

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

September 24, 2024

FROM

DAWN ROWE, Chair and Third District Supervisor, Board of Supervisors

SUBJECT

Employment Contract for Support Services to the Third Supervisorial District

RECOMMENDATION(S)

Approve **Employment Contract 24-909** with Samuel Shoup to provide support services to the Third District as a Transportation Representative, effective September 21, 2024, for an estimated annual cost of \$3,900 (Salary - \$3,900, Benefits - \$0).
(Presenter: Dawn Rowe, Chair and Third District Supervisor, 387-4855)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this employment contract will not require the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation has been included in the Third District's 2024-25 budget to fund the costs related to this employment contract and will be included in future recommended budgets. Any costs associated with the contract employee being designated as the Third District representative on the Victor Valley Transit Authority (VVTa) Board of Directors shall be paid for by the VVTa.

BACKGROUND INFORMATION

Staff services to members of the Board of Supervisors (Board) are provided through contractual arrangement, as required by the County Charter.

On September 13, 2022 (Item No. 4), the Board of Supervisors (Board) approved Employment Contract No. 22-802 with Samuel Shoup to continue to provide support services to the First District Supervisor as a Field Representative II, effective August 13, 2022, through the term of the First District Supervisor, or when the Supervisor otherwise leaves office. Mr. Shoup will continue to provide support services to the First District Supervisor as a Field Representative II and will continue to receive existing salary and benefits under Contract No. 22-802.

Approval of this employment contract would engage Mr. Shoup to also provide support services as a Transportation Representative for the Third District Supervisor, representing and advising the Supervisor on transportation matters impacting the areas of Barstow, Newberry Springs, Dagget, and Yermo, serving as the Third District representative on VVTa Board of Directors (if designated), and performing such other duties as may be assigned by the Third District Supervisor, retroactively effective September 21, 2024, to align with the start of the pay period.

**Employment Contract for Support Services to the Third Supervisorial
District
September 24, 2024**

Either party may terminate the contract at any time without cause with a 14-day prior written notice to the other party. The contract may be terminated for just cause immediately by the County.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Scott Runyan, Principal Assistant County Counsel, 387-5455) on September 18, 2024; Human Resources (Gina King, Human Resources Assistant Director, 387-5560) on September 4, 2024; Finance (Stephanie Maldonado, Administrative Analyst, 387-4378) on August 26, 2024; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on September 19, 2024.

Employment Contract for Support Services to the Third Supervisorial District
September 24, 2024


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, Curt Hagman, Joe Baca, Jr.
Absent: Dawn Rowe

Lynna Monell, CLERK OF THE BOARD

BY



DATED: September 24, 2024



cc: CAO - Maldonado w/agree
 Contractor - c/o CAO w/agree
 File - w/agree
CCM 09/26/2024