

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

**March 25, 2025**

**FROM**

**LUTHER SNOKE, Chief Executive Officer, County Administrative Office**

**SUBJECT**

Board of Supervisors Discretionary Fund – District Specific Priorities Program

**RECOMMENDATION(S)**

1. Approve **Amendment No. 2 to Contract No. 22-467** with the City of Chino Hills to extend the contract term by an additional 12 months, allowing time to complete the Chino Hills Skate Park project, for a total term of June 28, 2022, through June 27, 2026, with no change to the not-to-exceed contract amount of \$125,000.
2. Approve **Amendment No. 1 to Contract No. 24-474** with the City of Chino Hills, for improvement costs of the Chino Hills Pinehurst Park, increasing the not-to-exceed contract amount by \$1,500,000, from \$8,500,000 to the total not-to-exceed amount of \$10,000,000, from the 2024-25 Fourth District's Board of Supervisors Discretionary Fund – District Specific Priorities Program budget, and extending the term by 12 months, for a total term of June 11, 2024, through December 31, 2027.
3. Approve **Contract No. 25-188** with Victorville American Little League 2-0., to contribute funding from the 2024-25 First District's Board of Supervisors Discretionary Fund – District Specific Priorities Program budget to support Victorville American Little League 2-0 and its players by updating the lighting at its fields, in the amount not-to-exceed \$12,500, for the period of March 25, 2025, through March 24, 2026.
4. Approve **Contract No. 25-189** with Victorville Ribbons Little League Incorporated, to contribute funding from the 2024-25 First District's Board of Supervisors Discretionary Fund – District Specific Priorities Program budget to support Victorville Ribbons Little League Incorporated and its players by updating the lighting at its fields, in the amount not-to-exceed \$12,500, for the period of March 25, 2025, through March 24, 2026.

(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

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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.

The projects under Recommendation Nos. 1 and 2 will be funded by the Fourth District's Priorities Program budget.

The projects under Recommendation Nos. 3 and 4 will be funded by the First District's Priorities Program budget.

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

On June 28, 2022 (Item No. 44), the Board approved Contract No. 22-467 with the City of Chino Hills (Chino Hills) to purchase equipment to support the public health and social service needs in the county by assisting in the enhancements of the Chino Hills Skate Park through the addition of lights, shade structures, seating, and parking enhancements, in an amount not-to-exceed \$125,000, for the period June 28, 2022 through June 27, 2024.

On March 27, 2024, the CEO approved Amendment No. 1 to Contract No. 22-467 to authorize Chino Hills' request to extend the contract by an additional 12 months, for a total contract term of June 28, 2022, through June 27, 2025. Amendment No. 2, under Recommendation No. 1, is needed due to the delayed project bidding and construction (as result of additional time taken for preliminary outreach and engagement meetings soliciting input from the skating community), along with the time required to complete the design plans (after feedback was received). Approval of Amendment No. 2 would extend the contract term by an additional 12 months, for a total contract term of June 28, 2022, through June 27, 2026, to allow for project completion. County Policy 05-10 outlines the purpose and procedure for Board Discretionary Funds and requires a 25% matching contribution by other government agencies. A minimum 25% matching contribution of the project cost from Chino Hills was not included as a contract provision or in the proposed Amendment No. 2 because the original contract was executed in 2022, before the 2024 update to County Policy 05-10 to include a match requirement. Amendment No. 1 also did not include the matching contribution because it only extended the contract term, with no change to the contract amount.

On June 11, 2024 (Item No. 50), the Board approved Contract No. 24-474 with Chino Hills to contribute funding towards Pinehurst Park improvement costs for a new community center, public splash pad/restroom amenity, group picnic areas, shade structures and parking expansion. The contract was for an amount not-to-exceed \$8,500,000, with a minimum matching contribution of 25% from Chino Hills to this project cost, for the period of June 11, 2024, through December 31, 2026. After the project design was developed, the project timelines and cost estimates were higher than originally anticipated. Amendment No. 1, under

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Recommendation No. 2, would extend the contract term by an additional 12 months and provide an additional \$1,500,000 in County contribution, for a total term of June 11, 2024, through December 31, 2027, with the total not-to-exceed contract amount of \$10,000,000, to allow for project completion. Chino Hills will increase their required 25% match based on the increased contract amount if the amendment is approved.

The contracts under Recommendation Nos. 3 and 4 assist the First District's communities by updating the lighting at fields where Victorville American Little League 2-0 and Victorville Ribbons Little League Incorporated play. These contracts also serve the public purpose of promoting the health and safety of residents. Installing new lighting at these fields provides additional opportunities for children in Victorville to be outside and active while also enhancing overall safety at the events. Per County Policy 05-10, non-profit organizations are not required to provide a minimum 25% matching contribution to the projects.

Under the Board Discretionary Fund Priorities Program contract terms, except for Contract No. 22-427 with the City of Chino Hills under Recommendation No. 1, the CEO, at the direction of the identified Supervisor, may extend the terms of the 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 March 6, 2025; Finance (Penelope Chang, Administrative Analyst, 387-4886) on March 5, 2025; and County Finance and Administration (Stephenie Shea, Deputy Executive Officer, 387-5423) on March 6, 2025.

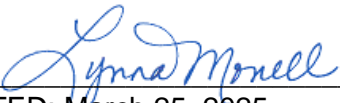
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Program  
March 25, 2025**

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: March 25, 2025



cc: CAO - Chang w/agrees  
Contractor - c/o CAO w/agree  
File - w/agree  
CCM 03/28/2025