

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

**May 18, 2021**

**FROM**

**TERRI RAHHAL, Director, Land Use Services Department**

**SUBJECT**

**Budget Adjustments Related to COVID-19 Pandemic**

**RECOMMENDATION(S)**

Authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary budget adjustments to the Land Use Services 2020-21 budget, as detailed in the Financial Impact section, to increase appropriation in the amount of \$403,500 to fund the costs associated with emergency expenses related to the COVID-19 pandemic (Four votes required).

(Presenter: Terri Rahhal, Director, 387-4431)

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

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

**FINANCIAL IMPACT**

This item is not anticipated to result in the use of additional Discretionary General Funding (Net County Cost). The Land Use Services (LUS) Department is requesting an increase in the amount of \$403,500 to be used to offset costs incurred for COVID-19 related expenses, funded by Coronavirus Aid, Relief, and Economic Security (CARES) Act funds. Approval of the requested budget adjustments will replenish the appropriation used to address the COVID-19 pandemic response for ongoing operations funded by CARES Act revenue.

<b>Fund Center</b>	<b>Commitment Item</b>	<b>Description</b>	<b>Action</b>	<b>Amount</b>
6910001000	40509198	COVID-19 Relief Dist Revenue	Increase	\$167,384
6910001000	52002306	Emergency Supplies	Increase	\$167,384
6920001000	40509198	COVID-19 Relief Dist Revenue	Increase	\$206,337
6920001000	52002306	Emergency Supplies	Increase	\$206,337
6930001000	40509198	COVID-19 Relief Dist Revenue	Increase	\$29,440
6930001000	52002306	Emergency Supplies	Increase	\$29,440
6950001000	40509198	COVID-19 Relief Dist Revenue	Increase	\$339
6950001000	52002306	Emergency	Increase	\$339

**Budget Adjustments Related to COVID-19 Pandemic**  
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<b>Fund Center</b>	<b>Commitment Item</b>	<b>Description</b>	<b>Action</b>	<b>Amount</b>
		Supplies		

Actual use of CARES Act funding for costs incurred during fiscal year 2020-21 will depend on a year-end reconciliation process led by the County Administrative Office-Finance and Administration. Any costs not eligible for reimbursement from CARES Act funds will be funded by departmental sources, including Net County Cost, if applicable.

**BACKGROUND INFORMATION**

LUS provides comprehensive regional planning services and enforces building standards, land uses, and environmental impacts to help create a framework for orderly growth while keeping residents safe. The LUS 2020-21 budget did not include COVID-related expenses for continuing of departmental operations via telecommuting and mitigation in response to preventing COVID-19 exposure when returning to the offices. The requested adjustments will allow the department to utilize CARES Act revenue for its COVID-related expenses.

**PROCUREMENT**

N/A.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Jason Searles, Deputy County Counsel, 387-5455) on April 29, 2021; Auditor-Controller/Treasurer/Tax Collector (Erika Gomez, General Accounting Manager, 382-3191) on May 3, 2021; Finance (Stephenie Shea, Administrative Analyst, 387-4919) on May 3, 2021; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on May 3, 2021.

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May 18, 2021**

Record of Action of the Board of Supervisors  
County of San Bernardino

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. 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 18, 2021



cc: File- Land Use Services Department  
LA 05/25/2021