

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF THE FOLLOWING:
SAN BERNARDINO COUNTY
BOARD GOVERNED COUNTY SERVICE AREAS
SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT
AND RECORD OF ACTION**

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS
OF THE FOLLOWING:
BIG BEAR VALLEY RECREATION AND PARK DISTRICT
BLOOMINGTON RECREATION AND PARK DISTRICT
IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY
INLAND COUNTIES EMERGENCY MEDICAL AGENCY
SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT
AND RECORD OF ACTION**

February 6, 2024

FROM

LUTHER SNOKE, Chief Executive Officer, County Administrative Office

SUBJECT

2023-24 Mid-Year Budget Report, Personnel Actions and Update to County Policy Manual

RECOMMENDATION(S)

1. Acting as the governing body of San Bernardino County, Board Governed County Service Areas, San Bernardino County Flood Control District, Bloomington Recreation and Park District, Inland Counties Emergency Medical Agency, and the San Bernardino County Fire Protection District:
 - a. Accept the 2023-24 Mid-Year Budget Report (Report).
 - b. Approve the budget adjustments as listed in the Report and authorize the Auditor-Controller/Treasurer/Tax Collector to post appropriation, revenue, reserves, and use of net position as detailed in the Mid-Year Report List of Adjustments section of the Report, allowing for minor technical changes limited to available budget within the budget unit (Four votes required).
 - c. Authorize the purchase of previously unbudgeted fixed assets, as detailed under the Fixed Asset Detail Recommended Adjustments section of the Report.
2. Acting as the governing body of San Bernardino County, Board Governed County Service Areas, San Bernardino County Flood Control District, Big Bear Valley Recreation and Park District, Bloomington Recreation and Park District, Inland Counties Emergency Medical Agency, and the San Bernardino County Fire Protection District:
 - a. Approve the 2023-24 budgeted staffing changes as listed in the Budgeted Staffing and Personnel Actions section of the Report.
 - b. Approve the following classification actions described in the Budgeted Staffing section of the Report (Attachment A):

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- i. Add new positions.
 - ii. Delete positions.
 - iii. Transfer positions.
 - iv. Reclassify positions.
 - v. Establish the classifications and salaries for the new classifications.
 - vi. Approve deleted classifications.
 - vii. Approve indicated Equity Adjustments for existing classifications.
 - viii. Approve indicated Technical Title Changes for existing classifications.
 - ix. Approve indicated Reallocation for existing classifications.
 - c. Direct the Clerk of the Board of Supervisors to amend the County Conflict of Interest Code List of Designated Employees to include the new classifications as detailed in Attachment A.
3. Acting as the governing body of San Bernardino County, approve the following recommendations to amend Ordinance No. 1904 by adding eight new positions, incorporating technical title changes for one position, moving five positions from Classified Service to Unclassified Service, and reclassifying 12 positions:
 - a. Consider proposed ordinance related to Ordinance No. 1904.
 - i. Adding position number for the Assistant Director of Purchasing position (Position No. 57525) to the Unclassified Service of the County.
 - ii. Adding position number for the Assistant Registrar of Voters position (Position No. 57526) to the Unclassified Service of the County.
 - iii. Adding position numbers for the Deputy Director of Fleet Management positions (Position Nos. 57527 and 57528) to the Unclassified Service of the County.
 - iv. Adding position number for the Deputy Director of Veteran's Affairs position (Position No. 57529) to the Unclassified Service of the County.
 - v. Adding position number for the Director of Governmental Relations position (Position No. 57530) to the Unclassified Service of the County.
 - vi. Adding position number for the Deputy Director of Economic Development position (Position No. 57531) to the Unclassified Service of the County.
 - vii. Adding position number for the Deputy Director of Land Use Services (Position No. 57542) to the Unclassified Service of the County.
 - viii. Incorporating a technical title change from Deputy Director of Human Resources Administrative Services to Assistant Director of Risk Management (Position No 55766).
 - ix. Moving the following positions from Classified Service to Unclassified Service of the County: Chief of Project Management (Position No. 56020); Deputy Director of Land Use Services (Position No. 87640); Senior Executive Administrative Assistant (Position Nos. 89774, 55709, and 87863).
 - x. Reclassifying the position number for the CEO Executive Assistant – Unclassified to CEO Executive Assistant (Position Nos. 53912 and 74917).
 - xi. Reclassifying the following positions to Senior Executive Administrative Assistant (Position Nos. 54762, 83273, 02210, 05561, 50715, 05666, 54764, 54763, 05565, 01715).
 - b. Make alterations, if necessary to proposed ordinance.
 - c. Approve introduction of proposed ordinance.
 - An ordinance of San Bernardino County, State of California, to amend Ordinance No. 1904 relating to the classified and unclassified service.
 - d. SCHEDULE ORDINANCE FOR FINAL ADOPTION ON TUESDAY, FEBRUARY 27, 2024, on the Consent Calendar.

