

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF THE BOARD GOVERNED COUNTY SERVICE AREAS  
AND RECORD OF ACTION**

June 9, 2020

**FROM**

**GARY McBRIDE, Chief Executive Officer, County Administrative Office**

**SUBJECT**

2020-21 Budget for Board Governed County Service Areas

**RECOMMENDATION(S)**

Acting as the governing body of the Board Governed County Service Areas:

1. Conduct a public hearing on the 2020-21 Recommended Budget for the Board Governed County Service Areas.
  2. Adopt **Resolution No. 2020-99** to approve and adopt:
    - a. The 2020-21 Budget for the Board Governed County Service Areas, including appropriation, operating transfers out, contributions to reserves/net position, available reserves, and budgeted staffing, and authorization for final fund balance adjustments as described in Attachment A.
    - b. Any changes to the Recommended Budget that the Board of Supervisors (Board) may direct.
      - i. In the event that the Board makes any additions or deletions to the Budget after the public hearing and the items were not proposed in writing and filed with the Clerk of the Board before the close of the public hearing, a 4/5 vote of the Board is required.
  3. Approve the classification actions described in the Summary of Classification Actions included in the 2020-21 Recommended Budget (Attachment B). Approve Technical Title change for classification as detailed on Page 2 of Attachment B.
- (Presenter: Luther Snoke, interim Director, 386-8811)

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

**Promote the Countywide Vision.**

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

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost).

The 2020-21 Recommended Budget for the Board Governed County Service Areas, as presented in the Recommended Budget Book, includes total requirements of \$56.7 million (excluding contributions to reserves/net position) and budgeted staffing of 112 positions. In addition, the 2020-21 Recommended Budget includes \$32.1 million in available reserves and \$39.6 million in estimated net position available.

**BACKGROUND INFORMATION**

On March 4, 2020, the State of California declared a state of emergency as a result of the COVID-19 outbreak. Subsequently on March 10, 2020, the County Public Health Officer

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declared a local health emergency to help ensure county government and the public were prepared for the possibility that COVID-19 would appear within the county. While managing the outbreak continues at the national, state and local level, the response to the public health emergency has created an economic emergency that has terminated the longest period of economic expansion in United States history. In light of this, and pursuant to the approval by the Board of Supervisors on March 24, 2020 (Item No. 67, Recommendation No. 7), this budget is effectively a placeholder

that will be adjusted as we develop a better understanding of the economic outlook. The budget book includes only the schedules required by the State. Consistent with the direction provided by the Board at the March 24, 2020 meeting, the 2020-21 Recommended Budget focuses on funding cost to maintain services and limited program enhancement.

It should be noted that this budget was prepared during February 2020, prior to the local challenges caused by the pandemic. Consequently, this budget does not include projected expenditures or revenues associated with the County's response to the pandemic. Any needed budgetary changes associated with the response will be presented to the Board at a later date.

The Special Districts Department manages and maintains the Board Governed County Service Areas (CSA's) that provide a number of municipal services for various communities within San Bernardino County. These services include television translators, dam maintenance, landscaping, detention basins, open space, park and recreation, road services (including paving, maintenance, and snow removal) streetlights, refuse, sanitation, and water. In addition, the San Bernardino County Department of Airports oversees CSA 60 for the operation and maintenance of Apple Valley Airport.

The following table displays a summary of the 2020-21 Recommended Budget for the CSA's:

**2020-21 Recommended Budget Summary**

<b>Budget Unit</b>	<b>2019-20 Modified Budget</b>	<b>2020-21 Recommended Budget</b>	<b>Increase (Decrease) In Budget</b>
<b>Requirements:</b>			
Operating Funds	\$34,462,957	\$27,691,312	(\$6,771,645)
Capital Improvement Program	\$33,516,735	\$25,980,325	(\$7,536,410)
Reserve Funds	\$1,872,976	\$2,987,962	\$1,114,986
<b>Total Requirements</b>	<b>\$69,852,668</b>	<b>\$56,659,599</b>	<b>(\$13,193,069)</b>
<b>Total Budgeted Staffing</b>	<b>110</b>	<b>112</b>	<b>2</b>

Note: The Recommended Budget Summary above excludes contributions to reserves/net position. More detail of the 2020-21 budget is reflected on Attachment A.

**Recommendations**

**Recommendation 1** calls for the public hearing for the 2020-21 Recommended Budget, as required by Government Code Sections 29080 and 29081. Prior to adopting the 2020-21 budget for the CSA's, a notice was published on May 27, 2020 and May 29, 2020 setting forth the date of the public hearing for the purpose of making a determination regarding the Recommended

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Budget. The Recommended Budget documents were made available in the Clerk of Board's office on May 29, 2020 for the public and the public hearing is occurring at least 10 days after the documents were made available. The notice further sets forth that any member of the public may appear at the hearing and be heard regarding any item in the Recommended Budget or for the inclusion of additional items. All proposals for revisions should be submitted in writing to the Clerk of the Board before the close of the public hearing.

The public hearing is designed to discuss and implement any direction or changes to the Recommended Budget. Any requests for increases, decreases, or omission of any item in the budget or inclusion of any additional items shall not be made after the public hearing, unless the items were proposed in writing and filed with the Clerk of the Board before the close of the public hearing or unless approved by the Board of Supervisors by a four fifths vote.

**Recommendation 2** approves and adopts the 2020-21 budget for the Board Governed County Service Areas.

**Recommendation 3** addresses the classification actions included in the 2020-21 Recommended Budget.

**Attachments**

The following attachments are incorporated as part of this item:

- **Attachment A** lists the 2020-21 Recommended Budget for appropriation, operating transfers out, contributions to reserves/net position, available reserves, estimated net position available, and budgeted staffing.
- **Attachment B** lists the classification actions included in the 2020-21 Recommended Budget.

The 2020-21 Recommended Budget, including Attachments A and B, satisfies the requirements set forth in Government Code Section 29089.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

Personnel changes in this report have been reviewed by Human Resources (Mark DeBoer, Assistant Director, 387-5565) on May 28, 2020. This item has been reviewed by County Counsel (Dawn Martin, Deputy County Counsel, 387-5455) on May 15, 2020; Finance (Tom Forster, Administrative Analyst, 387-4635) on May 18, 2020; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on June 1, 2020. This item has been coordinated with the Auditor-Controller/Treasurer/Tax Collector (Vanessa Doyle, Chief Deputy Controller, 382-3191) on May 21, 2020.

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Record of Action of the Board of Supervisors  
Board Governed County Service Areas

Hearing Opened  
Public Comment: None  
Hearing Closed

**APPROVED**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: June 9, 2020



cc:     File - SDD/Board Governed County Service Areas w/ Reso and  
          Attachments  
jm       06/18/2020