

RECOMMENDED CHANGES TO THE 2020-21 RECOMMENDED BUDGET

This document includes recommended changes to the budget and staffing not included in the 2020-21 Recommended Budget Book. These changes are the result of several factors including timing or recommended changes based on critical needs. Actual financial accounting system transactions associated with the following adjustments are included in Attachment B – Schedule of Adjustments.

Summary of Requirement Changes and Budgeted Staffing

	Requirements		
	<u>General Fund</u>	<u>Other Funds</u>	<u>Total Funds</u>
Recommended Appropriation as Submitted	3,689,715,142	2,497,937,783	6,187,652,925
Recommended Operating Transfers Out As Submitted	118,358,747	88,656,500	207,015,247
Contribution to Reserves/Net Position	26,045,799	13,934,464	39,980,263
Total Recommended Budget as Submitted	3,834,119,688	2,600,528,747	6,434,648,435
Requested Appropriation Adjustments	(37,249,085)	10,075,000	(27,174,085)
Requested Operating Transfers Out Adjustments	13,338,554	0	13,338,554
Requested Contribution to Reserves/Net Position Adjustments	31,220,226	0	31,220,226
Board of Supervisor's Directed Budget Adjustments	7,309,695	10,075,000	17,384,695
Revised Recommended Budget	3,841,429,383	2,610,603,747	6,452,033,130
	Budgeted Staffing		
	<u>General Fund</u>	<u>Other Funds</u>	<u>Total Funds</u>
Total 2019-20 Modified Budgeted Staffing	15,135	7,319	22,454
Additional Budgeted Staffing Changes included in Rec. Budget	9	73	82
2020-21 Recommended Budgeted Staffing as Submitted	15,144	7,392	22,536
Requested Adjustments	0	0	0
Total 2020-21 Recommended Budgeted Staffing	15,144	7,392	22,536

ONGOING REQUIREMENT CHANGES FUNDED WITH AVAILABLE DISCRETIONARY GENERAL FUNDING**1. \$11.0 million for the Registrar of Voters**

- a. An ongoing allocation to the Registrar of Voters representing a shift away from funding the costs associated with the annual election cycle with one-time funding. Any unused funding from this annual allocation will return to the Discretionary General Fund to be placed in a specific purpose reserve to meet future demand for funding of cyclical election costs.

ONE-TIME REQUIREMENT CHANGES FUNDED WITH AVAILABLE DISCRETIONARY GENERAL FUNDING

Upon Board of Supervisors approval, these adjustments will be incorporated into Attachment A.

2. \$75,000 for Community Development and Housing (CDH) Projects (CDH1)

- a. Funding for staff time and legal/consulting costs associated with an estimated 18 cities that will utilize the County to negotiate agreements regarding the sale of former RDA property. The department assists in managing agreements relating to disposition of properties by cities that require County approval. CDH will represent the County General Fund, County Flood Control and County Library on all of these agreements.

3. \$0.7 million to the Land Use Services Department (LUS1 and LUS5)

- a. An allocation of \$0.2 million in projected departmental savings that was allocated to the department in 2019-20 for costs associated with the Countywide Plan but remained unspent at year-end.
- b. An allocation of \$0.5 million in projected departmental savings that was allocated to the department in 2019-20 for costs associated with the permit system upgrade but remained unspent at year-end.

4. \$10.0 million for the Chino Plume Remediation Project

- a. An allocation of \$10.0 million to fund Chino Plume Remediation Construction and related expenses.

5. \$2.8 million for the Fire Protection District

- a. Inmate Hand Crew funding: Funding is for continuation of the Inmate Hand Crew Program, which was formed in 2013 from a partnership between County Fire and the Sheriff's Department (\$2.0 million).
- b. Special Operations Helicopter Program funding: Funding is for continuation of the Special Operations Helicopter Program, which was formed as a partnership between County Fire and the Sheriff's Department (\$0.8 million).

ONE-TIME CONTRIBUTIONS TO RESERVES FUNDED WITH AVAILABLE DISCRETIONARY GENERAL FUNDING**6. \$11.0 million Contribution to the New Property Tax System Reserve**

- a. Final contribution to the New Property Tax System Reserve bringing the total General Fund set-aside for this project to \$25.0 million.

- 7. \$12.5 million Contribution to the New PIMS Replacement System Reserve**
 - a. Second of three planned contributions to the New PIMS Replacement System Reserve bringing the total General Fund set-aside for this project to \$17.5 million. The estimated project cost is \$30.0 million and is to be funded over a three-year period.
- 8. \$66,875 Contribution to the Public Guardian Lease Space Reserve (DAAS2b)**
 - a. This contribution will fund an additional year of lease costs (now through 2022-23) until the department determines a long-term solution for its space needs.
- 9. \$7.7 million to establish the Annual Elections Cycle Reserve (ROV2a)**
 - a. This reserve is established to fund annual election cycle costs, which vary year by year according to the election schedule. On an annual basis, it is anticipated that any unused funding discussed in Item No. 1 of this document will be placed in this reserve.

