

**RECOMMENDED CHANGES TO THE 2021-22 RECOMMENDED BUDGET**

This document includes recommended changes to the budget (one-time and ongoing) and staffing not included in the 2021-22 Recommended Budget Book. These changes are the result of several factors including timing to allow for development of Identified Needs, requests received subsequent to the budget submission or recommended changes based on critical needs. Actual financial accounting system transactions associated with the following adjustments are included in Attachment B2 – Schedule of Adjustments.

	<b>Requirements</b>		
	<u>General Fund</u>	<u>Other Funds</u>	<u>Total Funds</u>
Recommended Appropriation as Submitted	3,885,519,331	2,693,314,311	6,578,833,642
Recommended Operating Transfers Out As Submitted	129,395,267	78,861,228	208,256,495
Contribution to Reserves/Net Position	27,045,799	6,172,791	33,218,590
Total Recommended Budget as Submitted	4,041,960,397	2,778,348,330	6,820,308,727
Requested Appropriation Adjustments	(171,849,326)	159,749,146	(12,100,180)
Requested Operating Transfers Out Adjustments	118,852,986	0	118,852,986
Requested Contribution to Reserves/Net Position Adjustments	109,433,055	0	109,433,055
Board of Supervisor's Directed Budget Adjustments	56,436,715	159,749,146	216,185,861
Revised Recommended Budget	4,098,397,112	2,938,097,476	7,036,494,588

  

	<b>Budgeted Staffing</b>		
	<u>General Fund</u>	<u>Other Funds</u>	<u>Total Funds</u>
Total 2020-21 Modified Budgeted Staffing	15,191	7,494	22,685
Additional Budgeted Staffing Changes included in Rec. Budget	60	1,144	1,204
2021-22 Recommended Budgeted Staffing as Submitted	15,251	8,638	23,889
Requested Adjustments	58	3	61
Total 2021-22 Recommended Budgeted Staffing	15,309	8,641	23,950

### **ONGOING REQUIREMENT CHANGES AS DETAILED IN IDENTIFIED NEEDS**

Ongoing budget adjustments identified in the Identified Needs section of the 2021-22 Recommended Budget Book (Identified Needs Section) are presented below. Upon Board of Supervisors approval, these adjustments will be incorporated into Attachment A. Unless specifically identified otherwise, these adjustments are funded by the use of Discretionary General Funding. Adjustments that include staffing adjustments are denoted by an asterisk (\*) and will have accompanying staffing adjustments included in Attachment B-3 (Schedule of Recommended Budgeted Staffing Adjustments).

1. \$50,373 for the **Clerk of the Board – County Archive Funding** for projected increased costs associated with Archive Services for storage and archiving of official County records.
2. \$94,431 for the **Auditor-Controller/Treasurer/ Tax Collector – SAP Licensing Costs**. Increase in costs to fund SAP Enterprise Annual Maintenance Services as approved by the Board of Supervisors on December 15, 2020 (Item No. 20).
3. \$1.5 million for **Human Resources**. Ongoing funding for Human Resources (HR) will enhance services across multiple lines of business within the department:
  - a. HR Technology (\$167,242) – Funding for electronic onboarding services through new technology and for a portion of a position that now supports the County's EMACS payroll system.
  - b. HR Enhanced Customer Service (\$401,814) – Funding for the implementation of an Employee Relations Centralized Investigations Team (addition of 3 positions) to begin to address routine investigations, provide consistent guidance and begin to provide timely investigations with consistent application of policy.\*
  - c. HR Recruitment, Retention and Succession Planning (\$859,241) – Funding will add five positions as follows\*:
    - i. Creation of a Specialized Recruitment Team (2 positions),
    - ii. Enhanced support for Executive Recruitment Services (1 position),
    - iii. Additional support for the Compensation and Classification Unit (1 position), and
    - iv. The addition of an HR Deputy Director (1 position) to oversee Administration.
4. \$25,000 for **Public Works – Flood Control District** for County Purpose Fee Funding. This funding will allow the County to fund fees imposed by the Flood Control District on projects that are determined to serve a general County purpose.
5. \$3.9 million for the **Sheriff/Coroner/Public Administrator**
  - a. Funding for the implementation of remedial measures to increase the level of physical and mental healthcare in County detention facilities (\$1,954,017).
  - b. Funding for additional Coroner positions to decrease caseload ratios, which will enhance productivity and improve services (\$471,143).\*
  - c. Funding for a Sheriff's Captain position for the Community Service and Reentry Command Program, which will focus on collaboration between County departments, non-governmental service providers, and other community partners to provide the homeless population and individuals released from the County's

detention facilities with the services and mental health assistance needed to prepare them for reentry into society (\$215,037).\*

