

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

May 24, 2022

**FROM**

**SUPRIYA BARROWS, Deputy Executive Officer, Community Revitalization**

**SUBJECT**

Positions for Community Revitalization and Budget Adjustments

**RECOMMENDATION(S)**

1. Authorize the addition of 30 regular positions for Community Revitalization under the following classifications:
  - a. Administrative Analyst III (2), Exempt, Range 73C, \$96,075 - \$130,644 Annually
  - b. Administrative Manager (1), Management, Range 70, \$86,008 - \$118,497 Annually
  - c. Administrative Supervisor I (1), Supervisory, Range 60, \$67,246 - \$92,664 Annually
  - d. Automated Systems Analyst I (1), Administrative Services, Range 53, \$56,825 - \$78,041 Annually
  - e. Chief of Operations (1), Exempt, Range 83B, \$126,921 - \$171,288 Annually
  - f. Deputy Executive Officer (1), Exempt, Range 89B, \$145,641 - \$197,059 Annually
  - g. Economic and Community Development Analyst II (2), Administrative Services, Range 59, \$65,686 - \$90,313 Annually
  - h. Executive Secretary III (1), Exempt, Range 50C, \$56,638 - \$76,211 Annually
  - i. Fiscal Assistant (1), Clerical, Range 31A, \$33,612 - \$46,155 Annually
  - j. Fiscal Specialist (2), Clerical, Range 35, \$36,566 - \$50,232 Annually
  - k. Housing Development Manager (1), Exempt, Range 68C, \$108,097 - \$147,243 Annually
  - l. Community Development and Housing Project Manager II (2), Administrative Services, Range 63, \$72,404 - \$99,652 Annually
  - m. Media Specialist II (1), Administrative Services, Range 53, \$56,825 - \$78,041 Annually
  - n. Office Assistant III (1), Clerical, Range 31A, \$33,612 - \$46,155 Annually
  - o. Office Specialist (1), Clerical, Range 35, \$36,566 - \$50,232 Annually
  - p. Program Specialist II (5), Administrative Services, Range 56, \$61,089 - \$83,948 Annually
  - q. Staff Analyst II (5), Administrative Services, Range 56, \$61,089 - \$83,948 Annually
  - r. Supervising Program Specialist (1), Supervisory, Range 59, \$65,686 - \$90,313 Annually
2. Authorize the Auditor-Controller/Treasurer/Tax Collector to post adjustments as indicated in the Financial Impact section and Attachment A, to Community Revitalization's 2021-22 budget in the amount of \$4,311,107 for the addition of 30 regular positions (Four votes required).

(Presenter: Supriya Barrows, Deputy Executive Officer, 387-4717)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Promote the Countywide Vision.**

**Ensure Development of a Well-Planned, Balanced, and Sustainable County.**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

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**FINANCIAL IMPACT**

The estimated full year cost of the 30 requested regular positions is \$3,919,188 and their associated overhead cost is \$391,919 for a total of \$4,311,107. It is recommended that the 2022-23 cost for the positions and overhead be funded by departmental sources of \$3,202,286 and Discretionary General Funding in the amount of \$1,108,821. The 2022-23 Recommended Budget will include an allocation of \$5,400,000 to fund three years of the Discretionary General Fund portion of the costs through 2024-25. The sources for future year funding will be reevaluated at that time to determine if other funding sources are available.

Additionally, the County is estimating that the 2020-21 cost for the 30 requested positions for the Community Revitalization Group will cost \$443,331. Recommendation number two will increase appropriation to finance the current year costs and is recommended to be funded by reimbursements from the Department of Behavioral Health, Realignment, federal and state grants and allocations, and by reimbursements from the Discretionary General Funding allocated by the Board for the Homeless Pilot Program in the 2021-22 Adopted Budget.

Community Revitalization is requesting to add 11 regular positions which will provide program support for a cost of \$1,611,743. Three of these positions will be allocated from the Human Services administration budget.

Community Development and Housing (CDH) is requesting to add 10 positions that will provide program support for a cost of \$1,511,176. One of the positions will be allocated from the Human Services administration budget.

Office of Homeless Services (OHS) is requesting to add seven positions that will provide program support for a cost of \$788,763. Three of the positions will be allocated from the Human Services administration budget.

Human Services (HS) is requesting to add two positions that will provide program support for a cost of \$399,425.