REQUIREMENT CHANGES FUNDED WITH THE USE OF AVAILABLE GENERAL FUND RESERVES

- 10. \$2.5 million for the Auditor-Controller/Treasurer/Tax Collector (ATC6)**
 - a. A use of the **EFMS Post Implementation Reserve** to fund SAP Enterprise Support Services at fixed rates as approved by the Board of Supervisors on August 7, 2018 (Item No. 10).
- 11. \$0.4 million for the County Administrative Office and County Counsel for Legal Costs for Chino Airport Groundwater Remediation (CAO1 + CCL1)**
 - a. Use of the **Litigation Expenses Reserve** to fund legal services related to Chino Airport groundwater remediation in the County Administrative Office Litigation Budget (\$0.2 million) and County Counsel's budget (\$0.2 million).
- 12. \$60,000 for the County Administrative Office (CAO2)**
 - a. A \$60,000 use of the **December 2nd Memorial Reserve** to fund consulting costs in the County Administrative Office budget unit for the development and construction of the December 2nd Memorial.
- 13. \$0.7 million for County Administrative Office – Litigation (CAO3)**
 - a. A use of the **Litigation Expenses Reserve** to fund a one-time allocation to the County Administrative Office Litigation budget unit to fund increases resulting from additional litigation expenses.
- 14. \$0.3 million for the Clerk of the Board – Agenda Management System Replacement (COB4)**
 - a. Use of the **Clerk of the Board – Agenda Management System Reserve** to continue with the implementation of the County's Enterprise Board Management System. The new system will include agenda management, video streaming, speaker management, closed captioning, and voting.
- 15. \$47,816 for Public Guardian/Aging and Adult Services – Building Relocation (DAAS2a)**
 - a. Use of the **Public Guardian Lease Space Reserve** to fund the annual costs of the building lease at 686 Mill Street. Established in 2018-19, this Reserve will fund the annual cost of the lease until the department determines a long-term solution for its space needs.

16. \$0.1 million for the Flood Control District (FLOOD1)

- a. A use of the **Rim Forest Drainage Reserve** to fund costs associated with Flood Control's Rim Forest Drainage project.

17. \$2.9 million for the Registrar of Voters (ROV2b)

- a. A use of the **New Voting System Reserve** to fund costs in the Registrar of Voters budget unit for the Voting System Replacement Project.

ONE-TIME USES OF DISCRETIONARY GENERAL FUNDING INCLUDED IN THE 2020-21 RECOMMENDED BUDGET BOOK

The following items are included in the 2020-21 Recommended Budget Book and as a result, the items discussed in this section do not result in changes to Requirements or Sources. This section is discussed for reference only.

18. Use of Reserves: MOU - California University of Science and Medicine (\$1.0 million).
19. Use of Reserves: Retirement Reserve - One-time Retirement Costs (\$4.2 million).
20. Use of Available Discretionary General Funding: County Mandatory 1.5% contingencies (\$13.1 million).
21. Use of Available Discretionary General Funding: Annual Earned Leave Contribution (\$4.4 million).

OTHER RECOMMENDED CHANGES TO BUDGET**22. \$0.4 million for the Auditor-Controller/Treasurer/Tax Collector**

- a. Licensing and maintenance costs for the Enterprise Financial Management System (EFMS) is reviewed on an annual basis. Based upon certain factors, the cost of licenses and maintenance can increase on an annual basis. As a result of a review of these factors, the cost of licensing and maintenance for EFMS are increasing in 2021. The increased cost of \$350,000 is recommended to be funded by a transfer from the Automated Systems Development budget unit, which includes funds allocated to the EFMS implementation project that remain unspent and available.

RECOMMENDED CHANGES TO BUDGETED STAFFING

1. Equity adjustments to the following classifications:

	Department	Classification	Job Code	Representation Unit	Current Range	Adjusted Range
1a	Arrowhead Regional Medical Center (ARMC)	ARMC Chief Operating Officer	01621	Exempt	98B	102B
1b	ARMC	ARMC Medical Director	19166	Exempt	108C	114C
1c	ARMC	Associate Chief Nursing Officer	19172	Exempt	84C	86C
1d	ARMC	Associate Hospital Administrator – Professional Services	01625	Exempt	82C	86C
1e	ARMC	Chief Medical Information Officer	19165	Exempt	90C	107C
1f	ARMC	Chief Nursing Officer	19164	Exempt	90C	93C
1g	ARMC	Director of Arrowhead Regional Medical Center	04383	Exempt	109B	118B
1h	Child Support Services	Child Support Chief Attorney	03078	Exempt	90C	91C
1i	County Administrative Office (CAO)	County Chief Operating Officer	03503	Exempt	98B	102B
1j	CAO	Senior Labor Relations Analyst	03509	Exempt	71C	72C
1k	CAO	Senior Labor Relations Officer	03510	Exempt	74C	75C
1l	Human Resources	Human Resources Officer II	16116	Exempt	71C	72C
1m	Public Health	Public Health Director	08048	Exempt	92B	95B
1n	Real Estate Services	Assistant Director of Real Estate Services	04393	Exempt	80C	81C
1o	Real Estate Services	Director of Real Estate Services	04365	Exempt	83B	86B

