

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

240



FROM: Executive Office

SUBMITTAL DATE:
October 26, 2006

SUBJECT: Board Policy Manual Update

RECOMMENDED MOTION: That the Board of Supervisors approve the attached amendments to the Board of Supervisors Policy Manual Section A.

BACKGROUND: The Board Policy Manual is a guide for departments on matters that are not otherwise addressed in state codes, county ordinances, and resolutions by the Board of Supervisors. The Executive Office is updating the manual's format and style, as well as proposing minor content changes that will bring policies into conformance with current practices. The project is being approached incrementally, with sections that have substantive changes to be presented for approval as they are completed. Administrative changes, which do not require Board approval, include consistent formatting, capitalization that conforms to Associated Press standards, proper punctuation, and current names of departments (e.g., replacing the term Administrative Office with Executive Office). Two policies in the A section, A-43, Records Management, and A-20, Destruction of Records, will be brought for consideration at a later date, as the County Assessor-Clerk-Recorder's office is currently preparing substantive changes to them.

Following public comment at the October 24, 2006 Board meeting, when this item was first *(cont.)*


Elizabeth Olson, Management Analyst

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ 0	For Fiscal Year:	

SOURCE OF FUNDS: N/A	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

County Executive Office Signature 

- Policy
- Policy
- Consent
- Consent

Dept Recomm.:
Per Exec. Ofc.:

SUBMITTED TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, CALIFORNIA
RECEIVED RIVERSIDE COUNTY

Board Policy Manual Update

Background, continued

considered, County Counsel and Executive Office staff again reviewed the policies, paying particular attention to the implications for open government. The Executive Officer will continue to bring to the Board management audits that serve a public purpose and do not compromise individual or corporate rights and security. However, the CEO is not at liberty to submit to the Board of Supervisors agenda any report or analysis that contains highly sensitive personnel or management information. Therefore, Policy A-33, relating to management audits, remains as initially submitted, as does Policy A-24, relating to videotaping.

Summary of Proposed Content Changes to Board Policy Manual Section A

- A-5 Board of Supervisors' Agenda Policy Procedure
Specifies additional formatting requirements for agenda submissions; expands the type of actions that require Auditor-Controller and Purchasing Department signatures; clarifies how to complete the financial data section of the Form 11; clarifies the wording of motions.
- A-24 Videotaping of Board Room Sessions
Specifies that videotaping activities must not be disruptive.
- A-30 Coordination of Grants
Changes the order of the policy components; deletes the requirement that the County Executive Officer prepare uniform procedures for processing grants-related matters.
- A-33 Conduct of, and Response to, Management Audits
Clarifies that the policy applies to formal audits.
- A-37 County Departmental Publications
Relieves the Board of Supervisors from reviewing all departmental publications.
- A-53 Outdoor Advertising Displays on County Property
Signage moratorium eliminated; all applications are subject to County general plan and land use ordinance.

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BOARD OF SUPERVISORS POLICY**

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Policy:

1. Submittal

a. Items may be placed on the Board of Supervisors' agenda by a member of the Board, the County Executive Officer, or the Clerk of the Board after coordinating with the County Executive Office.

b. In accordance with Ordinance 442.3, departments must route all requests for Board action through the County Executive Office for review and/or recommendation.

c. It is the responsibility of the department submitting a request to ensure all pertinent information is included. Departments should follow the attached "**Guidelines for Preparation of Board of Supervisors Agenda Items**," adhere to the policy below, and ensure that all necessary signatures have been obtained.

d. It is the responsibility of the County Executive Office to ensure that all items placed on the agenda are complete, accurate, and conform to county policy. The County Executive Office will identify the policy impacts, verify the financial data, and make other recommendations as deemed necessary regarding proposed Board actions.

2. Agenda Request Form and Copies

The Form 11, available through the county intranet (<http://intranet.co.riverside.ca.us/tech/depts.asp>), shall be used for all requests, where practical. Other facsimiles of the Form 11 may be used if they are acceptable to the Clerk of the Board. The font type in the template is Arial, and should be used. Form 11 font size shall be no less than 10 point, with 11 point as the preferred size.

The initiating department shall be responsible for submitting copies to departments affected by the recommended actions.

