

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

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF THE BOARD GOVERNED COUNTY SERVICE AREAS
AND RECORD OF ACTION**

June 9, 2020

FROM

JAMES E. JENKINS, Director, Airports

SUBJECT

Appropriation Adjustments for Operational Costs

RECOMMENDATION(S)

1. Acting as the governing body of the County of San Bernardino (County)
 - a. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the budget adjustments as detailed in the Financial Impact section, to the County's Department of Airports 2019-20 budget in the amount of \$209,609 to fund unanticipated operational costs. (Four votes required).
 - b. Approve the purchase of unbudgeted fixed assets in an amount not to exceed \$23,000 for two QT Pod Model M4000 Self-Serve Terminals with DPI Module.
2. Acting as the governing body County Service Area 60- Apple Valley Airport (CSA 60):
 - a. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the budget adjustments, as detailed in the Financial Impact section, to CSA 60's 2019-20 budget in the amount of \$13,000 to fund the purchase of an unbudgeted fixed asset. (Four votes required).
 - b. Approve the purchase of unbudgeted fixed assets in an amount not to exceed \$13,000 for one QT Pod Model M4000 Self-Serve Terminal with DPI Module.

(Presenter: James E. Jenkins, Director, 387-8810)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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). The County's Department of Airports (Airports) and CSA 60 are requesting budget adjustments in the amount of \$209,609 and \$13,000, respectively, to fund unanticipated operational costs and the purchase of QT Pod Model M4000 Self-Serve Terminals. These unanticipated costs are funded by salary savings and savings from fixed assets procured at lower than budgeted cost and general maintenance. Airports and CSA 60 are requesting the following budget adjustments to its respective general operating budget:

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County:

FUND CENTER	Commitment Item/GL Account	Description	Action	Amount	WBSE
6315001000	51001010	Regular Salary	Decrease	77,976	N/A
6311001000	54404045	Heavy Equipment	Decrease	98,000	N/A
6311001000	54504050	Vehicles	Decrease	33,633	N/A
6311001000	52002870	Gen Maint-Struct, Imp and Grounds	Increase	209,609	N/A

CSA 60:

Fund Center	Commitment Item/GL Account	Description	Action	Amount	WBSE
4003004552	52002870	Gen Maint-Struct, Imp and Grounds	Decrease	13,000	N/A
4003004552	54404040	Equipment	Increase	13,000	N/A

BACKGROUND INFORMATION

Airports and CSA 60 provide for the management, maintenance, and operation of a total of six county-owned airports. Approval of the budget adjustments will allow Airports and CSA 60 to fund unanticipated operational costs. General Maintenance includes operational costs such as emergency repairs to airport fencing due to vehicle damage by airport visitors and/or local traffic accidents, technical assistance calls and repairs to the airport gate security system as a result of software connection issues or physical damage to the card reader or gate arm, and replacement of HVAC systems at the Commercial Hangar Complex.

Approval of the budget adjustments will also allow Airports and CSA 60 to fund the purchase of QT Pod Model M4000 Self-Serve Terminals. Airports and CSA 60 were informed by the vendors (Fuel Master for Needles and QT Pod for Apple Valley and Twenty-Palms) that the software for the existing credit card terminals will no longer be supported after June 01, 2020. Consequently, neither Airports nor CSA 60 would have access to parts or technical support for the existing terminals in the event of a disruption which may lead to the inability to sell fuel. The QT Pod Model M4000 Self-Serve Terminals were purchased for the following locations: Apple Valley Airport (CSA 60), Twenty-nine Palms Airport, and Needles Airport.

This recommended budget adjustment aligns with the County and Chief Executive Officer Goal and Objective to Operate in a Fiscally-Responsible and Business-Like Manner by allowing Airports and CSA 60 to utilize existing budget to support airport operations.

PROCUREMENT

Vendors were solicited to provide credit card terminals and service agreements to Airports and CSA 60. A non-competitive solicitation was required due to the specialized needs of Airports and CSA 60 for the specific model of credit card terminals and the limited suppliers that could meet the terminal requirements. Airports and CSA 60 contacted the following vendors to solicit bids: Fuel Master, Leaders Merchant Services, and QT Pod Petroleum on Demand.

Airports and CSA 60 received no response from Leaders Merchant Services.

Airports and CSA 60 received quotes from Fuel Masters for the three requested locations as follows: Twenty-Nine Palms \$ 21,250, Needles \$13,490 and Apple Valley (CSA 60) \$11,344. These costs did not include the annual service plan which would facilitate credit card processing and technical assistance/maintenance for the terminals.

Airports and CSA 60 received quotes from QT Pod Petroleum on Demand: Twenty-Nine Palms \$13,220, Needles \$13,670, and Apple Valley (CSA 60) \$12,190. The quotes for Twenty-Nine Palms and Needles are inclusive of the cellular service plan. Apple Valley (CSA 60) did not require a cellular service plan as the M4000 terminal is compatible with an already existing system. QT Pod Petroleum on Demand has supplied the equipment to Airports and CSA 60 pending review of the service agreements with County Counsel.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Agnes Cheng, Deputy County Counsel, 387-5455) on June 2, 2020; Auditor-Controller/Treasurer/Tax Collector (Erika Gomez, General Accounting Manager, 382-3196) on June 2, 2020; Purchasing (Bruce Cole, Supervising Buyer, 387-2233) on June 2, 2020; Finance (Elias Duenas, Administrative Analyst, 387-4052) on June 2, 2020; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on June 2, 2020.

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Record of Action of the Board of Supervisors
County of San Bernardino

Record of Action of the Board of Supervisors
Board Governed County Service Areas

APPROVED (CONSENT CALENDAR)

Moved: Josie Gonzales Seconded: Robert A. Lovingood

Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: June 9, 2020



cc: File- Airports
la 06/11/2020