructions related to review of these documents.

Complete and submit this form, along with required documents proposed for signature, via email to the department's County Counsel representative and Finance Analyst. If the documents proposed for signature are within the delegated authority, the department will submit the requisite hard copies for signature to the County Counsel representative. Once County Counsel has signed, the department will submit the signed documents in hard copy, as well as by email, to CAO Special Projects Team for review. If approved, the department will be provided routing instructions as well as direction to submit one set of the executed documents to the Clerk of the Board within 30 days.

For detailed instructions on submission requirements, reference Section 7.3 of the Board Agenda Item Guidelines as the Delegation of Authority does not eliminate the document submission requirements.

Department/Agency/Entity: Sheriff/Coroner/Public Administrator

Contact Name: Ana Astrande

Telephone: 909-387-0345

Agreement No.: 21-558 Amendment No.: 1 Date of Board Item 7/27/21 Board Item No.: 55

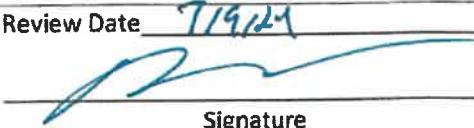

Name of Contract Entity/Project Name: Steven Mickel

Explanation of request/Special Instructions:

Employment contract with Steven Mickel to provide services as a Sheriff Chaplain, was approved by the BOS for the period of 07-31-2021 through 07-30-2024, with two one-year options to extend the term. On the same action, the BOS authorized for the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff, to execute amendments to extend the employment contract term.

Insert check mark that the following required documents are attached to this request:

- ☒ Documents proposed for signature (Note: For contracts, include a signed non-standard contract coversheet for contracts not submitted on a standard contract form).
- ☒ Board Agenda item that delegated the authority

Department Routed to County Counsel	County Counsel Name: Richard Luczak	Date Sent: 7/8/24
Reviewing County Counsel Use Only	Review Date <u>7/9/24</u>  Signature	Determination: <input checked="" type="checkbox"/> Within Scope of Delegated Authority <input type="checkbox"/> Outside Scope of Delegated Authority
CAO-Special Projects Use Only	Review Date <u>7/16/24</u>  Signature	Disposition: <input checked="" type="checkbox"/> Route for signature to: ___ Chair ___ CEO <input checked="" type="checkbox"/> Department ___ Return to Department for preparation of agenda item