The County Executive Office will review and recommend action on the item, and forward the original to the Clerk of the Board.

3. Prior Approvals

Prior to submitting items to the County Executive Office, the agenda item must be complete with all attachments and routed for comment, review, approval as to form,

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and/or recommendation as may be appropriate by other departments. The reviewing departments' signature (s) should appear on the left margin in the finalized Form 11.

County Counsel

All items involving contracts, agreements, resolutions, or any legal matter. In addition to the margin, counsel signature should appear on the signature page of each copy of a finalized contract or agreement. Memos from counsel confirming review are not sufficient, since they may too easily become detached and proof of legal review and sign off lost;

Human Resources Director

All items involving personnel such as positions and classifications;

Auditor-Controller

Any item adjusting estimated revenues and/or appropriations, revolving funds, establishing revolving funds, or recommending new or revised rates and fees;

Capital Improvement Program Team

All capital improvement items, leases, and real property transactions as specified in Board Policy B-22;

Purchasing

Items or services for which either Purchasing has conducted a competitive bid process or has approved the process utilized by the requesting department (includes sole source);

Information Technology

All computer and communication systems or equipment, etc.

4. Agenda Deadline

a. Regular Meetings – Pursuant to section 1(a) of Board Policy A-2, the Board of Supervisors generally holds regular meetings each Tuesday. Items submitted for regularly scheduled meetings shall be submitted to the County Executive Office no later than noon on Monday of the week prior to the Board's Tuesday agenda.

b. Workshops – Pursuant to section 19b) of Board Policy A-2, when necessary, workshops with the Board are generally held the third Monday of each month, except when the Monday is a county holiday. Items submitted for workshops shall

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be submitted to the County Executive Office no later than noon on Monday of the week prior to the scheduled Monday workshop.

These deadlines will be advanced when a holiday(s) occurs during the week. It is the responsibility of those submitting items to the Board agenda to be aware of Board meeting dates, and plan accordingly.

The Board of Supervisors may choose in advance to alter the regular schedule during the summer months or when a quorum is not expected. The Board calendar should be monitored by departments when submitting time sensitive requests.

No action shall be taken by the Board on any item not appearing on the posted agenda at least 72 hours before a regular Board meeting except under the following conditions:

a. Upon a determination by a majority vote of the Board that an emergency exists, as defined in Government Code Section 54956.5 as follows:

(1) Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.

(2) Crippling disaster, which severely impairs public health, safety, or both as determined by a majority of the members of the legislative body.

b. Upon a determination by a 2/3 vote of the Board (4 votes), or if less than 2/3 of the members are present, by unanimous vote of those members present (minimum 3 votes), that a need to take action arose after the agenda had been posted by the Clerk of the Board.

c. The Board may hear any item that was posted on the agenda for a prior meeting of the Board occurring not more than five calendar days before, if at the prior meeting the item was continued to the meeting at which the Board acts on the item. (Gov. Code 54954.2)

5. Form 11 Review by the County Executive Office:

a. **Routine Requests** - It is the intent of the County Executive Office to facilitate placing routine Forms 11 on the Board's agenda provided:

1. They are submitted by the appropriate deadline,
2. Departmental recommendations and justifications are adequate,
3. Are in compliance with Board policy,

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4. Include all attachments,
5. And have the required sign-off of affected departments.

b. Policy Requests

Certain policy issues may require more detailed analysis, conferring with affected department heads and/or coordination with outside agencies. Departments generally recognize which items potentially require this level of review. In these instances, department heads are requested to forward a draft Form 11 to the County Executive Office at least two weeks prior to the desired Board agenda.

Every effort should be made to communicate openly with the County Executive Office analyst. If these policy requests will take more than two weeks to formulate a recommendation, the department head will be notified with the reasons for requiring additional information and the expected date it will appear on the Board's agenda. If the department head disagrees with the need for more time, the County Executive Office will place the matter on the Board's agenda the following week with an appropriate recommendation.

In accordance with Board Policy A-29, the recommendation from the County Executive Office shall be the basis for Board action, unless otherwise indicated by the Board at the time the motion is made.

6. Instructions for Completing Form 11

All Board submittals must include the following items: (Consult "Guidelines for Preparation of Board of Supervisors Agenda Items" for needed details and procedures.)