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4. Acting as the governing body of San Bernardino County, approve the amended County Policy Manual, Policy 05-10: Board Discretionary Funding Allocations.
(Presenter: Matthew Erickson, County Chief Financial Officer, 387-5423)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

FINANCIAL IMPACT

The Report includes increases to total County revenue (Sources) of \$105.4 million, increases to total County appropriation (Requirements) of \$179.0 million, and a net use of \$73.6 million in Contingencies/Reserves/Net Position, which are reflected in the table below.

For the San Bernardino County General Fund portion of the requested changes, adjustments include \$47.7 million in increased Sources, \$117.6 million in increased Requirements, and a net use of \$69.9 million in General Fund Contingencies and Reserves. This includes a use of General Fund Reserves of \$19.6 million, a use of General Fund Contingencies of \$182.8 million offset by an increase in General Fund Reserves of \$132.5 million, as detailed later in this document.

Recommended Budget Adjustments - All Entities (Millions)			Change in Contingencies/ Reserves / Net Position
	Sources	Requirements	
General Fund	47.7	117.6	(69.9)
Other Funds	57.7	61.4	(3.7)
Total*	105.4	179.0	(73.6)

*Note: Numbers may not add due to rounding.

BACKGROUND INFORMATION

The Chief Executive Officer (CEO) is responsible for the preparation and administration of the County budget. Subsequent to adoption of the County Budget, adjustments are made via recommended adjustments, which are submitted by County Departments and consolidated into a comprehensive report by Finance and Administration. Budget reports are generated to provide the Board of Supervisors / Board of Directors (Board) with the most current information on County Sources and Requirements on which to base decisions. Additionally, the Report includes countywide performance measure updates.

Over the last few years, San Bernardino County has been fortunate to have had significant resources available to support numerous one-time and ongoing programs and initiatives that advance the County Vision. The Board's prudent planning and conservative approach is once again reflected in the significant one-time resources that are now available to be allocated toward addressing the Board's and public's priorities. This includes \$231.4 million in one-time General Fund contingencies available for use, of which this report recommends the net use of

\$182.8 million towards numerous one-time needs. This will leave a prudent amount of approximately \$56.1 million in unallocated contingencies that will be available for urgent or unexpected needs that may arise throughout the fiscal year.

The following section itemizes the recommended uses of Discretionary General Funding including items that are previously expressed County priorities of the Board, existing policies, or prudent investments to improve service or amenities in the county.

County Priorities

- **County Infrastructure Reserve (\$10.0 million):** As part of the 2023-24 budget, the Board approved an allocation of \$30.0 million (including \$20.0 million to a reserve and \$10.0 million for expenditure in the current year) to be used towards a variety of County infrastructure needs, such as sidewalks for safe and walkable communities, septic to sewer projects, road improvements, and enhancements to key County owned assets. An additional \$10.0 million is recommended to be allocated toward these infrastructure needs.
- **Community Concerns Funding (\$2.4 million):** This funding will be added to the existing Community Concerns reserve to fund items such as the County's fight against illegal cannabis, illegal dumping, snow play enforcement, and snowstorm needs, though the use of these funds can be expanded to service other community concerns in the county.
- **Large Scale Parks Projects (Community Services Upgrade Reserve - \$27.1 million):** In the 2023-24 budget, the Board allocated \$30.0 million towards investment in our County parks. An additional \$27.1 million will aid in funding future large scale parks projects to enhance our park attractions, resulting in future revenue generation.
- **Human Capital Management Funding (\$20.0 million):** This additional \$20.0 million allocation will bring the total funding available to \$40.0 million (including an adjustment discussed later in this report), which will be used towards replacing the County's existing Employee Management and Compensation System (EMACS) with a new Human Capital Management System.
- **Sheriff Project Funding (\$20.0 million):** The Sheriff's Department has multiple large-scale projects that are in need of funding. This funding is recommended to establish the new Sheriff Project Funding Reserve, which will allow the Sheriff to prioritize the department's needs and return to the Board with a recommendation on uses of the funding.
- **Labor Reserve (\$15.0 million):** The County's Labor Reserve has been used since 2014-15, with an initial \$15.1 million allocation, to provide one-time funding for various negotiated one-time benefits. Since that time, the reserve has been replenished numerous times and this allocation would increase the reserve by \$15.0 million.
- **Fire Station Replacement (\$8.0 million):** In the 2023-24 budget, \$20.0 million was allocated to be used, as a match with County Fire funds, to go towards the replacement of County Fire stations. An additional allocation of \$8.0 million would bring the amount of general fund allocated to \$28.0 million, leveraging total potential funding of \$56.0 million (with Fire match) towards the replacement of fire stations.
- **Foster Youth Campus (\$10.0 million):** The Legislative Affairs Office is in the process of seeking \$40.0 million from the state to help construct a family and foster youth temporary housing campus, which would provide temporary housing for foster youth who have aged out of the system. Allocating seed funding of \$10.0 million to establish

