

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

**June 14, 2022**

**FROM**

**PETE MENDOZA, Interim Director, Purchasing Department**

**SUBJECT**

Budget Adjustments for COVID-19 Related Expenses and Salary Reimbursement

**RECOMMENDATION(S)**

Approve budget adjustments in the amount of \$270,000 reflecting the use of salary savings for COVID-19 related expenses and salary reimbursement and authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary budget adjustments as detailed in the Financial Impact Section (Four votes required).

(Presenter: Pete Mendoza, Interim Director, 387-2073)

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

**Improve County Government Operations.**

**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 cost for COVID19-related lease expenses, security services, and salary reimbursement, totaling \$270,000 will be funded entirely with salary savings. This item authorizes the Auditor-Controller/Treasurer/Tax Collector to post the following 2021-22 budget adjustments necessary to fund these costs:

<b>Fund Center</b>	<b>Commitment Item</b>	<b>Description</b>	<b>Action</b>	<b>Amount</b>
7610001000	51001010	Regular Salary	Decrease	\$270,000
7610001000	52002444	Security Services	Increase	\$140,000
7610001000	55405010	Salaries & Benefits Transfers Out	Increase	\$60,000
7610001000	55405012	Services & Supply Transfers Out	Increase	\$70,000

**BACKGROUND INFORMATION**

On September 29, 2020 (Item No. 25) in response to the Novel Coronavirus Pandemic, the Board approved Lease Agreement No. 20-869 for the rental of 22,235 square feet of climate-controlled warehouse space located at 295 East Caroline Street, Suite B, San Bernardino, CA 92408 to store personal protective equipment (PPE) for County departments and other affiliated organizations. The increase of \$140,000 to security services is necessary for payment of the security guard at the facility during non-county working hours for 2020-21. The Purchasing Department did not receive an invoice for these services until 2021-22.

**Budget Adjustments for COVID-19 Related Expenses and Salary  
Reimbursement  
June 14, 2022**

The lease for the warehouse located at 295 East Caroline Street was intended for short-term use for the period of September 4, 2020 through March 3, 2022. Due to continued concerns regarding COVID-19, the Purchasing Department maintains an inventory of COVID-19 supplies at the warehouse. As per the terms of the agreement, Section 9. HOLDOVER, the County is permitted to extend the lease, with the same terms and conditions, on a month-to-month basis for the amount of \$22,102 per month. The County may terminate the lease by providing written notice not less than 90 days prior to the intended termination date. The increase of \$70,000 to Services & Supplies Transfers Out will allow the Purchasing Department to reimburse Real Estate Services Department for extending the warehouse lease through June 30, 2022.

In September 2020, the Director for the Purchasing Department retired. As a result, Purchasing has had an Interim Director since September 2020 to date. This included the assistance from the Community Services Group (CSG) Department from July 2021 to January 2022. The \$60,000 allocated for Salaries & Benefits Transfer Out is for reimbursement to CSG for salary and benefits for the period of July 2021 to January 2022.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (John Tubbs II, Deputy County Counsel, 387-5455) on May 16, 2022; Auditor-Controller/Treasurer/Tax Collector (Vanessa Doyle, Chief Deputy Controller, 382-3195) on May 23, 2022; Finance (Sofia Almeida, Administrative Analyst, 387-4378) on May 30, 2022; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on May 30, 2022.

**Budget Adjustments for COVID-19 Related Expenses and Salary  
Reimbursement  
June 14, 2022**

Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Dawn Rowe Seconded: Joe Baca, Jr.

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: June 14, 2022



cc: File- Purchasing  
LA 06/29/2022