

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

May 23, 2023

FROM

PETE MENDOZA, Interim Director, Purchasing Department

SUBJECT

Budget Adjustments to Increase Appropriation for Printing Services Division

RECOMMENDATION(S)

1. Approve a budget adjustment in the amount of \$544,000 to fund the costs associated with payment for outside vendor printing service expenses and equipment maintenance.
2. Authorize the Auditor-Controller/Treasurer/Tax Collector to post budget adjustments as indicated in the Financial Impact section, to the Purchasing Department's 2022-23 Budget (Four votes required).

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

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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 \$450,000 cost for outside vendor services is recouped through revenue generated from County departments, Board Governed Special Districts, and other agencies, who are charged Board of Supervisors (Board) approved rates. The \$94,000 cost for General Maintenance - Equipment will be funded by a decrease in Equipment. This item authorizes the Auditor-Controller/Treasurer/Tax Collector to post the following 2022-2023 budget adjustments necessary to fund these costs:

| Cost Center | Commitment Item | Description | Action | Amount |
|--------------------|------------------------|------------------------------------|---------------|---------------|
| 7610004000 | 52002350 | Printing – Outside Vendors | Increase | \$450,000 |
| 7610004000 | 40709800 | Other Services | Increase | \$450,000 |
| 7610004000 | 52002855 | General Maintenance - Equipment | Increase | \$94,000 |
| 7610004000 | 54404040 | Equipment | Decrease | \$94,000 |

BACKGROUND INFORMATION

The Printing Services Division (Printing) provides goods and services to departments countywide. Many of the services require Printing to utilize outside vendors. This year's use of outside vendors for promotional items, banners, and envelopes have been higher than anticipated. Additionally, the cost of general equipment maintenance has been higher than anticipated due to unforeseen major repairs to the paper cutter and collator. Approval of the recommended budget adjustments will allow Printing to fund anticipated costs for outside services and equipment maintenance through the remainder of 2022-23.

Budget Adjustments to Increase Appropriation for Printing Services

Division

May 23, 2023

Printing provides print services, reproduction of documents, bindery, cutting and graphic design services to all County departments. The County also offers these services to certain non-County agencies through Memoranda of Understanding. All expenses related to the provisions of these services are billed based on Board-approved Internal Services Rates.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on May 3, 2023; Finance (Ivan Ramirez, Administrative Analysts, 387-4020) on May 3, 2023; Auditor-Controller/Treasurer/Tax Collector (Charlene Huang, General Accounting Manager, 382-7022) on May 10, 2023; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on May 6, 2023.

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Division
May 23, 2023**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.
Absent: Col. Paul Cook (Ret.)

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 23, 2023



cc: File - Purchasing Department
jm 05/25/2023