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CLERK OF THE BOARD  
COUNTY OF ORANGE  
BOARD OF SUPERVISORS

**MEMORANDUM**

To: Clerk of the Board

From: Chairman Donald P. Wagner, Third District

Date: November 19, 2024

**RE: Item for December 3, 2024 Board of Supervisors Meeting**

Please add this as a discussion item for the December 3, 2024 Board of Supervisors meeting:

I propose the allocation of \$115,000 from Third District discretionary funds to support the refurbishment of the Families Forward food pantry in Irvine. Although Families Forward is based in the Third District, it serves families across Orange County. In 2023, the top nine cities served included Irvine, Lake Forest, Santa Ana, Tustin, Laguna Hills, Mission Viejo, Aliso Viejo, Costa Mesa, and Anaheim.

To address growing demand, Families Forward plans to upgrade its existing warehouse into a palletized storage facility with a new walk-in refrigerator and cooling fans. It also aims to transform its backroom, currently a volunteer workspace, into a food pantry shopping area where families can select items. In addition, Families Forward intends to deploy trained volunteers and staff as ambassadors to connect families with supportive services, including employment, childcare, and public benefits.

The total project cost is \$200,000. Families Forward has already secured \$85,000, leaving a funding gap of \$115,000. The requested funds will cover:

- \$75,000 for equipment (e.g., electric pallet stacker, fans, shopping carts, refrigerators/freezers, shelving, storage pods, signage, delivery vehicle)
- \$40,000 for construction (e.g., electrical work, demo, plumbing/hvac, lights, painting, contractor fees, project management new breaker installation, shelving installation, site work, landscaping)

Families Forward expects to complete the project by January/February 2025.

I ask that the Board of Supervisors approve the following recommended actions at our December 3, 2024 meeting:

1. Approve the use of \$115,000 from Third District discretionary funds to Families Forward.
2. Find under Government Code section 26227 that this expenditure is necessary to meet the social needs of County residents.

3. Authorize and direct the County Executive Officer, or designee, to negotiate and enter into an agreement with Families Forward as necessary to effectuate the purposes of this allocation, including, but not limited to, the allocation of funds to Families Forward.
4. Authorize and direct the Auditor-Controller, or designee, to make related payments as necessary to effectuate the purposes of this allocation, including, but not limited to Cal-Card, electronic fund transfers or check payments.