

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
BOARD GOVERNED COUNTY SERVICE AREAS  
SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT  
AND RECORD OF ACTION**

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS  
OF THE BIG BEAR VALLEY RECREATION AND PARK DISTRICT  
BLOOMINGTON RECREATION AND PARK DISTRICT  
SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT  
AND RECORD OF ACTION**

May 23, 2023

**FROM**

LEONARD X. HERNANDEZ, Chief Executive Officer, County Administrative Office

**SUBJECT**

Updates to County Policy Manual

**RECOMMENDATION(S)**

Acting as the Board of Supervisors for San Bernardino County, Board Governed County Service Areas, and the San Bernardino County Flood Control District, and as the Board of Directors for the Big Bear Valley Recreation and Park District, the Bloomington Recreation and Park District and the San Bernardino County Fire Protection District, approve the following updates to the County Policy Manual:

1. Approve and add new Policy 03-13: Unmanned Aircraft Systems Governance and Usage
2. Approve and add new Policy 07-23: Lactation Accommodation
3. Amend Policy 08-04: Travel Outside of the United States
4. Amend Policy 15-01: Debt Management
5. Amend Policy 15-02: Debt Issuance
6. Amend Policy 15-03: Debt Structure
7. Amend Policy 15-04: Debt Advisory Committee
8. Amend Policy 15-05: Continuing Disclosure

(Presenter: Leonard X. Hernandez, 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 additional 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 and Board of Directors (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 (CEO) 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 Policy Review Committee includes representation from various departments as follows:

| <b>POLICY REVIEW COMMITTEE</b>             |  |
|--|--|
| Auditor-Controller/Treasurer/Tax Collector | Innovation and Technology                      |
| County Administrative Office               | District Attorney/Law & Justice                |
| County Counsel                             | Public Works                                   |
| Finance and Administration                 | Purchasing                                     |
| Human Resources                            | Real Estate Services                           |
| Human Services                             | San Bernardino County Fire Protection District |

The Committee recommends amendments to Section 3, County Organization and Operations; Section 7, Personnel Matters; Section 8, Travel and Transportation; and Section 15, Debt Accountability, of the County Policy Manual as follows:

| <b>Policy</b> | <b>Title</b>                                   | <b>Action</b> | <b>Description of Action</b>   |
|---------------|--|---------------|--|
| 03-13         | Unmanned Aircraft Systems Governance and Usage | Add           | The addition of this policy is appropriate to include the procedures for the use of unmanned aircraft systems operated by County personnel.                          |
| 07-23         | Lactation Accommodation                        | Add           | The addition of this policy is appropriate to comply with a legal mandate, and to implement and include procedures for lactation accommodation for County employees. |
| 08-04         | Travel Outside of the United States            | Amend         | Update to the policy is appropriate for revision of references to internal travel request forms.   |
| 15-01         | Debt Management                                | Amend         | Update to the policy is appropriate to include additional information regarding debt financing and reporting compliance.   |
| 15-02         | Debt Issuance                                  | Amend         | Update to the policy is appropriate for revision of language specific to the financing team, method of sale, and bond refinancing.                                   |
| 15-03         | Debt Structure                                 | Amend         | Update to the policy is appropriate to include an additional definition and information regarding call provisions, tax status, and swaps.                            |

**Updates to County Policy Manual**  
**May 23, 2023**

| <b>Policy</b> | <b>Title</b>            | <b>Action</b> | <b>Description of Action</b>  |
|---------------|-------------------------|---------------|---|
| 15-04         | Debt Advisory Committee | Amend         | Update to the policy is appropriate to include additional information regarding Debt Advisory Committee review of debt and proposed financing, and revise when scheduled meetings are held. |
| 15-05         | Continuing Disclosure   | Amend         | Update to the policy is appropriate for revision of definitions, Lead Department actions, and additional information regarding Event Notices.   |

The Committee also recommends the CEO approve the addition and update of the following Standard Practices to implement and/or update processes for departments:

| <b>Number</b> | <b>Title</b>   |
|---------------|--|
| 03-13 SP1     | Unmanned Aircraft Systems Usage                                  |
| 08-02 SP1     | Guidelines for Travel  |
| 08-03 SP1     | Use of Private Vehicles for County Business                      |
| 08-03 SP2     | Use of Rental Vehicles for County Business                       |
| 15-05 SP1     | Continuing Disclosure for Debt Issued by County Related Entities |

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on May 9, 2023; Finance (Erika Rodarte, Administrative Analyst, 387-4919) on May 8, 2023; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on May 9, 2023.

**Updates to County Policy Manual  
May 23, 2023**

Record of Action of the Board of Directors  
San Bernardino County Fire Protection District  
Bloomington Recreation and Park District  
Big Bear Valley Recreation and Park District  
Record of Action of the Board of Supervisors  
San Bernardino County Flood Control District  
Board Governed County Service Areas  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY   
DATED: May 23, 2023



cc: File - Policy-General w/ attachments  
JLL 05/26/2023