

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

June 23, 2020

FROM

MELISSA RUSSO, Director, County Museum

SUBJECT

Agreements for Resident Historic Site Managers

RECOMMENDATION(S)

Approve employment agreements with the following individuals for the provision of resident site manager services at various historic museum sites within the County, for the period of July 1, 2020 through June 30, 2021 as follows:

1. Jason Bowe, Historic Site Manager at Agua Mansa Pioneer Memorial Cemetery in Colton, for total annual compensation of \$23,500 (Salary - \$8,000, Benefits - \$15,500). **Contract No. 20-469.**
 2. Judith Fulton, Historic Site Manager at the John Rains House in Rancho Cucamonga, for total compensation of \$23,510 (Salary - \$8,000, Benefits - \$15,510). **Contract No. 20-470.**
- (Presenter: Melissa Russo, Museum Director, 798-8608)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

**Ensure Development of a Well-Planned, Balanced, and Sustainable County.
Pursue County Goals and Objectives by Working with Other Agencies.**

FINANCIAL IMPACT

Approval of these employment contracts will not result in the use of additional Discretionary General Funding (Net County Cost). The total annual compensation for the Historic Site Manager agreements is \$47,010. This is based on cash stipends (\$16,000), use of the residences (valued at \$22,800), and utilities (valued at \$8,210).

The cash stipend portion of the compensation is the primary direct cost to the Department in connection with these contracts. Adequate appropriation and revenue for these two agreements is included in the Museum's 2020-21 recommended budget.

BACKGROUND INFORMATION

This item will approve two employment contracts for the period of July 1, 2020 through June 30, 2021 to continue providing resident Historic Site Manager services at these two County Museum historic sites; the John Rains House in Rancho Cucamonga, and the Agua Mansa Pioneer Memorial Cemetery in Colton. These individuals reside on-site and perform a variety of tasks in order to facilitate public access and preserve the historic and aesthetic integrity of these Museum sites. Employment contract compensation is based on a cash stipend, and valuation for use of residence and utilities.

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This item aligns with the County and Chief Executive Officer Goal to Ensure Development of a Well Planned, Balanced, and Stable County by recognizing the historic sites as treasured amenities that provide a glimpse of our past heritage that can be shared with patrons.

The Museum recommends renewing the two employment contracts for Historic Site Managers at Agua Mansa Pioneer Memorial Cemetery and the John Rains House as they are both the same individuals that were contracted for the last one year period. Each individual will continue to reside on-site and perform a variety of tasks in order to facilitate public access and preserve the historic and aesthetic integrity of these Museum sites. These tasks include facilitating special events, conducting tours, performing maintenance or repairs, and providing security.

These individuals will also continue to work the same schedules (hours/days) as stipulated in their previous contract. Other benefits within these agreements include coverage under the County's Worker's Compensation Insurance Program, health and dental plan options, participation in the County's P.S.T Deferred Compensation, and vacation leave.

The hours of service provided by each individual are as follows:

Jason Bowe (Agua Mansa Cemetery): 30 hours per week; 9:00am to 3:00pm on Tuesdays through Saturdays.

Judith Fulton (John Rains House): 30 hours per week; 9:00am to 3:00pm on Tuesdays through Saturdays.

The County Museum is recommending new replacement agreements with these individuals based on their experience and years of service to the Department. The agreements have a one-year term through June 30, 2021, but either party may terminate their agreement by giving the other party 15 days written notice.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Deputy County Counsel, 387-5397) on May 20, 2020; Human Resources (Mark DeBoer, Human Resources Division Chief, 387-5571) on May 20, 2020; Finance (Elias Duenas, Finance Analyst, 387-4052) on June 3, 2020; County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on June 9, 2020.

Agreements for Resident Historic Site Managers
June 23, 2020

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

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 23, 2020



cc: Museum- Russo w/agree
 Contractor- C/O Museum w/agree
 File- w/agree
la 06/24/2020