

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

June 18, 2025

FROM

SHANNON D. DICUS, Sheriff/Coroner/Public Administrator

SUBJECT

Purchase and Distribution of Prepaid Bus Passes

RECOMMENDATION(S)

Approve the purchase and distribution of prepaid bus passes, in an amount not to exceed \$4,000, increasing the total amount approved for 2024-25, from \$4,889 to \$8,889, for use by eligible individuals released from the County's detention facilities who have limited access to transportation resources, including those in need of mental health care and services following their release.

(Presenter: Carolina Mendoza, Chief Deputy Director, 387-0640)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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 Discretionary General Funding (Net County Cost). The total amount of the prepaid bus passes will not exceed \$8,889 for 2024-25 and will be funded by the Sheriff/Coroner/Public Administrator's (Department) Inmate Welfare Trust Fund (4420005167) budget allocation. Sufficient appropriation and revenue are included in the Department's 2024-25 budget.

BACKGROUND INFORMATION

Prepaid bus passes will be purchased from local mass-transit vendors and will be distributed to qualified persons recently released from custody who have limited access to transportation resources. This effort supports Correctional Mental Health Services' facilitation of mental health care and other post-release supportive services for these individuals by providing the released with a method of transportation to their appointments, and it assists the High Desert Detention Center with helping the released to easily return home.

On August 20, 2024 (Item No. 82), the Board of Supervisors (Board), approved the purchase and distribution of prepaid bus passes in an amount not to exceed \$4,889. The Department only acquired \$4,758.50 worth of bus passes to meet a revised estimated demand for the entire period in 2024-25. However, the need for prepaid bus passes provided to qualified persons released from custody has been higher than anticipated. This has prompted the Department to request authorization to acquire an additional \$4,000 worth of prepaid bus passes during the same fiscal year.

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In accordance with the Auditor-Controller/Treasurer/Tax Collector's Internal Controls and Cash Manual (ICCM), the Department maintains and ensures adherence to internal policies and procedures regarding the safeguards and proper handling of prepaid negotiables.

PROCUREMENT

The prepaid bus passes will be acquired in accordance with the ICCM. Per the ICCM, Board approval is required to purchase prepaid cards in excess of \$2,500 per department, per fiscal year.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Grace B. Parsons, Deputy County Counsel, 387-5455) on May 16, 2025; Purchasing (Jason Cloninger, Lead Buyer, 387-0321) on May 20, 2025; Auditor-Controller/Treasurer/Tax Collector (Denise Mejico, Deputy Chief Auditor, 382-3107) on May 27, 2025; Finance (Erika Rodarte, Administrative Analyst, 387-4919) on May 29, 2025; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on May 30, 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: June 18, 2025



cc: File - Sheriff/Coroner
MBA 06/30/2025