the new Foster Youth Campus Reserve demonstrates the County's commitment to this high priority project as it seeks funding from the State.

- **Minor Capital Improvement Program (MCIP) (\$5.0 million):** The County has a \$12.0 million ongoing allocation for its MCIP program, which is used for minor capital projects such as heating, ventilation and air conditioning replacement and carpet and paint replacement; and emergency capital needs. An additional \$5.0 million of one-time funding is requested to support this program in 2023-24.
- **Multimedia Studio (\$4.2 million):** This allocation will fund a remodel of the County's existing multimedia studio room to provide enhancements to the studio layout and existing studio equipment, which will include the installation of supplemental media technologies, a studio set and overhead lighting systems.
- **Board Discretionary Funding (\$30.0 million):** This \$30.0 million allocation would provide each Board office an additional \$6 million in Board Discretionary Funding. Program parameters are recommended as part of this Mid-Year report as an adjustment to County Policy 05-10, which is described below.

Additional Recommended Departmental Allocations of Discretionary General Funding

The following allocations of Discretionary General Funding are requested for various departmental needs that are considered urgent and cannot wait until the 2025 Recommended Budget cycle.

- **Human Resources (HR)** is requesting the following uses of Discretionary General Funding:
 - A one-time use of the Building Acquisitions Reserve to fund a remodel of the 412 W. Hospitality Lane, Second Floor, San Bernardino (412) office space (\$1,925,000). This funding request will allow HR to design an office space that will improve the service delivery to employees and will promote the County's objective of operating in a business-like manner by designing a new HR office space that does not sacrifice function for the sake of maximum occupancy.
 - \$76,870 of ongoing funding to support various reclassification requests that are detailed in the Reclassification Actions Section of the Mid Year Budget Adjustment Report.
 - \$6,841 of ongoing funding to support a reclassification action that will provide the Performance, Education & Resources Center with the necessary administrative staff to support operations (Reflected in the Human Services Administration Budget Unit).
- **Project and Facilities Management (PFMD)** is requesting the following adjustments:
 - \$259,000 of ongoing Discretionary General Funding to support the cost of outsourcing project estimating services for a fraction of Countywide capital improvement projects. While the department will retain its responsibility for front-end estimating services, this funding request will enable project managers to redirect their focus, thus optimizing their efforts and resources, and ensuring a more efficient and effective execution of active capital improvement projects (PFMD-Project Management Division (PMD)).
 - \$295,000 of ongoing Discretionary General Funding to support administrative salary and benefit costs required for project estimating efforts which the department invests in 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 (PFMD-PMD).

