

RECOMMENDED CHANGES TO THE 2023-24 RECOMMENDED BUDGET

This document includes recommended changes to the budget (one-time and ongoing) and staffing not included in the 2023-24 Recommended Budget. Actual financial accounting system transactions associated with the following adjustments are included in Attachment B2 – Schedule of Adjustments.

	Requirements		
	General Fund	Other Funds	Total Funds
Recommended Appropriation as Submitted	4,638,285,372	3,311,282,182	7,949,567,554
Recommended Operating Transfers Out As Submitted	372,694,161	76,574,336	449,268,497
Contribution to Reserves/Net Position	237,535,292	26,211,166	263,746,458
Total Recommended Budget as Submitted	5,248,514,825	3,414,067,684	8,662,582,509
Requested Appropriation Adjustments	(5,911,059)	52,558,797	46,647,738
Requested Operating Transfers Out Adjustments	30,105,074	0	30,105,074
Requested Contribution to Reserves/Net Position Adjustments	5,750,000	0	5,750,000
Board of Supervisor's Directed Budget Adjustments	29,944,015	52,558,797	82,502,812
Revised Recommended Budget	5,278,458,840	3,466,626,481	8,745,085,321

	Budgeted Staffing		
	General Fund	Other Funds	Total Funds
Total 2022-23 Modified Budgeted Staffing	16,115	8,815	24,930
Additional Budgeted Staffing Changes included in Rec. Budget	396	(333)	63
2023-24 Recommended Budgeted Staffing as Submitted	16,511	8,482	24,993
Requested Adjustments	58	17	75
Total 2023-24 Recommended Budgeted Staffing	16,569	8,499	25,068

ONGOING AND ONE-TIME CHANGES AS DETAILED IN IDENTIFIED NEEDS:

Ongoing and One-time budget adjustments identified in the Identified Needs section of the 2023-24 Recommended Budget Document are presented below. Upon Board of Supervisors approval, these adjustments will be incorporated into Attachment A. Unless specifically identified otherwise, these adjustments are funded by the use of Discretionary General Funding. Adjustments that include staffing changes are denoted by an asterisk (*) and will have accompanying staffing adjustments included in Attachment B-3 (Schedule of Recommended Budget Staffing Adjustments). Additionally, items revised from the 2023-24 Recommended Budget are denoted by a double asterisk (**) and are highlighted.

1. **District Attorney** \$3,780,667 (\$2,912,684 ongoing Half-Cent Public Safety Sales Tax (Proposition 172), \$867,983 Use of Community Concerns Reserves)*:
 - a. Establishment of a Homicide Unit (\$2,613,620 ongoing Proposition 172): The DA requests to establish a Homicide Division to investigate and prosecute complex homicide cases that involve multiple defendants, witnesses, and victims, and require oversight. By providing adequate staff, the county fulfills safety obligations to the community.
 - b. Marijuana Task Force (\$867,983 Use of Community Concerns Reserves): Funding will allow the department to continue the Department's legal strategy to file abatement actions with the Superior Court on landowners to prevent recurring cultivation sites. The DA will obtain civil court orders for the cleanup of the properties. The Department will then criminally prosecute landowners for environmental crimes as well as the other associated crimes.
 - c. Hospitality Lease 3rd Floor (\$299,064 ongoing Proposition 172): The DA needs more office space for added staff to respond to new or updated mandates that impact public safety, to address public safety concerns, such as illegal commercial cannabis cultivation, to assist schools in addressing chronic absenteeism, and to collaborate with the Auditor-Controller on victim restitution issuance.
2. **Public Defender** (\$580,000 ongoing AB109)*: Public Defender is requesting to utilize available AB109 funding for the following initiatives:
 - a. The addition of two Deputy Public Defender IV Positions will improve the Department's ability to meet American Bar Association guidelines to provide competent representation and increase attorney hours available to perform professional obligations specific to each case (\$400,000 PD Specific AB 109).
 - b. The use of \$180,000 of AB109 will fund a contract with a community-based organization to facilitate scheduled and safe transportation services for court participants.
3. **Probation** \$6,393,205 (\$1,000,000 ongoing AB109 and \$5,393,205 one-time AB109): Additional AB109 funding is requested to be utilized for programmatic job-training expansion of the Multi-Dimensional Anti-recidivism Partnership (MAP) program (\$1,000,000 ongoing) and expansion of the MAP program into the Barstow area (\$5,393,205 one-time).
4. **Assessor/ Recorder/ County Clerk** \$10,366,036 (\$6,656,047 one-time, \$3,709,989 Use of PIMS Reserves)
 - a. Support to fund Assessor division – Revenue Loss (\$1,656,047 one-time): Provide additional general fund in support of the Assessor Division in 2023- 24 fiscal year to account for projected shortfall in Recorder revenue.

