

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

July 9, 2024

FROM

LUTHER SNOKE, Chief Executive Officer, County Administrative Office

SUBJECT

Update to County Policy Manual

RECOMMENDATION(S)

Approve update to the County Policy Manual to amend Policy 03-11, Local Ballot Measure Identification.

(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 (Board) to departments 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 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	

Update to County Policy Manual
July 9, 2024

The Committee reviewed the policy revision on June 28, 2024, and has approved and recommends amendment to Section 3, County Organization and Operations, of the County Policy Manual as follows:

Policy	Title	Action	Description of Action
03-11	Local Ballot Measure Identification	Amend	Update to this policy is appropriate to clarify the policy and add an exception to local ballot measure identification.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on June 28, 2024; Finance (Stephanie Maldonado, Administrative Analyst, 387-4678) on June 28, 2024; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on June 28, 2024.

**Update to County Policy Manual
July 9, 2024**

Record of Action of the Board of Supervisors
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: July 9, 2024



cc: File - Policy w/ attachment
JLL 07/18/2024