

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

May 21, 2024

**FROM**

**DON DAY, Director, Project and Facilities Management Department**

**SUBJECT**

2023-24 Budget Adjustments and Unbudgeted Fixed Asset Purchase

**RECOMMENDATION**

1. Authorize the purchase of one truck in the amount of \$55,000, as an unbudgeted fixed asset to support the Facilities Management maintenance division.
2. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the budget adjustments, as detailed in the Financial Impact section, to the Project and Facilities Management Department's 2023-24 budget to reflect the utilization of salary savings in the amount of \$55,000 to fund vehicle costs for the Facilities Management maintenance division (Four votes required).

(Presenter: Don Day, Director, 387-5000)

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

**Promote the Countywide Vision.**

**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 Project and Facilities Management Department (Department) will fund the cost of the vehicle in the amount of \$55,000 with salary savings resulting from staffing vacancies throughout 2023-24. The Department requests the Auditor-Controller/Treasurer/Tax Collector to post the following budget adjustments to the Facilities Management maintenance division 2023-24 budget:

<b>Fund Center</b>	<b>Commitment Item/GL Account</b>	<b>Description</b>	<b>Action</b>	<b>Amount</b>
7302001000	51001010	Regular Salary	Decrease	\$55,000
7302001000	54504050	Vehicles	Increase	\$55,000

**BACKGROUND INFORMATION**

The Department is responsible for the maintenance of over 250 County-owned facilities across the county. The Department recently added a new Operations Supervisor position to provide additional maintenance oversight across multiple facilities throughout the county. The Operations Supervisor position requires immediate availability to visit facilities throughout four of the six established zones.

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The Department would benefit from the purchase of a vehicle, which would allow the supervisor to report to an emergency situation at a site without hinderance that would otherwise, result from a shared vehicle. In order to operate in a fiscally-responsible and business-like manner, the department needs to prioritize the purchase of an additional vehicle.

Approval of the budget adjustment due to salary savings will provide for the purchase of the vehicle needed for the Department's field service operations and provide the County with the assurance that the Department would be able to respond to emergent situations, and complete tasks as needed.

**PROCUREMENT**

The purchases relevant to this item will be obtained in accordance with County procurement rules and guidelines.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Daniel J. Pasek, Deputy County Counsel, 387-5455) on April 22, 2024; Auditor-Controller/Treasurer/Tax Collector (Mima Ugbo, Auditor-Controller Manager, 382-3035) on April 24, 2024; Purchasing (Ariel Gill, Supervising Buyer, 777-0722) on April 25, 2024; Project and Facilities Management Department (Jennifer Costa, Chief of Facilities Management, 387-2920) on April 25, 2023; Finance (Garrett Baker, Administrative Analyst, 387-3077) on May 1, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on May 2, 2024.

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

Lynna Monell, CLERK OF THE BOARD

BY  \_\_\_\_\_  
DATED: May 21, 2024



cc:     File - Project and Facilities Management  
CCM   05/29/2024