- b. Additional Contribution to PIMS Reserve (\$5,000,000): It is currently estimated that the Property Information Management System (PIMS) upgrade will require an additional \$11.0 million to complete. For 2023-24, it is recommended that an additional \$5.0 million be included for the project in order to take a phased approach in fully funding this project.
 - c. Use of PIMS Reserves (\$3,709,989): One-time use of the existing general fund reserve to support the PIMS Upgrade Project.
- 5. **Clerk of the Board** \$173,580 (\$80,000 Use of the Agenda Management Systems Reserve, \$93,580 one-time): The implementation phase of the Legistar Agenda Management System was previously anticipated to be completed in 2022-23. However, due to various factors, it is now anticipated to be completed in 2023-24. This funding request will allow the department to continue implementation of the system and maintenance and support charged by the vendor.
- 6. **County Administrative Office** \$1,663,250 (\$663,250 ongoing, \$1,000,000 one-time)*:
 - a. **Communications – Administrative Support Staff (\$388,250 ongoing)**** – The addition of 3 Administrative Analyst III Positions to support the growing administrative demands that have been created as a result of the increased workload within the County Administrative Office and the County Communications Group formed in recent years. The positions will be assigned to specific areas where workload demand has increased including County Communications Group (1), Countywide Vision and Equity Initiative (1), and support for executive oversight of county departments (1 position funded by reimbursements).
 - b. Countywide Picnic and Computer Replacement funding (\$275,000 ongoing).
 - c. Countywide Vision Equity – \$1,000,000 one-time total in funding for 2023-24 activities. (\$250,000 in CAO and \$750,000 to establish the Countywide Vision Equity Reserve).
- 7. **County Counsel** \$2,345,362 (\$1,961,735 ongoing, \$383,627 one-time):
 - a. General Fund for Rate Revenue Shortage (\$1,961,735 ongoing): County Counsel has historically charged departments a cost for services that incorporates a share of indirect costs. It has been determined that, according to federal guidelines for cost reimbursement for administrative departments (e.g. County Counsel, Human Resources, etc.), these indirect costs are to be solely recovered through the County's Countywide Cost Allocation Plan (COWCAP) process. This process allows County Counsel to recover costs from non-General Fund sources, which results in additional general fund revenue beginning in 2025-26 to help offset this allocation of Discretionary General Funding.
 - b. Chino Plume – Legal/Insurance Component (\$275,000 one-time): In April 2018, the legal/insurance cost component of the Chino Plume was transferred from Airports to County Counsel's budget. County Counsel absorbed the legal costs for the remainder of 2018. The work on the project is ongoing and anticipated for trial in 2023-24. County Counsel is projecting the fees for 2023-24 to be \$275,000.
 - c. New Litigation Request (\$108,627 one-time): County Counsel contracts for outside legal services and continues to encounter various litigation issues funded within the Litigation budget. Increasing this budget Fund will allow expeditious responses as needed from the onset of litigation through the course of the legal services contracts.
- 8. **County Museum** (\$81,341 ongoing)*: Requesting the addition of one position.
 - a. Associate Curator (registrar): The additional position will support all curators in increasing public enjoyment through revenue generating programs (virtual and in

person); will help achieve goals of collection registrations and cataloguing; and facilitate the management of documentation.

