

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

May 19, 2020

FROM

LAURIE ROZKO, Director, Purchasing Department

SUBJECT

Purchasing Department Budgetary Adjustments

RECOMMENDATION(S)

Approve budget adjustments in the amount of \$6.0 million to appropriation and reimbursements in the Purchasing Department's 2019-20 budget, and authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary budget adjustments, as detailed in the Financial Impact Section, to enable ongoing purchasing of emergency supplies required by County departments in response to Novel Coronavirus. (Four votes required)
(Presenter: Laurie Rozko, Director, 387-2074)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

Approval of this item will increase appropriation and offsetting reimbursements in the Purchasing Department's (Purchasing) 2019-20 Budget to facilitate the purchase of emergency supplies for the Novel Coronavirus (COVID-19) pandemic. Departments and other entities that receive supplies will reimburse or compensate Purchasing, and County departments will track and report individual departmental costs for emergency supplies with respect to responding to COVID-19 pandemic.

Description	Funds/Cost Center	Commitment Item	Action	Amount
Emergency Supplies	7610001000	52002306	Increase	\$6,000,000
Reimbursements	7610001000	55415013	Increase	\$6,000,000

Any eligible costs paid by the County General Fund will be charged to the 2019-20 Countywide Discretionary budget unit (Fund 1161161000), which will be funded through the Coronavirus Relief Fund under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Budget adjustments for departmental costs will be included in a future quarterly budget report brought to the Board of Supervisors (Board) for approval, if necessary.

BACKGROUND INFORMATION

On March 10, 2020, the Board authorized the Purchasing Agent to make necessary emergency purchases of products, equipment, services, and professional personnel services in response to the COVID-19 pandemic. Since that time, Purchasing Buyers have been primarily sourcing difficult to find emergency medical supplies and personal protective equipment. As of April 7,

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2020 (Item No. 27), expenditures totaled approximately \$1.4 million when the Board approved a \$4.0 million increase in appropriation for Purchasing with the understanding that the bulk of the emergency expenditures would be reimbursed by departments.

As of April 24, 2020, Purchasing has expended approximately \$3.3 million of the \$4.0 million, and is requesting additional expenditure authority of \$6.0 million as the pandemic continues and departments have ongoing supply needs. The request is increased to accommodate potential requests for Alternative Care Sites, Incident Management Team purchases, non-congregate sheltering sites, testing sites, or other general expenditures and response efforts.

This action will enable Purchasing to continue to be proactive and responsive to the needs of County departments during the COVID-19 pandemic. Purchasing is coordinating with the Emergency Operations Center (EOC), County Administrative Office (CAO), Inland Counties Emergency Medical Agency (ICEMA), and County departments to make bulk purchases of supplies from domestic and international suppliers. Purchase orders are being used whenever possible for purchases; costs will be paid by Purchasing with corresponding reimbursements to offset the majority of costs incurred. Departments with budgetary limitations are encouraged to request the supplies they require regardless of financial constraints, and to work with CAO-Finance to reconcile charges.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Suzanne Bryant, Deputy County Counsel, 387-5455) on April 22, 2020; Auditor-Controller/Treasurer/Tax Collector (Erika Gomez, Accounting Manager, 382-3196) on April 23, 2020; Finance (Joon Cho, Administrative Analyst, 387-5402) on April 28, 2020; and County Finance and Administration (Kelly Welty, Deputy Executive Officer, 387-4376) on April 29, 2020.

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

APPROVED (CONSENT CALENDAR)

Moved: Robert A. Lovingood Seconded: Josie Gonzales
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 19, 2020



cc: File - Purchasing Department
KS 05/22/2020