2. Reclassification of the following positions:

	Department	Budget Unit	Current Classification	Proposed Classification	Position Number
2a	Behavioral Health	1018271000	Office Assistant II	Office Assistant III	00005201
2b	Child Support Services	4520001000	Staff Analyst II	Child Support Attorney IV	00016613
2c	District Attorney	4500001000	Accountant III	Staff Analyst II	00093669
2d	District Attorney	4500001000	District Attorney Assistant Chief Investigator	District Attorney Commanding Investigator	00010699
2e	District Attorney	4500001000	District Attorney Supervising Investigator	District Attorney Commanding Investigator	00007896
2f	District Attorney	4504001000	Office Assistant III	Secretary I	00007644
2g	District Attorney	4503001000	Programmer Analyst II	Programmer Analyst III	00015748

	Department	Budget Unit	Current Classification	Proposed Classification	Position Number
2h	Preschool Services	5911012221	Staff Analyst II	Accountant III	00077396
2i	Public Guardian	5360001000	Office Assistant III	Office Specialist	00070335
2j	Public Guardian	5360001000	Office Assistant III	Office Specialist	00070334
2k	Public Guardian	5360001000	Office Assistant III	Office Specialist	00002898
2l	Public Guardian	5360001000	Social Service Aide	Public Guardian Assistant	00076098
2m	Public Guardian	5360001000	Supervising Office Assistant	Supervising Office Specialist	00000574
2n	Public Health	9309131000	Registered Nurse II – Clinic	Public Health Nurse II	00000773
2o	Sheriff/Coroner/Public Administrator	4430011000	Sheriff’s Deputy Director of Administrative Services	Sheriff’s Executive Officer of Corrections and Support Services	00082123
2p	Workforce Development	5719682260	Administrative Manager	Administrative Supervisor II	00099743

3. Establish the following classifications:

	Department	Classification	Representation Unit	Range	Conflict of Interest Code
3a	District Attorney	District Attorney Commanding Investigator	Safety Management/Supervisory	26	1
3b	Public Guardian - Conservator	Public Guardian Assistant	Clerical	33A	N/A
3c	Sheriff/Coroner/Public Administrator	Sheriff’s Executive Officer of Corrections and Support Services	Exempt	88C	2

4. Technical Title Change of the following classifications:

	Department	Budget Unit	Current Classification Title	New Classification Title	Job Code
4a	Human Resources	7200001000	Human Resources Officer I	Human Resources Business Partner I	16115
4b	Human Resources	7200001000	Human Resources Officer II	Human Resources Business Partner II	16116