- d. Year 4 of 5 funding for operational overtime (\$1,000,000).
  - e. Funding for a Sheriff's Deputy Position to be assigned to the community of Bloomington using Bloomington Public Benefit Funding (\$288,450).\*
6. \$155,000 for **Land Use Services – Code Enforcement** – Bloomington Enforcement. This funding will provide a dedicated Code Enforcement Officer III for the community of Bloomington using Bloomington Public Benefit funding.\*
  7. \$93,000 for the **Bloomington Recreation and Park District – Park Maintenance Services**. Funding will add a Park Maintenance Worker assigned to the parks within the community of Bloomington utilizing Bloomington Public Benefit funding.
  8. \$3,000,000 for the **County Administrative Office**. This funding will provide for maintenance and construction of infrastructure; water replenishment costs; and monitoring, consulting, and engineering services to comply with the cleanup and abatement orders related to the Chino Plume Remediation Plan Project.

### **ONE-TIME REQUIREMENT CHANGES AS DETAILED IN IDENTIFIED NEEDS**

One-time budget adjustments identified in the Identified Needs section of the 2021-22 Recommended Budget Book (Identified Needs Section) are presented below. Upon Board of Supervisors approval, these adjustments will be incorporated into Attachment A. Adjustments that include staffing adjustments are denoted by an asterisk (\*) and will have accompanying staffing adjustments included in Attachment B-3 (Schedule of Recommended Budgeted Staffing Adjustments).

9. **\$11,877,716** **Assessor-Recorder County Clerk – PIMS Replacement Project** Use of the PIMS Replacement Reserve to fund upcoming costs related to the replacement of the Assessor's Property Information Management System (\*).
10. **\$17.9 million** for the **Auditor-Controller/ Treasurer/Tax Collector** – Various Projects
  - a. A use of the Enterprise Financial System Post Implementation Reserve to fund SAP Enterprise Support Services at fixed rates as approved by the Board of Supervisors on August 7, 2018 (Item No. 10 – \$2,500,000).
  - b. A use of the New Property Tax System Reserve to fund project expenses for the upcoming year to replace its property tax management system (\$15,410,000).
11. **\$6.6 million** for the **County Administrative Office** – Various Projects:
  - a. Homelessness Pilot Programs – Funding to be set aside to address homelessness pilot programs within the County (\$2,500,000).
  - b. Redistricting Project – On March 2, 2021 (Item No. 53), the Board of Supervisors approved the creation of a Redistricting Commission so it may adopt boundaries for all supervisorial districts based on the 2020 Census data. The redistricting process would ensure that the districts are substantially equal in population, and comply with state and federal law regarding the criteria used to redraw the district boundaries. This rollover request would fund any remaining costs for consultant fees, public outreach, website development, and stipends for Commission members (\$41,850).
  - c. An increase to fund litigation costs to respond expeditiously and in an efficient manner to litigation issues (\$1,108,627).
  - d. Use of the December 2nd Memorial Reserve to fund consultant services to assist with the artist's contract for the design, construction, and installation of the December 2nd Memorial (\$67,500).
  - e. An increase for an Innovation and Technology Government Efficiency Partnership to assist with innovating business practices (\$3,000,000).
12. **\$5.7 million** for **County Administrative Office/County Counsel** Legal Costs associated with the Chino Plume. Funding for legal services related to Chino Airport Groundwater Remedial Project.
  - a. \$5,500,000 use of the Litigation Expenses Reserve
  - b. \$170,000 million use of General Fund Contingencies
13. **\$437,860** for the **Clerk of the Board – Agenda Management System Replacement** Use of the Clerk of the Board – Agenda Management System Reserve to continue with the implementation of the County's Enterprise Board Management System. The new system

will include: agenda management, video streaming, speaker management, closed captioning, and voting.

