

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

**May 6, 2025**

**FROM**

**PETE MENDOZA, Director, Purchasing Department**

**SUBJECT**

Budget Adjustment to General Office Expense Due to Increased Workload

**RECOMMENDATION(S)**

Authorize the Auditor-Controller/Treasurer/Tax Collector to post necessary budget appropriation and revenue adjustments to the Purchasing Department – Printing Services 2024-25 budget, as detailed in the Financial Impact section, to fund additional costs associated with increased workload (Four votes required).

(Presenter: Pete Mendoza, Director, 387-2073)

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

**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). The following budget adjustments are necessary to address costs associated with an increase in workload that was not anticipated or identified during the development of the 2024-25 budget.

The following budget adjustments are requested:

<b>Fund Center</b>	<b>Commitment Item/ GL Account</b>	<b>Description</b>	<b>Action</b>	<b>Amount</b>
7610004000	40709800	Other Services	Increase	\$200,000
7610004000	51001010	Regular Salary	Decrease	\$200,000
7610004000	52002305	General Office Expense	Increase	\$400,000

**BACKGROUND INFORMATION**

Following the adoption of the 2024-25 budget, the Purchasing Department – Printing Services division (Printing Services) experienced an unanticipated increase in workload, resulting in higher-than-projected revenue and corresponding expenditures. To align budget appropriations with actual operational needs, Printing Services is requesting to increase appropriation by \$400,000 in Services and Supplies for General Office Expense, funded with increased revenue of \$200,000 from Other Services, and offset by a decrease of \$200,000 from anticipated savings in Salaries and Benefits, for a total net increase to Requirements of \$200,000.

**PROCUREMENT**

**Budget Adjustment to General Office Expense Due to Increased  
Workload  
May 6, 2025**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Adam Ebright, Deputy County Counsel, 387-4229) on April 25, 2025; Auditor-Controller/Treasurer/Tax Collector (Charlene Huang, Auditor-Controller Manager, 382-7022) on April 25, 2025; Finance (Kathleen Gonzalez, Administrative Analyst, 387-5412) on April 25, 2025; and County Finance and Administration (Paloma Hernandez- Barker, Deputy Executive Officer, 387-5423) on April 25, 2025.

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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: May 6, 2025



cc: File - Purchasing w/general  
MBA 05/8/2025