**County of San Bernardino
Attachment B - Schedule of Adjustments**

<u>No.</u>	<u>DEPARTMENT</u>	<u>FUNDCENTER</u>	<u>FUND</u>	<u>ACCOUNTING CODES</u>	<u>EXP/REV</u>	<u>ACCOUNT CODE DESC</u>	<u>ACTION</u>	<u>AMOUNT</u>	<u>WBSE</u>
1	Registrar of Voters	6800001000	1000	52002000	0	Op Expenses - Svcs & Supplies	Increase	18,653,351	
1	Registrar of Voters	6800001000	1000	52002135	0	Special Dept Expense	Decrease	(4,000,000)	
1	Registrar of Voters	6800001000	1000	52002335	0	Temporary Help - Outside Svcs	Decrease	(3,653,351)	
1	Contingencies	1280001000	1000	56006000	0	Contingencies	Decrease	(11,000,000)	
2	Community Development and Housing	6210002496	2496	52002445	0	Other Professional & Spec Svcs	Increase	20,000	
2	Community Development and Housing	6210002496	2496	55405018	0	Internal Cost Allocation Out	Increase	55,000	
2	Community Development and Housing	6210002496	2496	40909975	-1	Op Transfers In	Increase	75,000	
2	Countywide Discretionary General Fund	1161161000	1000	55305030	0X	Operating Transfers Out	Increase	75,000	
2	Contingencies	1280001000	1000	56006000	0	Contingencies	Decrease	(75,000)	
3	Land Use Services	6950001000	1000	52002445	0	Other Professional & Spec Svcs	Increase	174,000	
3	Contingencies	1280001000	1000	56006000	0	Contingencies	Decrease	(174,000)	
3	Land Use Services	6910001000	1000	52002450	0	Application Development Enhanc	Increase	540,000	
3	Contingencies	1280001000	1000	56006000	0	Contingencies	Decrease	(540,000)	
4	CIP - Chino Plume	7700003100	3100	54104010	0	Improvements To Land	Increase	10,000,000	10.10.0556
4	CIP - Chino Plume	7700003100	3100	40909975	-1	Op Transfers In	Increase	10,000,000	10.10.0556
4	Countywide Discretionary Fund	1161161000	1000	55305030	0X	Operating Transfers Out	Increase	10,000,000	
4	Contingencies	1280001000	1000	56006000	0	Contingencies	Decrease	(10,000,000)	
5	Countywide Discretionary General Fund	1161161000	1000	55305030	0X	Operating Transfers Out	Increase	2,000,000	
5	Contingencies	1280001000	1000	56006000	0	Contingencies	Decrease	(2,000,000)	
5	Countywide Discretionary General Fund	1161161000	1000	55305030	0X	Operating Transfers Out	Increase	813,554	
5	Contingencies	1280001000	1000	56006000	0	Contingencies	Decrease	(813,554)	
6	Reserve	1000	1000	37008749	0	Reserve	Increase	11,000,000	
6	Contingencies	1280001000	1000	56006000	0	Appr Contingencies(For Budget)	Decrease	(11,000,000)	
7	Reserve	1000	1000	37008751	0	Reserve	Increase	12,500,000	
7	Contingencies	1280001000	1000	56006000	0	Appr Contingencies(For Budget)	Decrease	(12,500,000)	
8	Reserve	1000	1000	37008557	0	Reserve	Increase	66,875	
8	Contingencies	1280001000	1000	56006000	0	Appr Contingencies(For Budget)	Decrease	(66,875)	
9	Reserve	1000	1000	TBD	0	Reserve	Increase	7,653,351	
9	Contingencies	1280001000	1000	56006000	0	Appr Contingencies(For Budget)	Decrease	(7,653,351)	
10	Auditor-Controller	3400001000	1000	52002445	0	Other Professional & Spec Svcs	Increase	2,500,000	
10	Reserve	1000	1000	37008435	-1	Reserve Use	Decrease	(2,500,000)	
11	County Counsel	1710001000	1000	51001000	0	Op. Expenditures - Salaries	Increase	170,000	
11	LIT	1340001000	1000	52002449	0	Outside Legal Counsel	Increase	200,000	
11	Reserve	1000	1000	37008520	-1	Reserve Use	Decrease	(370,000)	
12	County Administrative Office	1100001000	1000	52002445	0	Other Professional & Spec Svcs	Increase	60,000	
12	Reserve	1000	1000	37008416	-1	Reserve Use	Decrease	(60,000)	
13	LIT	1340001000	1000	52002449	0	Outside Legal Counsel	Increase	650,000	
13	Reserve	1000	1000	37008520	-1	Reserve Use	Decrease	(650,000)	
14	Clerk of the Board	1600001000	1000	52002450	0	Application Development Enhanc	Increase	304,343	
14	Clerk of the Board	1600001000	1000	52002445	0	Other Professional & Spec Svcs	Increase	7,536	
14	Reserve	1000	1000	37008315	-1	Reserve Use	Decrease	(311,879)	
15	Public Guardian/Aging and Adult Services	5360001000	1000	55405012	0	Servs & Supply Transfers Out	Increase	47,816	
15	Reserve	1000	1000	37008557	-1	Reserve Use	Decrease	(47,816)	
16	Countywide Discretionary General Fund	1161161000	1000	55305030	0X	Operating Transfers Out	Increase	100,000	
16	Reserve	1000	1000	37008285	-1	Reserve Use	Decrease	(100,000)	
17	Registrar of Voters	6800001000	1000	52002000	0	Op Expenses - Svcs & Supplies	Increase	2,920,000	
17	Reserve	1000	1000	TBD	-1	Reserve Use	Decrease	(2,920,000)	
22	Automated Systems Development	1160001042	1042	52002000	0	Op Expenses - Svcs & Supplies	Decrease	(350,000)	
22	Automated Systems Development	1160001042	1042	55305030	0X	Operating Transfers Out	Increase	350,000	
22	Auditor-Controller	3400001000	1000	52002115	0	Computer Software Expense	Increase	287,000	
22	Auditor-Controller	3400001000	1000	52002454	0	Software Maintenance	Increase	63,000	
22	Auditor-Controller	3400001000	1000	40909975	-1	Op Transfers In	Increase	350,000	