

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

October 22, 2024

FROM

LUTHER SNOKE, Chief Executive Officer, County Administrative Office

SUBJECT

Agreement and Use Permit with the Regents of the University of California for the University of California Cooperative Extension Programs

RECOMMENDATION(S)

1. Find that approval of a Use Permit with The Regents of the University of California for shared spaces in the cities of Highland and Redlands is an exempt project under the California Environmental Quality Act Guidelines Section 15301 – Existing Facilities (Class 1).
2. Approve **Contract No. 24-1012** with The Regents of the University of California on behalf of its University of California Agriculture and Natural Resources, and its University of California Cooperative Extension for San Bernardino County to provide research and educational programs for the residents of the county, including authorizing the Chief Executive Officer to approve revisions to the Work Plan, in the amount of \$304,493 for the three-year retroactive period of July 1, 2024, through June 30, 2027.
3. Approve Use Permit (**Contract No. 24-1013**) with The Regents of the University of California on behalf of its University of California Agriculture and Natural Resources and its University of California Cooperative Extension programs for use of approximately 1,556 square feet of the County-leased space located at the County Library facility at 7863 Central Avenue in Highland, and approximately 1,405 square feet at the County-owned space at the County Museum facility located at 2024 Orange Tree Lane in Redlands, to operate the University of California Cooperative Extension research and educational programs for the residents of San Bernardino County, at no cost for a three-year retroactive period of July 1, 2024 through June 30, 2027.
4. Authorize the waiver of reimbursement charges set forth in County Policy 12-06 for each use of approximately 1,405 square feet of shared space at the County Museum facility located at 2024 Orange Tree Lane in Redlands pursuant to the Use Permit with The Regents of the University of California for a three-year retroactive period of July 1, 2024, through June 30, 2027.
5. Direct the Real Estate Services Department to file the Notice of Exemption in accordance with the California Environmental Quality Act.

(Presenter: Michael Jimenez, Deputy Executive Officer, 387-3103)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Ensure Development of a Well-Planned, Balanced, and Sustainable County.

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

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

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FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). Pursuant to the agreement, the County shall pay The Regents of the University of California on behalf of its UC Agriculture and Natural Resources and its University of California Cooperative Extension (UCCE) \$304,493, over three years for UCCE staff to provide research and educational programs. The County shall also provide UCCE staff with use of 1,556 square feet of County-leased space at the County Library in Highland (Library) and 1,405 square feet of shared space at the County Museum location in Redlands (Museum); this space will be provided at no cost to UCCE but has an annual in-kind value of \$45,291 for rent, utilities, maintenance, and janitorial services. Adequate revenue and appropriation for the in-kind space provision have been included in the Library’s and Museum’s 2024-25 budgets and will be included in future recommended budgets. Adequate appropriation and revenue for the research and education programs have been included in the following departments’ 2024-25 budgets, and will be included in future recommended budgets:

Department	2024-25 Budget	2025-26 Budget	2026-27 Budget
County Administrative Office	\$30,304	\$31,213	\$32,149
Agriculture/Weights and Measures	\$18,940	\$19,508	\$20,093
County Library	\$8,595	\$8,853	\$9,119
County Museum	\$3,788	\$3,902	\$4,019
Department of Public Health	\$15,165	\$15,620	\$16,088
Preschool Services Department	\$15,165	\$15,620	\$16,088
Regional Parks	\$6,556	\$6,753	\$6,955
Total Department Funding	\$98,513	\$101,469	\$104,511

BACKGROUND INFORMATION

On June 6, 1917, the Board of Supervisors (Board) requested by Resolution that the Regents of the University of California establish an office of the Cooperative Agriculture Extension Service in the County to provide agriculture expertise and education to the residents. Since September 2009, UCCE has provided a variety of programs through annual agreements with the County.

UCCE was started to help farmers, homemakers, and youth by providing access to the latest university research on the topics of food and nutrition education, agriculture, urban farming, gardening and food preservation, natural resources, and youth development/4-H to improve their lives. After over a century of service, UCCE continues to connect communities with the university campus by bringing practical, trusted, science-based solutions to Californians. Cooperative Extension, through the University of California’s Division of Agriculture and Natural Resources, serves all 58 counties within the state, and has nine research and extension centers.

