

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

November 5, 2024

FROM

LUTHER SNOKE, Chief Executive Officer, County Administrative Office

SUBJECT

Board of Supervisors Discretionary Fund – District Specific Priorities Program

RECOMMENDATION(S)

1. Approve Contract with the Abundant Living Family Church – High Desert to contribute funding towards the purchase of vans for their New Hope Reentry Program, in the not-to-exceed amount of \$100,000, for the period of November 5, 2024, through April 30, 2026.
2. Approve Contract with the Morongo Basin Humane Society, Incorporated to assist with funding the purchase and installation of a prefabricated dog kennel in the Joshua Tree area, and support other existing adoption programs, in the not-to-exceed amount of \$200,000, for the period of June 14, 2024, through June 13, 2025, reallocating \$200,000 in remaining funds previously awarded under Contract No. 22-435.
3. Approve Contract with the Cardenas Markets Foundation to assist with funding scholarships for individuals who are pursuing advanced degrees and reside within San Bernardino County, in the not-to-exceed amount of \$100,000, for the period of November 5, 2024, through November 4, 2025.
- ~~4. Approve Contract with the Foothill Family Shelter, including non-standard terms, to provide funding to support their Food Pantry Program, in the not to exceed amount of \$50,000, for the period of November 5, 2024, through November 4, 2025.~~
- 5.4. Approve an allocation of \$1,000 from the Second District Priorities Program and \$2,000 from the Third District Priorities Program, totaling \$3,000, for administrative costs related to Contract Nos. 24-870, 24-871, 24-872, and 24-873, which were approved by the Board of Supervisors on September 10, 2024.

(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.

Recommendation No. 1 will be funded by the First District's Priorities Program budget. Recommendation No. 2 will be funded by using reallocated Third District Priorities Program funds originally allocated to Contract No. 22-435, which was approved by the Board on June 14, 2022 (Item No. 26). Recommendations Nos. 3 and 4 will be funded by the Fourth District's Priorities Program budget.

Recommendation No. 45 approves a five percent allocation to the CAO – Finance and Administration, as required by County Policy 05-10, totaling \$3,000 (\$1,000 from the Second District Priorities Program and \$2,000 from the Third District Priorities Program) for administrative costs related to Contract Nos. 24-870, 24-871, 24-872, and 24-873, which were approved by the Board on September 10, 2024 (Item No. 26). The five percent allocation will be processed once the Board discretionary payment is made to each third-party entity.

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 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 District Specific Priorities Program are based on District Supervisor discretion and are presented by the Chief Executive Officer (CEO) for Board approval.

Recommendation No. 1 will assist the First District Supervisor with meeting the public purpose of providing for the health, safety, and social service needs of county residents by providing funding to Abundant Living Family Church – High Desert for the purchase of vans for their New Hope Reentry Program (Program). This Program supports individuals recently released from the High Desert Detention Center by providing transportation, case management, rehabilitation services, and job resources, while also working to reduce recidivism rates.

On June 14, 2022 (Item No. 26), the Board approved Contract No. 22-435 with the Morongo Basin Humane Society, Incorporated (MBHS) for the period of June 14, 2022, through June 13, 2023, to assist with funding the purchase and installation of a prefabricated dog kennel in the Joshua Tree area and support other existing adoption programs, in an amount not-to-exceed \$200,000. On June 13, 2023, the CEO approved Amendment No. 1 to Contract No. 22-435 to extend the contract by an additional 12 months, from June 13, 2023, to June 13, 2024. Due to delays in obtaining the necessary permits, the MBHS has been unable to purchase the kennel.

Recommendation No. 2 will approve a new contract with MBHS, reallocating the previously approved \$200,000, under Contract No. 22-435, and allowing more time to complete the project. Since funds were paid in a lump sum when Contract No. 22-435 was executed, the District requests retroactive approval of this new contract to be effective June 14, 2024, to ensure all expenses made by MBHS are allowable. Approval of this contract continues to assist the Third District Supervisor with the public purpose of providing for the public health and social needs of residents. No additional funding is being allocated to MBHS under this new contract.

Recommendation No. 3 will assist the Fourth District Supervisor with providing for the education and social service needs of county residents, by providing funding to the Cardenas Markets Foundation to fund scholarships for individuals who are pursuing advanced degrees. The scholarships will help individuals reduce the financial barriers to pursuing advanced degrees and further promote the County Vision.

~~Recommendation No. 4 assists the Fourth District Supervisor in supporting county residents by providing funding to the Foothill Family Shelter, Inc. to support their Food Pantry Program. This~~

~~contribution will provide five months' worth of food and necessary supplies, allowing the Foothill Family Shelter to continue providing nourishment to families in need during and after the upcoming holidays. For over 40 years, Foothill Family Shelter, Inc. has provided transitional housing and walk-in services such as food, diapers, and hygiene products to low-income and homeless families from the cities of Upland, Ontario, Montclair, Rancho Cucamonga, Claremont, and Pomona. Approval of this contract serves the public purpose of providing for the health, social service, and nutritional needs of county residents.~~

~~The contract with Foothill Family Shelter, Inc. contains the following payment term that differs from the standard County contract:~~

- ~~1. The contract requires payment immediately upon receipt of an invoice from Foothill Family Shelter, Inc. This was requested to ensure funding was received prior to the upcoming holidays.~~
 - ~~• County's standard payment terms are Net 60 or Net 30 days with no interest or late payment penalties.~~
 - ~~• Potential Impact: County standard processing time is 60 days. The County will be required to expedite payment under the contract terms.~~

Per County Policy 05-10, Board discretionary funding allocations under \$50,000 require a five percent rate to be applied to the cost of each allocation of Board discretionary funds to third-party entities, and to be distributed to the department/agency that administers the payment of Board discretionary fund allocations to cover staffing and other administrative costs. The County Administrative Office (CAO) – Finance and Administration administers all payments of Board discretionary fund allocations.

Recommendation No. ~~45~~ approves a five percent allocation to the CAO – Finance and Administration, \$1,000 from the Second District and \$2,000 from the Third District, for administrative costs related to Contract Nos. 24-870 with Seven Point, Inc., 24-871 with Boys & Girls Club of Fontana, 24-872 with Newberry Springs Chamber of Commerce, and 24-873 with Theatre 29 which were approved by the Board on September 10, 2024 (Item [No. 26](#)).

Under the Board Discretionary Fund Priority Program contract terms, the CEO, at the direction of the identified District Supervisor, may extend the term of the recommended contracts 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.

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 ~~October~~November 4~~23~~, 2024; Finance (Stephanie Maldonado, 387-4348, and Erika Rodarte, 387-4919, Administrative Analysts) on November 4~~October 24~~, 2024; ~~Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on October 24, 2024;~~ and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on November 4~~October 28~~, 2024.