- a. **Subject** - Identify the subject matter. This description will be printed in the Board agenda. The action to be taken must be clear to the public and follow the requirements of the Brown Act;
- b. **Recommended Motion** - The recommendation should take the form of a legislative motion. This section is extremely important to Board members as they review many agenda items, and to the Clerk of the Board in order to prepare the agenda and minute order following Board action;
- c. **Background** - The information in this section should be concise yet consistent with a clear explanation of the request and pertinent background information on previous Board actions related to the issue. If more space is needed, use a plain sheet of paper for the second sheet. Background information should discuss the requested action's relevancy to past or present Board policy; and,

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- d. **Financial Data** - The availability and source of funds must be indicated such as specific revenue sources, grants, state and federal resources, bond issues, retained earnings, contingency, designated fund balance, etc. All ongoing costs should be clearly stated in the background. Financial data must relate to the motion. Amendments to contracts should address only the difference between the originally approved contract and the amended amount.

Departments shall use the Financial Data section for informational purposes only. Figures in this section do not replace the need to secure formal Board approval (through recommended motions) of project funding.

**(FOLLOWING: Attachment to A-5 – “Guidelines for
Preparation of Board of Supervisors Agenda Items”)**

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**GUIDELINES FOR PREPARATION OF
BOARD OF SUPERVISORS AGENDA ITEMS**

GENERAL USE OF FORM 11: Board of Supervisors' Policy No. A-5 requires the use of Form 11, where practical, to submit items for the Board of Supervisors. All items, including resolutions, ordinances, and public correspondence, will use a Form 11 as a cover and specify a recommended motion.

NUMBER OF COPIES: Submit the original to the County Executive Office. It is the department head's responsibility to provide and distribute copies to other departments having an interest in the subject matter.

FORM 11 ATTACHMENTS: Submit eight (8) copies of attachments, reports, and/or handouts with the Form 11.

SPECIFIC INSTRUCTIONS FOR COMPLETION OF A FORM 11:

- 1. FROM:** This should be the name of the department, agency, or office submitting the item. Large departments might need further identification in which case the upper left corner inside the left margin of the form may be used for departmental identification.
- 2. SUBMITTAL DATE:** The date the department head signs the form for submittal to the County Executive Office.
- 3. SUBJECT:** Include in this section a few words to identify the subject matter. Be concise, but ensure that a reader can readily identify and understand the subject matter. If the Form 11 impacts a specific geographic area of the County, the area shall be named in the subject line.
- 4. RECOMMENDED MOTION:** The request or recommendation must be specific. It should take the form of a legislative motion, which is a statement of formal legislative action; therefore, the clarity and completeness of this section is extremely important. If the Board approves the item as recommended, the Clerk of the Board uses the recommended motion verbatim to prepare the minute order that permanently documents the Board's action. Examples of some common motions follow in the format preferred:

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For approval and execution of a contract:

Approve the attached lease with XYZ Corporation for office space for the Community Health Agency in the City of Riverside and authorize the Chairman of the Board to sign the agreement.

For budget adjustments:

Approve and direct the Auditor-Controller to make the budget adjustments shown on Schedule A, attached.

Note: Schedule A should list the budget adjustments referenced for approval in the motion. These entries should be complete and self-balancing, and should be grouped in the following order: fund, type of action (examples: "Increase Estimated Revenues" or "Decrease Appropriations"), department identification (DeptID), and account. For example, if a set of budget adjustments arranges a transfer between funds, all of the adjusting entries for one fund are grouped together, and all the adjusting entries for the other fund are grouped together. This enables quick and easy verification that all of the entries balance within each fund.

Next within adjusting entries grouped by fund, like types of actions are grouped together. The four most commonly used types of actions are: increases in estimated revenue, decreases in estimated revenue, increases in appropriations, and decreases in appropriations. In addition, increases or decreases in designations or reserves of fund balance are also used. This grouping enables quick and easy verification of totals for increases and decreases in estimated revenues and appropriations, which are then in turn easily totaled to verify that the set of transactions balance. Within each of these groups, adjusting entries are grouped in ascending order by department identification number and account, for easy reference.

It is recommended that departments prepare Schedule A in a spreadsheet to better ensure the accuracy of the totals and balances. Following are examples of various configurations of adjusting budget entries. Note that in each case the net sum of all the adjusting entries within each example is zero, indicating that they balance.