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- \$149,583 of one-time Discretionary General Fund to add, move, and remove wall/window/whiteboard panels for cubicle spaces, change some cubicle entry points, add soundproof panels, move a fire extinguisher, add a glass table to the conference room table, and move/re-channel hardware wires to accommodate changes to cubicles.
- \$270,154 of one-time funding for the addition of three positions as follows:
 - One Staff Analyst II position to support the growth of the Minor Capital Improvement Program (MCIP) due to deferred maintenance of County-owned facilities and aging County infrastructure (funded with one-time funding for 2024, PFMD-Facilities Management).
 - Two new positions to support the growth of the Regional Parks Department (Regional Parks) capital improvement projects and to assist Regional Parks in strategic planning and project management, which will ensure timely and higher-quality service (funded with one-time funding for 2024, PFMD-PMD).
- **The Office of Homeless Services** is requesting to increase Requirements by \$250,038 to allow the department to expend grant funding that was obligated but unspent in the prior year. Prior year funds remained encumbered at the year end of fiscal year 2023 and were returned to the general fund. This request for additional funding will allow the department to spend the grant funding. Over the two fiscal years this action results in no net impact to the Discretionary General Fund.
- **Public Health** is requesting the following uses of Discretionary General Funding:
 - \$136,000 of one-time funding to upgrade the Devore animal shelter computer network.
 - \$16,520 of one-time funding to install temperature sensors in Animal Care vehicles to provide staff with real-time alerts if the vehicle temperature exceeds safe limits for animals being transported.
 - \$130,000 for the purchase of a new truck for Animal Services to replace a high-mileage vehicle.
- **Economic Development** is requesting the following uses of Discretionary General Funding:
 - \$115,000 of one-time funding for the cost of video production services for the State of the County event.
 - \$341,032 of ongoing funding for the addition of two new positions to support the development of a new international business office.
- **Finance and Administration** is requesting the following uses of Discretionary General Funding:
 - \$620,082 of ongoing funding for the addition of three new positions to assist in the oversight of finance related special projects. These positions will work in tandem to provide a holistic approach to project tracking, evidence-based data evaluation, and budget management of Countywide Special Projects.
 - Also recommended for approval in the mid-year report are the following countywide adjustments that are coordinated by Finance and Administration. Adjustments to Requirements and Sources associated with the following adjustments are not reflected in the Finance and Administration budget unit but are reflected in various budget units across the County. Additional detail regarding these adjustments can be found in the Mid-Year Report:

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- A \$100,000 use of the Labor Reserve to provide a one-time payment for the Teamsters Training Center as approved by the Board on September 12, 2023 (Item No. 25).
 - \$674,253 to fund the Local Agency Formation Commission 3000 contractual obligation with County Fire, as approved by the Board on June 9, 2020 (Item No. 61). This adjustment is necessary to fund the annual update in assessed valuation of taxable property within the boundary.
 - \$793,012 in one-time funding for year 2 of 3 of costs associated with supporting the Community Revitalization Group efforts to address homelessness. This funding was previously approved by the Board on June 14, 2022 (Item No. 103) but appropriation for the funding was not included in the 2023-24 Recommended Budget.
 - A \$5,345,100 use of the countywide Building Acquisitions Reserve to replenish General Fund Contingencies that were approved for a building acquisition project on July 25, 2023 (Item No. 55).
 - A \$15,000,000 allocation of General Fund Contingencies is recommended for a contribution to the Supporting Vulnerable Population Reserve that represents funding that was approved on March 28, 2023 (Item No. 21) for the County Homeless Initiative Spending Plan. This plan allocated \$15.0 million of Discretionary General Funding for a new County Housing Development Grant to support external County Stakeholder's homeless housing projects.
 - A \$5,000,000 use of the Asset Replacement Reserve to transfer funding to the Human Capital Management Replacement System Reserve, which was funding set aside for the project in the 2023 Adopted Budget but remained unused as of year-end.
 - \$1,667,274 one-time use of the Earned Leave Reserve to fund the Discretionary General Funding portion of costs incurred for departmental staff that have separated from County employment in the first quarter of 2023-24.
 - \$4,849,780 one-time use of Discretionary General Funding for costs associated with the Teamsters Health and Welfare Fund which was approved by the Board on September 12, 2023 (Item No. 25).
 - \$9,208,753 in ongoing Discretionary General Funding to reflect increased costs associated with Board approved changes to negotiated salaries and benefits. This allocation represents the Discretionary General Funding share of ongoing costs that were not previously included in departmental budgets.
- **County Communications Group** requests the following uses of Discretionary General Funding:
 - A \$20,000 one-time use of the Community Concerns Reserve to fund costs associated with placing advertisements regarding snow play in local mountain areas.
 - \$116,809 of one-time Discretionary General Funding to fund a capital improvement project to expand the department's space located at 777 Rialto Avenue.
 - \$192,100 of ongoing funding for the addition of two positions as follows:

