

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
BOARD GOVERNED COUNTY SERVICE AREAS
SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT
AND RECORD OF ACTION**

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS
OF THE BIG BEAR VALLEY RECREATION AND PARK DISTRICT
BLOOMINGTON RECREATION AND PARK DISTRICT
IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY
INLAND COUNTIES EMERGENCY MEDICAL AGENCY
SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT
AND RECORD OF ACTION**

January 14, 2025

FROM

LUTHER SNOKE, Chief Executive Officer, County Administrative Office

SUBJECT

Update to County Policy Manual

RECOMMENDATION(S)

1. Acting as the Board of Supervisors for San Bernardino County, Board Governed County Service Areas, and the San Bernardino County Flood Control District, and as the Board of Directors for the Big Bear Valley Recreation and Park District, the Bloomington Recreation and Park District, In-Home Supportive Services Public Authority, Inland Counties Emergency Medical Agency, and the San Bernardino County Fire Protection District, approve the following updates to the County Policy Manual:
 - a. Amend Policy 11-05: Non-Standard Contract Language
 - b. Amend Policy 11-14: Subcontractor Substitution Hearings
 - c. Approve and add new Policy 11-15: Approval of Plans and Specifications, Permits, and Determine CEQA Exemption
 - d. Approve and add new Policy 11-16: Approval for Procurement for Design Build and Progressive Design Build Construction Projects
2. Acting as the Board of Supervisors for San Bernardino County, Board Governed County Services Areas, and the San Bernardino County Flood Control District, and as the Board of Directors for the Big Bear Valley Recreation and Park District, the Bloomington Recreation and Park District, and the San Bernardino County Fire Protection District, adopt **Resolution No. 2025-06** that:
 - a. Rescinds Resolution No. 2018-21.
 - b. Updates requests for substitution of subcontractors on public works construction projects.

(Presenter: Luther Snoke, Chief Executive Officer, 387-4811)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

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 Discretionary General Funding (Net County Cost) as this item is non-financial in nature.

BACKGROUND INFORMATION

The County Policy Manual documents policy direction from the Board of Supervisors and Board of Directors (collectively Board) to departments and Board-governed entities on a broad array of topics. Board-approved policies are often implemented through the use of Standard Practices, which are approved by the Chief Executive Officer (CEO) and incorporated into the County Policy Manual.

In order to facilitate the review of County policies, the County has established a Policy Review Committee (Committee) to evaluate requests for new policies and conduct ongoing review and update of existing policies. The Committee includes representation from various departments as follows:

COMMITTEE	
Auditor-Controller/Treasurer/Tax Collector	Clerk of the Board of Supervisors
County Administrative Office	County Counsel
District Attorney/Law & Justice	Finance and Administration
Human Resources	Human Services
Innovation and Technology	Law & Justice Group
Project and Facilities Management	Public Works
Purchasing	Real Estate Services
Risk Management	San Bernardino County Fire Protection District

The Committee, which met in-person on November 12, 2024, has approved and recommends amendments to Section 11, Procurement and Contracting of the County Policy Manual as follows:

Policy	Title	Action	Description of Action
11-05	Non-Standard Contract Language	Amend	Update to this policy is appropriate for alignment with the current process and revising the approval amounts under the Purchasing Agent's authority.
11-14	Subcontractor Substitution Hearings	Amend	Update to this policy is appropriate for alignment with the current process.
11-15	Approval of Plans and Specifications, Permits, and Determine CEQA Exemption	Add	The addition of this policy is appropriate to accelerate approval of plans and specifications, permits, and determinations under the California Environmental Quality Act.

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Policy	Title	Action	Description of Action
11-16	Approval for Procurement for Design Build and Progressive Design Build Construction Projects	Add	The addition of this policy is appropriate to accelerate the Design-Build or Progressive Design-Build project delivery methods.

The Committee also recommends the CEO approve the addition and/or update of the following Standard Practices to implement and/or update processes for departments:

Number	Title
08-02 SP1	Guidelines for Travel
11-05 SP1	Non-Standard Item Approvals
11-14 SP1	Subcontractor Substitution Hearings - Procedures for the Hearing
12-11 SP1	County Facility Planning – Space Standards

On March 20, 2018 (Item No. 67), the governing body of San Bernardino County, Big Bear Valley Recreation and Park District, Bloomington Recreation and Park District, Board Governed County Service Areas, San Bernardino County Fire Protection District, and San Bernardino County Flood Control District adopted Resolution No. 2018-21 to establish procedures for subcontractor substitution hearings when a subcontractor submits a timely objection to being replaced on a public works construction project. Resolution No. 2018-21 delegated authority to certain officers to approve subcontractor substitutions. Resolution No. 2018-21 is recommended to be rescinded and a new resolution adopted to update the list of officers identified due to reorganizations that have occurred since 2018. Corresponding revisions are included in the proposed County Policy 11-14 recommended for Board approval.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) December 26, 2024; Finance (Erika Rodarte, Administrative Analyst, 387-4919) on January 2, 2024; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on January 2, 2024.

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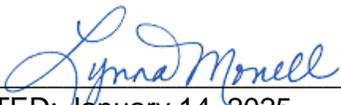
Record of Action of the Board of Directors
San Bernardino County Fire Protection District
Inland Counties Emergency Medical Agency (ICEMA)
In-Home Supportive Services Public Authority
Bloomington Recreation and Park District
Big Bear Valley Recreation and Park District

Record of Action of the Board of Supervisors
San Bernardino County Flood Control District
Board Governed County Service Areas
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY 
DATED: January 14, 2025



cc: File - Policy w/attach
MBA 01/21/2025