

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

**May 24, 2022**

**FROM**

**DAVID DOUBLET, Director, Land Use Services Department**

**SUBJECT**

Appropriation and Revenue Budget Adjustments in Building and Safety, Code Enforcement, and Planning to Fund Increased Costs for Software Maintenance and On-Call Consultants

**RECOMMENDATION(S)**

Authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary budget adjustments to the 2021-22 budget, as detailed in the Financial Impact Section to fund increased costs for software maintenance and on-call consultants (Four votes required).

(Presenter: David Doublet, Director, 387-4431)

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

**Operate in a Fiscally-Responsible and Business-Like Manner.**

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

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

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The net effect to County Cost will be zero. The Land Use Services Department (LUS) Building and Safety (BNS), Code Enforcement (CEN), and Planning (PLN) Divisions are requesting an adjustment to appropriations as detailed below. The requested adjustments are necessary to ensure availability of sufficient appropriation to meet the need for on-call contract services due to increased permit application requests, Environmental Impact Report requests and CEN activities, and to cover the increased cost for software maintenance and computer hardware upgrades. These costs will be offset by salary savings (\$796,000 total across three budget units) and an increase in fee revenue (\$715,000 total across three budget units) resulting from the work performed for these requests. Approval of this Recommendation authorizes the Auditor-Controller/Treasurer/Tax Collector to post the following adjustments to the LUS BNS, CEN, and PLN Divisions' 2021-22 budget:

<b>Cost Center</b>	<b>Commitment Item/G/L</b>	<b>Description</b>	<b>Action</b>	<b>Amount</b>
6920001000	51001010	Regular Salary	Decrease	\$146,000
6920001000	52002454	Software Maintenance	Increase	\$115,000
6920001000	52002116	Computer Hardware	Increase	\$31,000
6920001000	52002445	Professional Services	Increase	\$300,000

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<b>Cost Center</b>	<b>Commitment Item/G/L</b>	<b>Description</b>	<b>Action</b>	<b>Amount</b>
6920001000	40758330	Fee-Ord-Const Permits	Increase	\$300,000
6930001000	51001010	Regular Salary	Decrease	\$450,000
6930001000	52002445	Professional Services	Increase	\$460,000
6930001000	52002449	Outside Legal Counsel	Increase	\$75,000
6930001000	52002895	Rents and Leases - Equipment	Increase	\$30,000
6930001000	40758350	Fee-Ord-Other Permit	Increase	\$115,000
6950001000	51001010	Regular Salary	Decrease	\$200,000
6950001000	40759660	Fee-Ord-EIR Consultant Fees	Increase	\$200,000
6950001000	40759800	Fee-Ord-Other Services	Increase	\$100,000
6950001000	52002445	Professional Services	Increase	\$430,000
6950001000	52002449	Outside Legal Counsel	Increase	\$70,000

**BACKGROUND INFORMATION**

BNS is responsible for the enforcement of construction and occupancy standards adopted by San Bernardino County (County) and the State of California. The enforcement of these standards includes permit issuance as part of the permitting process and relying on innovative software and hardware. In addition, BNS continues to experience a significant increase in permit application requests, resulting in higher than anticipated expenses due to the utilization of on-call contract services. BNS requests to increase services and supplies to fund the cost of software maintenance to conduct virtual inspections and provide online application permitting process services, as well as computer hardware upgrades to facilitate a more efficient workspace. The computer hardware upgrade will transition staff from desktop and single monitors, to laptops with dual monitors. This upgrade will allow for remote work or travel between offices with a single computer, and the dual monitors will offer greater efficiency in reviewing oversized documents. The new software and hardware will allow the County to better serve customers by allowing a more expedient permit process. The increase is offset by an increase in fee revenue and a decrease in staffing expenses due to salary savings from October through December 2021.

CEN administers programs designed to protect the public's safety, welfare, and property value through enforcement of County ordinances and State/Federal laws. CEN requests to increase services and supplies for increased costs in professional services for contracted Code Enforcement Officers that augment CEN's workforce when vacancies occur; upcoming projects for demolition of derelict buildings; asbestos surveys related to the demolition of derelict buildings; fund the ongoing costs for other blight abatement of abandoned vehicles and debris related to properties with illegal cannabis activities; costs related to the surveillance of rental websites for non-permitted short-term rental properties; cost of a Hearing Officer related to the

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appeal of citations and other administrative actions; annual cost of print and electronic certified mailed subscription services; and cost of outside legal counsel services. This increase is offset by an increase in revenue from permit fees and a decrease in staffing expenses due to salary savings from October through December 2021.

PLN guides the urban and rural development in the unincorporated areas of the County through the administration of policy/codes adopted by the Board of Supervisors. These are in the form of the General Plan, various area and community plans, and the Development Code (land use regulations). PLN requests to increase services and supplies to fund the costs of on-call consultants that augment PLN's workforce during times of increased workload and when vacancies occur, and for the cost of outside legal counsel services. This increase is offset by an increase in fee revenue and a decrease in staffing expenses due to salary savings from October through December 2021.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Jason Searles, Deputy County Counsel, 387-5455) on April 21, 2022; Auditor-Controller/Treasurer/Tax Collector (Vanessa Doyle, Chief Deputy Controller, 382-3195) on April 21, 2022; Finance (Erika Rodarte, Administrative Analyst III, 387-4919) on April 21, 2022; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on April 21, 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- Land Use Services  
LA 06/1/2022