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- One Deputy Public Information Officer to support enhanced crisis and internal communication efforts.
- The addition of a Graphic Designer II position to create upper mobility within the department's Graphic Design Team along with having a lead Graphic Design position to coordinate, assign, review work, provide guidance and ensure project deadlines in the absence of the County Marketing, Media and Communications Coordinator.
- **County Administrative Office** is requesting the following adjustments:
 - \$150,000 to roll over unspent funds from the prior year for the P3 Building Analysis to continue to allow the County to explore the potential of future public private partnerships as it relates to constructing capital projects.
 - \$1,157,184 to roll over unspent funds from the prior year for the Homeless Pilot Program to continue strategic and continuous efforts to address homelessness within the County.
 - \$1,095,317 of ongoing funding for the following staffing related adjustments:
 - One Director of Government Relations position to oversee the County's governmental relations program and provide liaison services between the County and state, federal, and local agencies or public entities on matters of mutual interest requiring coordination.
 - \$860,000 in ongoing funding for the costs associated with the addition of two Assistant Executive Officer positions which were approved by the Board as part of the 2023 Year End Budget Report (October 24, 2023, Item No. 88).
 - The County Administrative office – Automated System Development Fund is recommended to use the New Property Tax System Reserve to continue the Property Tax Legacy System Replacement project (\$5,311,310).
- The **Sheriff/Coroner/Public Administrator** is requesting the following uses of Discretionary General Funding:
 - \$3,959,833 of one-time funding for the 365 Labs Report and records management system. This request is recommended to be funded with unspent funds from the prior year that were dedicated to responding to the data intrusion event.
 - \$174,399 of funding reflects the use of the Body Camera Implementation Project Reserve funds to fund the reimbursement of one Enterprise Network Engineer for dedicated wide-area network support for body worn cameras system to the Innovation and Technology Department (\$163,079 which reflects ongoing funding previously set aside for this purpose) and \$11,320 to purchase the software license and services necessary to properly classify body worn camera data.
 - \$391,262 increase in Discretionary General Funding which reflects a transfer of net county cost from County Counsel to the Sheriff's Department which will allow County Counsel to streamline billing the Sheriff's department for the cost of services.
- The **Auditor-Controller/Treasurer/Tax Collector (ATC)** is requesting the following uses of Discretionary General Funding:
 - \$155,015 of ongoing funding for license costs for SAP Concur travel software.
 - \$170,000 of funding (\$70,000 ongoing, \$100,000 one-time) to replace the existing unsupported Annual Comprehensive Financial Report software with a new one to improve efficiency and automate the reporting process.

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- \$789,008 in ongoing funding for the addition of eight positions as follows:
 - Fiscal Assistant in Accounts Payable to alleviate staffing shortages and workload increases in the Disbursements division due to centralized Accounts Payable functions since the SAP implementation.
 - Supervising Accounting Technician in Tax Collector division to generate more revenue with added staffing and ensure critical duties and knowledge needed for succession planning in the Tax Collector Division.
 - Four positions in the Controller division to provide support for the increased and more complex work in the Controller Division due to annual implementations of new accounting pronouncements requirements by the Government Accounting Standards Board.
 - ATC Payroll Technician to alleviate staffing shortages and workload increases in the Disbursements Division due to MOU changes affecting payroll functions.
 - Accountant/Auditor to add one new entry-level position in the Internal Audits Division to perform testing and develop work paper for more complex audits.
- The **Real Estate Services Department** is requesting a \$100,000 use of the Building Acquisitions Reserve to fund market studies.
- The **County Museum** is requesting ongoing funding of \$232,612 for the addition of three positions to enhance services as follows:
 - One Curator to professionally manage, grow, research, and display the museum art collection. The position will also provide exhibit development and project management services to other curators, which has not been possible for several years due to staffing changes.
 - One Educator to support the Curator of Education in developing and overseeing a robust volunteer program which will aid curators, create opportunities for career growth for volunteers, many of whom are students, and create new opportunities for community outreach.
 - One Museum Preparator to allow the Exhibits Division to take on larger and more complex exhibit-related projects, create opportunity to grow exhibit offerings and increase attendance.
- The **Registrar of Voters** is requesting \$1,040,981 to fund the addition of nine positions as follows:
 - Eight positions to support efforts to create a more collaborative environment across all functions, with a focus on cross-training, staff development and retention, and customer service. These positions will also help improve the efficiency of processing ballots.
 - One Elections Specialist will allow the department to maintain compliance with the Voting Rights Act, 52 United State Code section 10503 which requires the department to maintain an English and Spanish website. This position will be responsible for daily website maintenance, uploading documents, posting translated web pages and ensuring the links are accurate across both locations.
- **County Counsel** is requesting \$332,352 in ongoing funding to add a Chief Assistant County Counsel position which will allow the office to reorganize in a manner that provides the appropriate administrative support for the County Counsel's office that has grown to over 65 attorneys and 120 total staff members and reflects the actual division of work between litigation and advisory.