UCCE provides research and educational programs to County residents in the areas of food and nutrition education, gardening and horticulture, food preservation, natural resources, and youth development. These agreements have a clear nexus to County departments for outcome-based services. The County and UCCE continue to jointly develop services in the annual work plans that are agreed upon by the individual county departments. In addition to research and education these services include public outreach, reporting on program outcomes, and monthly strategy meetings to evaluate the programs, and, if necessary, modify the programs to meet the needs of county residents.

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On October 3, 2023 (Item No. 20), the Board approved Agreement No. 23-1107 and Use Permit Agreement No. 23-1108 with UCCE, to provide research and educational programs for the residents of the County in the amount of \$89,557 a one-year period of July 1, 2023, through June 30, 2024.

On February 6, 2024 (Item No. 48), the Board approved Amendment No. 1 to Use Permit Agreement No. 23-1108 to increase the existing use area to include the space at the Museum, with no change to the term.

UCCE delivers programs, via a Use Permit, within County owned facilities and currently conducts workshops at the Library, and the Museum. The Library offers 1,556 square feet consisting of exclusive use of an indoor lab, office space, and non-exclusive use of a community room. The Museum offers 1,405 square feet of office and shared space, which includes permitting UCCE to provide a maximum of two workshops, trainings, and/or meetings per month, for two hours per use, with fees waived.

County Policy No. 12-06 – Use of County Facilities by Non-County Organizations (Policy) requires that reimbursement charges be paid by non-county organizations for use of County-owned or County-leased premises to cover expenses incurred by County over and above normal operating expenses. The Policy also provides that requests to waive these charges may only be approved by the Board. The Real Estate Services Department (RES D) and the Museum jointly recommend that the Board waive the use fees and reimbursement charges for the Museum space, as allowed under the Policy, and approve Recommendation No. 4 to continue the County's relationship with UCCE.

The proposal to approve the Use Permit was reviewed pursuant to the California Environmental Quality Act and determined to be categorically exempt under Guidelines Section 15301 – Existing Facilities (Class 1), because the future operation and use occurs within city limits substantially surrounded by urban areas.

The Contract may be terminated by the County upon 60 days prior written notice, which will simultaneously terminate the Use Permit. The Use Permit may be terminated in part as to the Library space, if the County's lease for the Library, with the City of Highland, is terminated in part or in its entirety due to default, but there is no right for either party to terminate for convenience. If the Use Permit is terminated in whole or in part, the agreement shall continue, but the County shall have no obligation to provide alternate space. The Director of RES D may exercise the termination right in the Use Permit on behalf of the County.

The Contract and Use Permit are being presented at this time for Board approval effective as of July 1, 2024, as UCCE and the County worked through revisions of the contract language, work plan goals, and quarterly and annual reporting tools and this caused a delay in the review process. The terms of the Contract were finalized following extensive negotiations between the parties and their respective legal counsels; this is the first date available for presentation following the required operations, fiscal, and legal reviews. Approval by the Board on this date will have no impact on UCCE's services and activities, as services continued to be provided during contract negotiations.

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The Contract and Use Permit support the County goals and objectives of working with other agencies and stakeholders by providing a countywide system of community-based education that is a partnership between the County and the University of California.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, and John Tubbs II, Deputy County Counsel, 387-5455) on September 23, 2024; County Library (Melanie Orosco, County Librarian, 387-2220) on September 27, 2024; County Museum (David Myers, Director, 798-8601) on September 27, 2024; Finance (Erika Rodarte, , 387-4919; Elias Duenas, 387-4052; Paul Garcia, 386-8392; Iliana Rodriguez, 387-4205, Administrative Analysts) on October 1, 2024; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on October 7, 2024.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Jesse Armendarez
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Curt Hagman, Joe Baca, Jr.
Absent: Dawn Rowe

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: October 22, 2024



cc: CAO - Jimenez w/agrees
Contractor - c/o CAO w/agree
File - w/agree
CCM 10/25/2024