

**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**

June 11, 2024

FROM

LUTHER SNOKE, Chief Executive Officer, County Administrative Office

SUBJECT

Update to County Policy Manual

RECOMMENDATION(S)

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:

1. Amend Policy 05-01: Budgeting Policy
2. Amend Policy 05-03: Contingency Policy
3. Amend Policy 11-04: Procurement of Goods, Supplies, Equipment and Services
(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:

Policy Review 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	Public Works
Purchasing	Real Estate Services
San Bernardino County Fire Protection District	Risk Management

The Committee, which met on May 29, 2024, has approved, and recommends amendment to Section 5, Budget and Finance; and Section 11, Procurement and Contracting, of the County Policy Manual as follows:

Policy	Title	Action	Description of Action
05-01	Budgeting Policy	Amend	Update to this policy is appropriate for alignment with the current process and to increase the amount for unbudgeted fixed asset requests.
05-03	Contingency Policy	Amend	Update to this policy is appropriate for alignment with best practices.
11-04	Procurement of Goods, Supplies, Equipment and Services	Amend	Update of this policy is appropriate to align with 05-01 and updates to Federal regulations.

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

Number	Title
11-04 SP2	Procurement of Goods, Supplies, Equipment and Services – Fixed Assets

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on May 22, 2024; Finance (Erika Rodarte, Administrative Analyst, 387-4919 and Jevin Kaye, Principal Administrative Analyst, 387-3087) on May 23, 2024; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on May 24, 2024.

**Update to County Policy Manual
June 11, 2024**

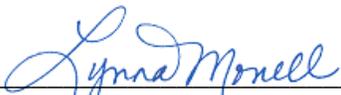
Record of Action of the Board of Directors
San Bernardino County Fire Protection District
Inland Counties Emergency Medical Agency (ICEMA)
In-Home Supportive Services Public Authority
Bloomington Recreation and Park District
Big Bear Valley Recreation and Park District

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: 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: June 11, 2024



cc: File - Policy w/ attachments
JLL 06/13/2024