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- **The District Attorney** is requesting \$54,997 in ongoing funding to fund the addition of one Law and Justice Research Analyst to perform research activities and provide data for mandated operations, public requests, and grant funding needs.
- **The Office of Emergency Services** is requesting \$297,024 in funding (\$144,000 ongoing, \$153,024 one-time) for various departmental needs including backfill of lost revenue and increased costs for various operational needs.
- **Human Services Administrative Claim** is requesting \$2,599,742 in Discretionary General Funding for the local match share of the costs to add a total of 151 positions of which 118 are being requested for Children and Family Services and 33 in Human Services Administration. This increase is funded with \$8.0 million from Federal and State revenue, \$3.3 million from wraparound reinvestment funding as well as \$2.6 million in Discretionary General Funding.
- **Innovation and Technology** is requesting \$5,980 of ongoing Discretionary General Funding for the reclassification of a position to align the position with recent changes in duties to support continuing and new enterprise-level projects.
- **Purchasing** is requesting \$172,153 in ongoing funding for the addition of one position to support the department's executive leadership and support the department's new initiative aimed at diversifying the County's supplier base and promoting equitable access to doing business with the County.

Other Adjustments funded with departmental revenue

Outside of the use of Discretionary General Funding, several factors contribute to the need for departments to request budget adjustments throughout the fiscal year. As an administrative arm of the State, the County is frequently required to make programmatic adjustments in order to maintain compliance with applicable federal and state law. Furthermore, the County receives notification throughout the year of additional funds made available from grants for a variety of County projects and programs. Finally, unforeseen costs sometimes arise that require immediate attention that cannot wait for the budget cycle.

Excluding the uses of Discretionary General Funding previously discussed, these factors have resulted in requested budget adjustments totaling a \$57.2 million increase to total Sources, increase to total Requirements of \$60.8 million, and a net use of \$3.6 million in Contingencies/Reserves/Net Position. Details regarding these adjustments are discussed within the Mid-Year Budget Report.

Summary of Staffing Adjustments

The Mid-Year Budget Report also includes a net increase of 333 positions, of which 18 positions were added subsequent to the 2023-24 Adopted Budget through stand-alone board agenda items. Staffing changes are summarized in the table below.

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Adopted Budget Staffing as of 06/30/2023	Budgeted Staffing 26,651
New General Fund Funded Positions	185
New Department Funded Positions	250
Deleted Positions	(102)
<hr/>	
Total Mid-Year Recommended Adjustments	333
 Recommended Budgeted Staffing as of 02/10/2024	 26,984

Changes to budgeted staffing are detailed by Department in the Position Action Report of 2023-24 Mid-Year Budget Report section.

Performance Measure Update

Updates on achieving adopted performance measures are included in Attachment A for each County entity on pages 73-161.

County Policy Manual Update

The County Policy Manual documents policy direction from the Board to departments and Board governed entities on a broad array of topics. Board-approved policies are often implemented through the use of Standard Practices (SP), which are approved by the CEO and incorporated into the County Policy Manual. The County Policy Review Committee (Committee), which includes representation from various departments, evaluates requests for new policies and conducts ongoing review and update of existing policies.

The Committee, which met virtually on January 22, 2024, has approved and recommends amendment to County Policy 05-10: Board Discretionary Funding Allocations, Section 5, Budget and Finance, of the County Policy Manual to add definitions, clarifying language and revise the review date. The Committee also recommends the CEO approve the addition of County Policy 05-10 SP1: Board Discretionary Funding Allocations Review Process, to implement and/or update processes for departments.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

Personnel changes in this Report have been reviewed by Human Resources (Gina King, Assistant Director, 387-5571) on January 22, 2024. This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on January 22, 2024; Auditor-Controller/Treasurer/Tax Collector (Vanessa Doyle, Chief Deputy Controller, 382-3195) on January 22, 2024; Finance (Jessica Trillo, Principal Administrative Analyst, 387-4222) on January 22, 2024; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on January 22, 2024.

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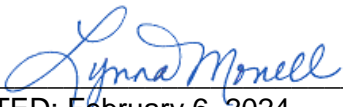
Record of Action of the Board of Directors
San Bernardino County Fire Protection District
In-Home Supportive Services Public Authority
Inland Counties Emergency Medical Agency (ICEMA)
Big Bear Valley Recreation and Park District
Bloomington Recreation and Park District

Record of Action of the Board of Supervisors
San Bernardino County Flood Control District
Board Governed County Service Areas
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY 
DATED: February 6, 2024



cc: File - Final BAI
JLL 02/8/2024