

BOARD MEETING DATE: August 2, 2024

AGENDA NO. 8

PROPOSAL: Appropriate Funds from Undesignated (Unassigned) Fund Balance for Permitting Enhancement Program

SYNOPSIS: The Board previously approved \$400,000 to be appropriated and used for retiree assistance. Due to the San Bernardino County Employees Retirement Association limitations and retiree availability, there will be unspent funds of approximately \$100,000, and this amount is requested to be used in FY 2024-25 with an additional \$200,000 requested. This action is to appropriate a total of \$300,000 from the General Fund Undesignated (Unassigned) Fund Balance into Engineering and Permitting's FY 2024-25 Budget for retiree or consultant assistance to reduce the pending permit application inventory.

COMMITTEE: Administrative, June 14, 2024; Recommended for Approval

RECOMMENDED ACTION:

Appropriate a total of \$300,000 from the General Fund Undesignated (Unassigned) Fund Balance to Engineering and Permitting's FY 2024-25 Budget, Services & Supplies Major Object for assistance from retirees and consultants to reduce the pending permit application inventory.

Wayne Natri
Executive Officer

SN:JA:JW

Background

One of the Chair's Initiatives is the Permitting Enhancement Program, which includes efforts focused on reducing the permit application inventory. Due to recent staff turnover and retirements, the majority of staff in the Engineering and Permitting division have less than five years of experience in their current roles. Retirees with permit processing experience are a great resource to help reduce the permit inventory and train newer engineers. Nine retirees initially returned to Engineering and Permitting in 2022, with contracts that concluded at the end of calendar year 2023. Four retirees

were approved by the San Bernardino County Employees Retirement Association (SBCERA) to extend their initial contracts to continue working in FY 2023-24. Two additional retirees have returned, and their contracts are scheduled to end in January and March 2025.

Staff released RFP# P2022-14 on June 3, 2022 to seek consultant assistance, on an as-needed basis. Two consultants (Castle Environmental Consulting and William Walters Air Quality Consulting) were selected as qualified consultants for a total contract amount of \$100,000 (\$50,000 to each consultant). The assistance from consultants has been necessary to review permit applications received and development of streamlined permitting approaches. These efforts were effective in reducing the pending permit application inventory.

Proposal

Due to the limitations placed by SBCERA and the availability limitations of the retirees, there will be unspent funds of more than \$100,000 from the \$400,000 previously approved by the Board to be appropriated from the Undesignated Fund Balance into Engineering and Permitting’s budget.

Staff is requesting that the unspent \$100,000 approved in a prior budget and an additional \$200,000 be appropriated from the Undesignated Fund Balance to Engineering and Permitting’s FY 2024-25 Budget, Services & Supplies Major Object to be used for either retiree or consultant assistance.

As staff are trained in their new positions and continue to gain experience, there is a temporary need to continue to use retirees and consultants to supplement staff’s efforts in reducing the pending permit application inventory and meeting the division’s Goals and Objectives.

Resource Impacts

Sufficient funding is available in the General Fund Undesignated (Unassigned) Fund Balance.