9. **Grand Jury** (\$149,012 ongoing): The Grand Jury is requesting Discretionary General Funding for the new leased space located at 658 East Brier Drive, Suite 125 in San Bernardino, on an ongoing basis.
10. **Human Resources** (\$100,000 ongoing): The Human Resources (HR) department is requesting funding to establish a budget for HR-led events that promote training and development and that show employees that HR and the county value their work.
11. **Land Use Services** \$6,300,000 (\$3,100,000 one-time, \$3,200,000 Use of Community Concerns Reserves)
 - a. Digitization Project (\$2,500,000 one-time rollover): The Digitization Project will allow LUS to hire a vendor that would utilize the most updated methods for digitizing consistent and standard images of all LUS paper documents, including building plans, project plan and permit files. This is an efficient way to manage information currently in filing cabinets, offsite storage, and on microfiche and microfilm rolls.
 - b. Customer Relationship Management (\$600,000 onetime rollover): Funding for Customer Relationship Management (CRM) will create an interactive and transparent method for LUS's customers to obtain information that relates to Planning, Building & Safety and Code Enforcement.
 - c. Code Enforcement: Continued Cannabis Abatements (\$1,000,000 Use of Community Concerns Reserves): Funds are to be used to abate nuisances that are not already programmed within the Code Enforcement budget. These types of abatements arise from properties associated with illegal cannabis grows, and include demolitions of derelict buildings, emergency board-ups of nuisance properties, illegal dumping, and nuisance vehicles.
 - d. Continued Commercial Cannabis enforcement (\$1,200,000 Use of Community Concerns Reserves): This funding will allow the continued work of a dedicated Code Enforcement cannabis team that will be strictly focused on the enforcement of County and State codes related to illegal commercial cannabis and industrial hemp activities.
 - e. Illegal Dumping (\$1,000,000 Use of Community Concerns Reserves): The Code Enforcement Division continues to receive complaints about and proactively encounter large sites where a large accumulation of junk, trash, debris, construction materials, household and hazardous materials, appliances, lumber and other miscellaneous items have been dumped on private property. In most cases, the property owners are either unwilling, unable or unavailable to abate the violations themselves. In these instances, Code Enforcement would use its enforcement authority to abate the violations through our already established internal Nuisance Abatement Unit (NAU). However, because of the costs to abate illegal dumping, an increase in funding is necessary to support abatement activities for these larger sites.
12. **Litigation** (\$9,100,000 one-time):
 - a. Outside Legal Fees (\$8,600,000 one-time) – Chino Plume: Work on the project is ongoing and ramping up for litigation in the 2023-24.
 - b. General Litigation (\$500,000 one-time)– Prison Law Office (PLO) Legal Costs: Requesting an increase in funding due to ongoing PLO litigation.
13. **Office of Emergency Services** \$1,081,198 (\$306,057 ongoing, \$775,141 one-time):

- a. One-Time Warehouse Operating Cost (\$363,141 one-time): The one-time request of funding will be utilized to pay for warehouse operational expenses, which include item such as equipment rental, professional services, and general expenses.
 - b. Climate Controlled Storage Room (\$412,000 one-time): The construction of the Climate Controlled Storage Room will be used to store items that require a controlled temperature environment and will allow easy access during emergency preparedness and during county emergencies.
 - c. Ontario Warehouse Operating Costs (\$306,057 ongoing): The ongoing funding will be utilized to pay for the warehouse operational expenses, which can include utilities, equipment maintenance, professional services, office expenses, and ITD service cost.
14. **Project and Facilities Management-Project Management Division** \$600,000 (\$300,000 ongoing, \$300,000 one-time):
- a. Front End Estimating Hours (\$300,000 ongoing): Funds will be used to support administrative salary and benefit cost required for project estimating efforts which the department invests to support County departments for their front-end capital improvement project planning, including feasibility studies for conceptual projects, assisting departments with project scope, and estimating, and assisting departments for other operational needs.
 - b. Project Management Division Software Consulting (\$300,000 one-time): Funding is requested to develop and implement a new Project Reporting Dashboard which will be used by PMD to track progress and performance on all capital improvement projects with uniform and professional presentation.
15. **Public Guardian-Conservator** (\$55,700 Use of Public Guardian Lease Space Reserve): The Department of Aging and Adult Services, Office of the Public Guardian (DAAS-OPG), is requesting the use of reserve funds for 2023-24 for the General Fund portion of the cost of their annual lease.
16. **Public Health Animal Care** (\$1,636,639 ongoing)* New position requests:
- a. Veterinarian: This position will provide direct veterinary care to animals as part of the mobile veterinary team and, in the future, at the new animal shelter facility.
 - b. Registered Veterinary Technician: This position will directly support the veterinarian on the new mobile veterinary team by facilitating the coordination of veterinary care provided to animals.
 - c. Office Assistant II: This position will provide office support including coordinating the set-up of client/patient appointments, invoicing transactions, and addressing pet owner inquiries to support the new mobile veterinary team.
 - d. Animal Control Officer: The addition of two animal control officer positions will support the Devore Shelter experiencing high turn-over, difficulties in hiring, inherent risk of injury, and increase in workload due to increase popularity from adoption events.
 - e. Health Education Specialist I: The position is being requested to support Rescue Group Partners (RGPs) on a seven day a week basis, to coordinate support for the animal shelter located in Devore, and to increase the number of sponsored pet adoption events.
 - f. Supervising Office Assistant: The addition of this position will help oversee clerical staff that support the shelter.
 - g. General Services Worker II (8 Positions): Four of the new positions will be utilized to augment the Field Services Section by responding to nonemergency calls for service or calls that require the delivery of notices, the retrieval of paperwork or the pick-up of

deceased animals to free up Animal Control Officers time for emergency calls. The remaining four positions will be assigned to the County animal shelter in Devore to provide direct enrichment to animals at the shelter which includes walking animals, providing play time, or assisting with transporting animals to a veterinary office if necessary.