Community Revitalization requests the Auditor-Controller/Treasurer/Tax Collector to post the adjustments detailed in Attachment A to the 2021-22 budget.

**BACKGROUND INFORMATION**

The County Community Revitalization division was established through a merging of CDH and OHS in July 2021 as a concerted effort to focus on strategic and continuous improvement to prevent and reduce homelessness in communities across the county. Community Revitalization aims to increase the supply of affordable housing options to positively impact neighborhoods, the local economy, and livability of our communities. This effort includes a partnership with several County departments and offices that have a role in addressing homelessness in specialized areas. Community Revitalization, with strategic direction from the Board, will work with the County Administrative Office to pilot new projects and programs for continuous improvement to invest in affordable housing options for neighborhoods and communities, and address the needs of San Bernardino County's most vulnerable individuals.

Community Revitalization is also developing the Homeless Strategic Action Plan to increase coordination, expand the impact of the County's housing and homeless programs, and strengthen efforts amongst partners to make a collective impact. The Homeless Strategic Action Plan implementation will employ a data-driven approach to inform how best to allocate

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resources, services, and programs that improve the quality of life for those who live, work, and play in this county.

Approval of the recommended action will allow Community Revitalization to add 30 positions that are necessary to augment the County's capacity to reduce and prevent homelessness and focus on implementing the strategies in the Homeless Strategic Action Plan which will be presented to the Board for adoption in 2022. In addition, this item will approve the associated budget adjustments to the 2021-22 budget for Community Revitalization, OHS, CDH, and Human Services.

As the administrative entity over CDH and OHS, Community Revitalization is requesting to add 11 regular positions to establish an administrative unit that will support the alignment of homeless services and programs while also coordinating community efforts to address the social service needs of individuals and families who are homeless and at-risk of homelessness. In addition, the Community Revitalization administrative unit will manage the Community Supports component of the California Advancing and Innovating Medi-Cal (CalAIM) program and a variety of special projects.

CDH is requesting to add 10 regular positions to improve CDH's capacity to manage its federal and state grants, and to manage its affordable housing projects. These positions range from various levels of analysts to housing project managers which will be used to support the program. CDH administers over \$30 million in Federal Housing and Urban Development allocations, State Housing funding, and former redevelopment housing dollars. CDH invests several Federal and State grants to undertake needed infrastructure projects and services for targeted communities. Projects and programs are provided through extensive collaboration with partnering cities, non-profit developers, and community service providers to implement the County Vision.

OHS is requesting to add seven regular positions to provide program support to manage an expansion of homeless programs such as the Homeless Housing Assistance and Prevention program and Project Roomkey. OHS builds upon the Countywide Vision by ensuring people experiencing or at risk of homelessness are connected to housing, supportive services, case management, and mainstream services to assist them in maintaining housing stability and self-sufficiency. OHS serves as the Lead Agency and/or Administrative Entity for the United States Department of Housing and Urban Development (HUD) Continuum of Care Homeless Assistance Grant and State Homeless Coordinating Finance Council funding. Collectively, OHS oversees or has the reporting responsibilities for several grants totaling almost \$15 million to provide related homeless-related assistance and housing for county residents.

Human Services is requesting to add two regular positions to increase its capacity to provide program support for the Community Revitalization division. These two positions will primarily provide budget and fiscal support.

On December 14, 2021 (Item No. 17), the Board approved a new and innovative initiative, CalAIM Community Supports, which Community Revitalization will implement and administer through coordination with Arrowhead Regional Medical Center, the Department of Behavioral Health, and the Department of Public Health. Community Supports are medically appropriate and cost-effective alternatives to services covered under the State plan.

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With a commitment to service, Community Revitalization will mobilize partners across multiple sectors to achieve a collective impact on preventing and reducing homelessness in San Bernardino County.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by Human Resources (Gina King, Deputy Director, 387-5570) on May 10, 2022; County Counsel (Suzanne Bryant, Deputy County Counsel, 387-5455) on May 6, 2022; Auditor-Controller/Treasurer/Tax Collector (Vanessa Doyle, Chief Deputy Controller) on May 10, 2022; Finance (Christopher Lange, Administrative Analyst, 386-8393) on May 5, 2022; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on May 10, 2022.

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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Curt Hagman    Seconded: Janice Rutherford  
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: May 24, 2022



cc:    File- Community Revitalization w/attach  
LA    05/26/2022