

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

May 21, 2024

**FROM**

**MARK WARDLAW, Director, Land Use Services**

**SUBJECT**

Budget Adjustment for Code Enforcement to Purchase Vehicles, Body Cameras, and Computer Software and Hardware

**RECOMMENDATION(S)**

1. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary budget adjustments to the 2023-24 budget, for a total of \$661,000 for additional expenditures, as detailed in the Financial Impact section.
2. Approve the purchase of five vehicles, as unbudgeted fixed assets, in the total amount not to exceed \$479,000.

(Presenter: Mark Wardlaw, 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 Discretionary General Funding (Net County Cost). The Land Use Services Department's (LUS) Code Enforcement (CEN) Division is requesting an adjustment to appropriations as detailed below. These costs will be offset by salary savings of \$661,000. Approval of this recommendation authorizes the Auditor-Controller/Treasurer/Tax Collector to post the following adjustments to the LUS CEN Division's 2023-24 budget:

<b>Cost Center</b>	<b>Commitment Item / GL</b>	<b>Description</b>	<b>Action</b>	<b>Amount</b>
6930001000	51001010	Regular Salary	Decrease	\$661,000
6930001000	52002115	Computer Software Expense	Increase	\$10,000
6930001000	52002116	Computer Hardware Expense	Increase	\$25,000
6930001000	52002135	Special Department Expense	Increase	\$31,000
6930001000	54404040	Equipment (16) Body Cameras	Increase	\$116,000
6930001000	54504050	Vehicles (five)	Increase	\$479,000

**Budget Adjustment for Code Enforcement to Purchase Vehicles, Body Cameras, and Computer Software and Hardware  
May 21, 2024**

**BACKGROUND INFORMATION**

LUS CEN administers programs designed to protect the public's health, safety, and welfare through enforcement of County ordinances and State and Federal laws. As Code Enforcement programs continue to grow, additional positions were added to respond to and address complex cases and immediate community concerns that are reported daily by constituents. In order to address these urgent matters in a timely manner, a team of enforcement staff that is solely dedicated to this task was required. A rapid response unit was created to address these types of issues. The Code Enforcement Rapid Response Team (CERR) is responsible for addressing and responding to urgent and pressing community Code Enforcement issues. The CERR Team can respond to and resolve these urgent issues without affecting the progress of the general code enforcement programs.

LUS requests funding for five new vehicles for new field staff and to increase appropriation to cover expenditures related to new computer software, hardware, and body cameras for Code Enforcement Special Projects staff, which includes the new CERR that is responsible for responding quickly to urgent code enforcement issues throughout the County seven days a week.

The request for vehicles and accessories includes the procurement of several specialized vehicles, consisting of five trucks (two equipped with lift gates), and one trailer. The request also includes the purchase of strobe light bars for all Code Enforcement vehicles. This equipment is indispensable for executing various tasks efficiently and ensures visibility when these vehicles are stopped for official business. Due to the LUS recent success in filling vacant positions, there is a need for vehicles and accessories to facilitate the execution of duties previously hindered by staffing limitations.

The acquisition of 16 handheld citation devices will enable officers to issue and print citations directly in the field, eliminating the need to return to the office for printing and mailing. This will help ensure that citations are received, and allow full appeal timeframes by posting the citation on the property, versus reduced timeframes from utilizing the US postal mail service. As LUS processes evolve to improved business practices, the department has recently concluded research and determined that said devices will enhance productivity and responsiveness.

As LUS continuously strives for improved safety practices, in light of a recent increase in criminal incidents throughout the state, a total of 16 body cameras will be purchased, intended for use during specialized enforcement assignments and high-risk situations. This proactive measure aims to serve as both a deterrent for potential violent encounters and a tool to promote accountability and transparency. By raising awareness of the presence of body cameras, the department hopes to mitigate the likelihood of confrontations and foster a safer working environment for LUS staff.

The purchase of ten laptops and associated software will help to facilitate the work of Code Enforcement staff, enhancing operational effectiveness and allowing the opportunity to implement remote working, which is necessary to address current office space limitations. Additionally, specialized software is required to support the handheld citation devices that staff will be utilizing as an improved business practice.

**PROCUREMENT**

On May 23, 2023, Fleet Management released Request for Bid (RFB) VHS123-CFMAI-5002 to solicit qualified vendors to provide Model Year 2024 Vehicle Pricing to County departments and

**Budget Adjustment for Code Enforcement to Purchase Vehicles, Body Cameras, and Computer Software and Hardware  
May 21, 2024**

notified 32 prospective and incumbent vendors through San Bernardino County's electronic Procurement Network (ePro). Two vendors were awarded, Fairview Ford and Transwest Truck Center. LUS will utilize the bid summary pricing sheet to procure future vehicles via Purchase Order.

County Policy 11-04 requires County Departments to competitively solicit for procurement of goods, supplies, equipment and services. LUS will adhere to County purchasing policies for procurement of the requested assets and, if necessary, return to the Board of Supervisors for approval.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Brett Davison, Deputy County Counsel, 387-5455) on April 29, 2024; Auditor-Controller/Treasurer/Tax Collector (Vanessa Doyle, Chief Deputy Director Controller, 382-3195 ) on April 29, 2024; Finance (Penelope Chang, Administrative Analyst III, 387-4886) on May 6, 2024; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on May 6, 2024.

**Budget Adjustment for Code Enforcement to Purchase Vehicles, Body  
Cameras, and Computer Software and Hardware  
May 21, 2024**

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.), Dawn Rowe, Curt Hagman, Joe Baca, Jr.  
Absent: Jesse Armendarez

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: May 21, 2024



cc:    File - Land Use Services Department  
CCM   05/24/2024