h. Automated Systems Analyst I: This position will oversee and facilitate both current and new enterprise technology initiatives as the program expands and enhances services.**

17. Public Works \$17,800,501 (\$12,800,501 Use of Reserves, \$5,000,000 one-time):

- a. Transportation Request Glen Helen (\$1,665,501 Use of the Glen Helen Parkway Bridge Replacement/Widening Construction Reserve): This request is to draw down the remaining General Fund Reserves balance of \$1,665,501 for the Glen Helen Bridge to complete the project.
- b. Transportation Dola & Lanzi Bridges (\$5,000,000 one-time): Restoration of the Dola and Lanzit Ditch Bridges in 2018 used timber to preserve the historical appearance. Due to improper use of wood preservation chemicals, the bridges were deemed structurally deficient. In accordance with the State of California Department of Transportation, the County is responsible for redesigning the bridges to comply with federal requirements.
- c. Transportation Message Board (\$135,000 Use of Community Concerns Reserve): The purchase of three large electronic message boards, used in coordination with CalTrans and CHP, will provide alerts to the public along SR18, SR330, and SR38, helping to alleviate traffic issues and improper snow parking.
- d. Public Works Operational Snow-Plow Strategy (\$11,000,000 from the Community Concerns Reserve).

18. Registrar of Voters (\$1,238,998 ongoing)*:

- a. Operations (\$458,400 ongoing): Additional requested positions will allow ROV to operate more effectively and improve operations by reducing reliance on temporary staff.
- b. Administrative Division (\$454,159 ongoing): The positions will provide the department with an appropriate level of staff needed to help reduce significant overtime hours and to increase the number of trained staff required to coordinate critical election processes that need extensive subject-matter knowledge. The addition of these two Supervisor positions will create a level of supervision which is not currently present and provide the needed level of support to staff and department leadership.
- c. IT Divisions (\$326,439 ongoing): Registrar of Voters is responsible for overseeing the maintenance and management of district and precinct maps. The addition of the Business Applications Manager position is recommended to provide the oversight necessary for the department's IT functions, including system software and hardware infrastructure, planning and coordination of IT projects and elections business processes, testing, and IT staff management.**

19. Trial Court Funding Maintenance of Effort (MOE) (\$800,000 ongoing): County Trial Courts is requesting additional Discretionary General Fund to offset projected revenue shortfalls. The MOE is funded with General Fund and Revenue collected through traffic and criminal fines, penalty assessments, vital statistics fees, civil filing fees, traffic school and recording fees. The revenue trends have been showing a decrease in collections; therefore \$800,000 is needed to help offset the revenue shortfall.

20. Capital Improvement Program (CIP) Projects (\$2,789,379 one-time):

- a. Public Health – Devore Animal Shelter Repairs and Maintenance – \$371,700: Additional funding of \$0.4 million represents the preliminary estimate to address an urgent need at the Devore Animal Shelter facility. In total, costs are estimated to reach \$1.5 million, with approximately \$1.1 million available from other capital project's cost savings. The funding will be used to rebuild one failed septic pump, repair heating systems within various kennels, and replace the existing security system, which is malfunctioning. The funds will allow Animal Care to maintain operations of this facility until a new animal shelter is constructed.
- b. County Counsel – Cottage No. 9 Remodel – \$553,270: County Counsel is seeking funding for the reconfiguration of the interior of Cottage No. 9 located at Gilbert St. San Bernardino. This includes four offices, two cubicles, a small kitchenette, and a restroom.
- c. Museum – Victor Valley Museum Exterior Security Cameras – \$189,773: Currently, the Victor Valley Museum has no exterior security cameras. The museum is situated in a low-traffic side street and has been vandalized in the evenings, including graffiti and the cutting and removal of gate locks.
- d. Museum – Redlands Museum Education and (Learning Depot Future) Play Space Floor Replacement – \$142,640: The Museum is requesting to install new flooring in 2 Education offices and the Learning Depot (the old live animal gallery). Both sections have old and stained vinyl flooring that is peeling. The Learning Depot space is being repurposed as a children's play space and the current vinyl flooring may create tripping and falling hazards.
- e. Museum – Redlands Museum Office Remodel – \$514,620: The Museum is seeking to remodel two standard offices, one large office (Director), one office with a saferoom, two small offices, and one small mail and copier space. In addition, the administrative office lacks a functional conference room, and the addition of a fiscal assistant leaves no space for volunteers and interns. The current layout underutilizes the space available and thus negatively impacts productivity.
- f. Museum – Redlands Museum Primary Collection Floor Replacement – \$237,170: The department is requesting approval to replace the floor at the primary collections' storage space. The area has a combination of carpet, tile, and concrete floors. The tile flooring is old and cracking creating a potential tripping hazard for staff, volunteers, and the public. The carpet is possibly the original installed and only found in limited spaces where the tile or other coverings have been removed.
- g. Regional Parks – Calico Pottery Works Structural Beams – \$47,553: Regional Parks is seeking approval to engage a structural engineer to complete an inspection of the concession building. The staff observed deep and wide cracks in two support beams in the center of the building.
- h. Regional Parks – Yucaipa Park Mold Remediation – \$732,653: Regional Parks is recommending the remediation and repair of the restrooms and lifeguard office located at the Yucaipa Regional Park. There is currently visual mold and water damage in the lifeguard office and staff's office and restroom.

