

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

January 14, 2025

FROM

LUTHER SNOKE, Chief Executive Officer, County Administrative Office

SUBJECT

Board of Supervisors Discretionary Fund – District Specific Priorities Program

RECOMMENDATION(S)

1. Approve **Contract No. 25-28** with the City of Chino Hills to contribute funding towards two Community Park Improvement Projects at Chino Hills Community Park, in the not-to-exceed amount of \$250,000, for the period of January 14, 2025, through January 13, 2027.
2. Approve allocation in an amount not-to-exceed \$48,000, to include the cost of the option to extend the contract, from the Fourth District Board of Supervisors Discretionary Fund – Priorities Program budget towards a contract with TOC Public Relations LLC for consulting and marketing services, for the period January 14, 2025 through July 13, 2025, with one six-month option to extend the term.

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

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Provide for the Safety, Health and Social Service Needs of County Residents.

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). On September 21, 2021 (Item No. 18), November 16, 2021 (Item No. 33), February 6, 2024 (Item No. 61), and June 11, 2024 (Item No. 110), the Board of Supervisors (Board) approved an allocation of \$4 million, \$7 million, \$6 million, and \$3 million, respectively, to the Board Discretionary Fund – District Specific Priorities Program (Priorities Program), for each of the five supervisorial districts for projects that meet a public purpose, and provide services to citizens that promote health, safety, economic well-being, and other public services that enhance quality of life and meet the needs of County residents. On an annual basis, unspent appropriations for discretionary funding will be carried over into the subsequent year's budget.

The recommended contracts will be funded by the Fourth District's Priorities Program budget.

BACKGROUND INFORMATION

Priorities Program projects help promote the vision of a complete County by recognizing the unique traits of each Supervisorial District and, thereby, allow individual Board Districts to work with community partners through County services and contractual agreements to identify programs, projects, and initiatives that support the vision, meet a public purpose and provide

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services to residents that promote health, safety, economic well-being, education, recreation, and other public services that enhance quality of life and meet the needs of the County's residents. Projects under the Priorities Program are based on District Supervisor discretion and are presented by the Chief Executive Officer (CEO) for Board approval.

The Chino Hills Community Park (Park) is a vital sports facility that serves the City of Chino Hills (City) and the surrounding region, supporting baseball, softball, and soccer practices, league games, and tournaments throughout the year. As the most utilized park in the City, it hosts thousands of visitors annually and serves as a gathering place for residents and visitors of all ages.

In 2022, the City began an \$8 million refurbishment project to enhance the Park's functionality and ensure it continues to meet community needs. The project consists of three phases. Phases I and II are now complete and include significant improvements such as replacing artificial turf in the outfields, converting all infields to artificial turf, rehabilitating the main restroom, replacing wind screening in dugouts and bullpens, procuring new portable fencing and sports equipment, and repairing and repainting building exteriors.

The final phase, Phase III, will focus on expanding the parking lot to accommodate the Park's high volume of visitors. Additionally, a V-ditch drainage system will be added to the project to improve water management and protect the Park's infrastructure. Recommendation No. 1 will contribute \$250,000 to the City towards Phase III of the Park's improvements, for the period of January 14, 2025, through January 13, 2027.

Recommendation No. 2 will assist the Fourth District Supervisor with consulting and marketing services provided by TOC Public Relations LLC, to include videography, photography, graphic design, social media and media relations training and consulting, in the amount of \$24,000 for a six-month term, from January 14, 2025 through July 13, 2025, with one six-month option to extend the term. The contract would also include services for podcast production so that the Fourth District Supervisor can provide an inside look to viewers, primarily focusing on the Fourth District, along with additional highlights occurring across the county.

The recommendations align with the County's commitment to collaborating with community partners on projects and assist the Fourth District Supervisor with supporting the County's vision to promote health, safety, economic well-being, and recreation. By investing in projects like these, the County ensures that public facilities continue to enhance the quality of life for all county residents, and pertinent information that affect their lives can be shared with residents in the communities of the Fourth District.

Under the Board Discretionary Fund Priorities Program contract terms, the CEO, at the direction of the Fourth District Supervisor, may extend the terms of the recommended contract in writing, under the following conditions:

- a. In aggregate, all extensions do not exceed 12 calendar months;
- b. Is specifically requested by the contractor;
- c. Will not change the project goals or scope of services;
- d. Is in the best interest of the County and contractor in performing the scope of services under the contract; and
- e. Does not alter the amount of compensation under the contract.

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Board discretionary funding allocations under the Priorities Program with community partners must be for projects or services of \$10,000 or more as described in County Policy 05-10. Additionally, contracts that include non-profit organizations, government entities, or educational institutions are non-competitive. Contracts with community partners that include for-profit organizations are to be processed according to existing County procurement policies. Contracts with other government agencies or for-profit organizations require a matching contribution of at least 25% of the proposed projects. All contracts shall be paid on a lump-sum basis or under other terms as approved by the Board.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on January 8, 2025; Finance (Jessica Trillo, Administrative Analyst, 387-4222) on January 8, 2025; and County Finance and Administration (Stephenie Shea, Deputy Executive Officer, 387-5423) on January 8, 2025.

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Record of Action of the Board of Supervisors
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

BY 
DATED: January 14, 2025



cc: CAO - Maldonado w/agree
Contactor - c/o CAO w/agree
File - w/agree

CCM 01/23/2025