



San Bernardino County

Legislation Text

File #: 8080, Agenda Item #: 108

**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:

POLICY REVIEW COMMITTEE	
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:

Policy	Title	Action	Description of Action
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.
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:

Number	Title
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.