OTHER RECOMMENDED CHANGES TO BUDGET:

21. **Auditor-Controller/Treasurer/Tax Collector** (\$1,800,000 one-time) is requesting the use of reserve funds set aside by the Board on April 25, 2023 Item No. 17 to fund the 2023-24 costs for the extended SAP Enterprise Support Service contract.
22. **Arrowhead Regional Medical Center** (\$1,500,000 one-time) is requesting an increase of \$1.5 million in fixed assets for Mobile Medical Clinics, which were previously approved by the Board on February 28, 2023 Item No. 17 with fundings from SCAQMD (\$1.0 million) and the Fifth District's Board of Supervisors Discretionary Fund – District Specific Priorities Program budget (\$500,000). ARMC was not able to procure the vehicles as anticipated in 2022-23 and is requesting funds to carry over into 2023-24.
23. **County Administrative Office** (\$1,075,000 one-time)
 - a. The department is requesting to utilize Discretionary General Funding to fund operating costs for positions associated with communications and marketing which will become self-sustaining over the course of the year. It is anticipated the department will offset a portion of this funding with revenue to be returned to the General Fund.
 - b. The department is also requesting a one-time \$75,000 Discretionary General Fund funding for the County Communications Group to develop a centralized application to collect requests for service.
24. **Capital Improvement Program (CIP) Projects** (\$29,671,612 one-time):
 - a. Pacific Village – Substance Abuse Disorder Program – \$13,497,492: This action will establish the project budget for the Pacific Village Expansion for the Department of Behavioral Health to establish a 24-hour residential facility with 16 treatment beds. Services will include withdrawal management and residential treatment. This item will increase the existing project budget by \$13.5 million. This will be funded with American Rescue Plan Act funds and is part of the County's Homeless Initiatives Spending Plan.
 - b. Pacific Village – Platinum Campus CIP – \$16,174,120: The Department of Adult and Aging Services is seeking approval for the project budget to expand the existing Pacific Village housing complex into a full-service continuum of care campus to promote community health and house options for the most vulnerable residents in the County. This will be funded with a combination of state grant funds and American Rescue Plan Act funds and is part of the County's Homeless Initiatives Spending Plan.

OTHER STAFFING AND CLASSIFICATION ACTIONS (NO NET INCREASE TO REQUIREMENTS):

The following are staffing changes not identified in 2023-24 Recommended Budget document that did not require an increase to requirements. Upon Board of Supervisors approval, these adjustments will be incorporated into Attachment A. Accompanying staffing adjustments are included in Attachment B-3 (Schedule of Recommended Budget Staffing Adjustments).

25. **Sheriff/Coroner/Public Administrator** – seven positions requested to be added to support the goals outlined and funded in Identified Needs to support the Special Investigations Unit.
26. **Arrowhead Regional Medical Center** –the addition of 17 positions which represents a reinstatement of positions that were initially deleted as the result of Additions which did not materialize during the HR Classification Studies.

27. **Public Defender*** – two Deputy Public Defender IV positions will improve the Department's ability to meet American Bar Association guidelines to provide competent representation and increase attorney hours available to perform professional obligations specific to each case. The addition of these positions will be funded by a reduction in Services and Supplies.
28. **Public Works*** – two underfill corrections to better align positions with employee's current duties.
29. **Registrar of Voters** – four reclassifications due to performing higher-level duties related to communications, elections systems, voter registration, and logistics.
30. Classification Actions as detailed in Attachment B3.