14. \$350,000 for **Economic Development** for Chamber of Commerce Incentive Program Funding to support marketing efforts to boost tourism within the County.
15. \$250,000 for **Economic Development** for Ontario Airport Partnership Funding to support various partnerships with the Ontario International Airport.
16. \$134,752 to support new services being provided in the **Community of Bloomington**. Funding will acquire:
  - a. \$84,752 Equipment and vehicle for a new Deputy Sheriff.
  - b. \$50,000 Equipment and vehicle for Code Enforcement Officer.
17. \$820,000 for **County Fire** for Fire Training Center Land Acquisition and Development Use of the Fire Training Center Reserve to fund activities associated with land acquisition and development of a fire training center.
18. \$2,575,902 for the **Public Works – Flood Control District** Rimforest Drainage Project. Use of the Rimforest Drainage Reserve to fund costs associated with Flood Control's Rimforest Drainage Project. This project involves construction of storm drain systems along Highway 18 and inside the village of Rimforest to mitigate the impact of drainage on the stability of the slope. Activities for 2021-22 include acquisition, construction, construction contingency and administrative costs.
19. \$340,604 for **Human Resources** funding for one-time costs associated with the new electronic onboarding service, evaluation services of pre-employment testing materials and for additional short term staffing support of the EMACS development team.
20. \$2.7 million for **Land Use Services** Projects:
  - a. Funding for additional staffing within the Code Enforcement Division to enhance enforcement activities associated with various community concerns including: illegal marijuana, short-term rentals, snow play nuisances, and illegal business activity (\$1,600,000)\*.
  - b. Illegal truck parking enforcement (\$220,000).
  - c. Funding for the Trona Demolition Project for the continuation of demolition of approximately 200 vacant and dilapidated residential structures in Trona (\$500,000).
  - d. Funding for maintenance and support costs associated with Accela (Use of New Permit System Reserve of \$152,917 and one-time Discretionary Funding of \$245,700).
21. \$63,058 for **Public Guardian/Aging and Adult Services** – Building Relocation. Funding for the annual cost of the building lease at 686 Mill Street. This allocation is recommended to be funded by the combination of a use of the Public Guardian Lease Space Reserve (\$48,618) and General Fund Contingencies (\$14,440).
22. \$90,492 for **Public Health** – WebChameleon and other IT Costs Funding for the annual cost associated with the use of various technology products that support Animal Care and Control's ability to access information while on the field, as well as provide expanded service delivery options to reduce the need for in-person visits.
23. \$110,000 for **Sheriff/ Coroner/Public Administrator**:

- a. Funding for one-time costs associated with the addition of the Sheriff's Captain position previously discussed in Item 5c above (\$50,000).
- b. Funding for one-time costs associated with the additional Coroner positions previously discussed in Item 5b above (\$60,000).

24. \$88.1 million for **Capital Improvement Projects**

- a. Downtown Building Replacement Project (\$66,084,780).
- b. Various Sheriff Capital Improvement Projects (\$19,000,000).
- c. District Attorney High Desert Building Acquisition Project (\$3,000,000).

**CHANGES TO GENERAL FUND RESERVE CONTRIBUTIONS AS DETAILED IN IDENTIFIED NEEDS**

Reserve contributions identified in the Identified Needs section of the 2021-22 Recommended Budget Book (Identified Needs Section) are presented below. Upon Board of Supervisors approval, these adjustments will be incorporated into Attachment A.

25. \$29,037,338 for the **General Purpose Reserve**. The County's Fund Balance and Reserve Policy provides for a General Purpose Reserve targeted at 20% of locally funded appropriation. This policy states that this reserve shall be built up with one-time sources until the established target is achieved. The total recommended one-time contribution of \$40.9 million included in the 2021-22 Recommended Budget, of which \$11.9 million has been included in the 2021-22 Recommended Budget Book, will bring the balance of the General Purpose Reserve to 20% of locally funded appropriation, achieving the target set by policy.
26. \$12,500,000 for the **PIMS Replacement Reserve**. One-time funding to fund the replacement of the Assessor's Property Information Management System. The estimated project costs is \$30.0 million and will be fully funded with this contribution.
27. \$25,000,000 for the **Property Tax System Reserve**. One-time funding to fully fund the estimated cost to replacement of the Auditor-Controller/Treasurer/Tax Collector's Property Tax System. This contribution will bring the total funding set aside for this project to \$50.0 million. It is estimated that \$18.0 million of the implementation cost will be recovered over a period of 10 years (beginning in 2026-27) through the Property Tax Admin Fee.
28. \$3,000,000 for the **Crime Suppression Reserve**. One-time funding to continue support for Countywide Crime Suppression.
29. \$5,000,000 to establish the **Community Service Upgrades Reserve**. Funding is to be utilized by Regional Parks to invest in revenue generating upgrades and amenity improvements.
30. \$8,600,000 to establish the **Community Concerns Reserve**. Funding will allow the County to target specific projects that will aim to resolve community concerns.
31. \$20,000,000 for the **Building Replacement Reserve**. Ongoing funding to fund future costs of capital improvement projects.
32. \$5,295,717 to establish the **Body Camera Implementation Project Reserve**. Funding includes a combination of both one-time (\$2,477,028) and ongoing (\$2,818,689) funding.

**OTHER RECOMMENDED CHANGES TO BUDGET**

The following adjustments were identified after publication of the 2021-22 Recommended Budget Book. Actual financial accounting system transactions associated with the following adjustments are included in Attachment B2 – Schedule of Adjustments. Adjustments that include staffing adjustments are denoted by an asterisk (\*) and will have accompanying staffing adjustments included in Attachment B-3 (Schedule of Recommended Budgeted Staffing Adjustments).

**33. Adjustments to recognize Emergency Rental Assistance Program (ERA 2) funding**

These budgetary adjustments are associated with the receipt of \$56,786,650 in ERA 2 funding to assist qualified households unable to pay rent and utilities due to the Coronavirus (COVID-19) pandemic. On June 8, 2021, the approval for the submission of the non-competitive grant application and concurrent acceptance of award are being presented to the Board in another item for ratification. This adjustment does not impact Discretionary General Funding.

**34. Fire MOU Adjustment**

Due to the Memorandum of Understanding (MOU) with the San Bernardino County Fire Protection District (SBCFPD) being finalized after publication of the 2021-22 Recommended Budget Book, the County's budget requires adjustments to align Operating Transfers Out with the funding amounts included in the MOU. This adjustment will result in an increase to General Fund Contingencies offset by a decrease in Operating Transfers Out (\$3,033,412).

**35. \$1,000,000 to the Countywide Crime Suppression and Pilot Program Reserve**

One-time use of Discretionary General Funding to continue support for Countywide Crime Suppression and related Pilot programs. Combined with the \$3.0 million contribution discussed previously in this document, the total recommended contribution to this reserve is \$4.0 million in 2021-22.

**36. Staffing and classification actions not included in the 2021-22 Recommended Budget Book**

Unless specifically noted otherwise, the following staffing and classification actions are department funded and do not impact Discretionary General Funding. Actions that require budget adjustments are noted by an (#).

- a. **Aging and Adult Services (Human Services – Administrative Claim)\*\*** is adding the 11 positions listed below for the In-Home Supportive Services program to help reduce caseload per social worker, as well as to increase responsiveness and care of aging adults.
  - i. Department of Aging and Adult Services District Manager (1)
  - ii. Social Worker II (10)



- b. **Airports\*:**
  - i. Establish the Airport Manager II classification.
  - ii. Reclassification of an Airport Manager to an Airport Manager II for the Chino Airport.
  - iii. Technical title change of the Airport Manager classification to Airport Manager I.
- c. **Arrowhead Regional Medical Center\*:**
  - i. Underfill corrections of 2 positions, reclassifying a Secretary II and a Registered Nurse Care Manager to an Office Specialist and a Registered Nurse II – Clinic, respectively.
  - ii. Reclassification of a Clinic Operations Supervisor to a Clinic Unit Manager – ARMC to provide proper management of clinic staff.
  - iii. Addition of the following 3 positions:
    - 1. Staff Analyst II (1) will support the new strategy and resource management department and will focus on service line development, market analysis, support of CIP onsite (in collaboration with RESD), professional contracts and overall strategic development/growth for ARMC.
    - 2. Lead Occupational Therapist (1) for the Behavioral Health Unit.
    - 3. Nursing Program Coordinator (1) for the cardiothoracic service line.
  - iv. Technical title change of ARMC Chief Executive Officer to Director of Arrowhead Regional Medical Center.
- d. **CAO - Finance and Administration\*** is adding an Indigent Defense Analyst with an offsetting deletion of a Contract Indigent Defense Analyst (Position No. 88716 – upon vacancy).
- e. **Human Resources\*:**
  - i. Equity adjustment of 5% for the Human Resources Manager classification, which changes the salary range from 73C to 75C.
  - ii. Reclassification of an Office Assistant III to a Personnel Technician for the Classification and Compensation Division to assist in coordination of workflow.
  - iii. Establish the Labor Negotiator classification.
- f. **Innovation and Technology\*** is deleting the classification title of Systems Support Division Chief.
- g. **Land Use Services\*#:**
  - i. Underfill correction of an Administrative Supervisor I to a Staff Analyst II in the Administration Division.
  - ii. Reclassification of an Office Assistant II and a Systems Accountant II to a Fiscal Assistant and a Business Systems Analyst II, respectively.
- h. **Museum\*** is adding a Museum Associate Curator, with an offsetting deletion of a Secretary I (Position No. 76759 – upon vacancy).
- i. **Probation\*** is adding a Multimedia Supervisor for the Probation External Affairs Unit.
- j. **Public Health\*** has 3 underfill corrections to reclassify the following:
  - i. Deputy Chief of Community Health Services to an Administrative Supervisor I.
  - ii. Public Health Dental Hygienist to a Public Health Dental Assistant.

- iii. Accountant II to a Staff Aide.
- k. **Public Works\*** has an underfill correction to reclassify an Administrative Supervisor II to a Supervising Accountant III.
- l. **Real Estate Services\*\*:**
  - i. Reclassification of a Fiscal Specialist and an Accountant III to an Accountant II and a Supervising Accountant II, respectively.
  - ii. Addition of the 7 positions listed below to meet the additional sustained capital improvement project request workload from County departments:
    - 1. Capital Improvement Project Manager II (5)
    - 2. Capital Improvement Project Manager III (2)
- m. **Sheriff/Coroner/Public Administrator\*** is reclassifying an Office Assistant III to an Office Specialist for the reorganization of the Public Administrator division.