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Adjusting revenues and appropriations:

Increase Estimated Revenues:		
XXXXX-XXXXXXXXXX-XXXXXX	Description of Revenue Account	\$75,000

Increase Appropriations:		
XXXXX-XXXXXXXXXX-XXXXXX	Description of Expense Account	75,000

Adjusting entries involving Contingency:

Decrease Estimated Revenues:		
XXXXX-XXXXXXXXXX-XXXXXX	Description of Revenue Account	\$500,000
XXXXX-XXXXXXXXXX-XXXXXX	Description of Revenue Account	155,000
XXXXX-XXXXXXXXXX-XXXXXX	Description of Revenue Account	<u>45,000</u>
		700,000

Increase Appropriations:		
XXXXX-XXXXXXXXXX-XXXXXX	Description of Expense Account	100,000
XXXXX-XXXXXXXXXX-XXXXXX	Description of Expense Account	<u>200,000</u>
		300,000

Decrease Appropriations:		
10000-1109000000-581000	Appropriations for Contingency	1,000,000

Adjusting appropriations between funds:

Decrease Appropriations:		
10000-2500200000-510040	Regular Salaries	\$1,000,000

Increase Appropriations:		
10000-1101000000-551100	Contributions to Other Funds	1,000,000

Increase Estimated Revenues:		
4XXXX-XXXXXXXXXX-781540	Contribution from Other Funds	1,000,000

Increase Appropriations:		
4XXXX-XXXXXXXXXX-XXXXXX	Description of Expense Account	1,000,000

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5. **BACKGROUND:** The information included in this section should be brief and concise, yet consistent with a clear explanation of the request. If more space is necessary, use supplemental plain sheets. The following information in a Form 11 is mandatory:

- a. If the request is for approval of an agreement or contract, basic features of the document such as purpose, cost and term shall be included. It is not practical for the Clerk of the Board to provide each Board member with a copy of all documents attached to your request.
- b. Note any previous Board actions relating to the item. The previous agenda references on the bottom of the Form 11 must be completed.
- c. Discuss relevance to current policy; i.e. Is it consistent with past actions, does it require an exception to Board policy, or is it a new issue before the Board?

6. **FINANCIAL DATA:** The financial data section must be completed for all fiscal matters. Following is a brief description of each field in this section:

Current Fiscal Year Total Cost – The expense that will be incurred in the current fiscal year as a result of approval of the motion;

Current Fiscal Year Net County Cost – The net cost to the county general fund that will be incurred in the current fiscal year as a result of approval of the motion.

Annual Net County Cost – The net cost (impact on the general fund) that will be incurred annually in future fiscal years as a result of approval of the motion.

In Current Year Budget – Indicates whether the costs indicated are already included in current year appropriations.

Budget Adjustment – Indicates whether the costs indicated require budget adjustments to amend appropriations. If budget adjustments are required, this should be included in the motion and adjusting entries attached on Schedule A.

For FY – Indicates to which fiscal year the costs apply.

Source of Funds – Describes or names the funding sources with which the cost will be covered. Examples include references to specific revenue sources, grants, state and federal resources, bond issues, retained earnings, contingency,

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designated fund balance, etc. Where multiple sources are listed, include the percentage of the cost each source covers (the total of the percentages should equal 100%). When describing a fund, it is only necessary to list the formal fund name as described by the Auditor Controller's Office. It is not necessary to list the fund number.

- 7. ADDITIONAL INFORMATION:** All Form 11's should include:
- a. Original signature(s) of Department Head(s).
 - b. When applicable, reference date(s) and agenda number(s) under "Prev. Agn. Ref."
 - c. Note affected Supervisorial District under "Dist." (i.e., 1,2,3, ALL, 2 & 3, 1/3).
 - d. Indicate in the left margin whether the item should be considered for the consent calendar or policy calendar. Consent items include, but are not limited to:
 1. Proclamations;
 2. Agreements between County departments and districts governed by the Board of Supervisors;
 3. Canvass of Elections returns;
 4. Requests to conduct/consolidate special elections;
 5. Monthly Investment Transaction reports;
 6. Quarterly Portfolio Disclosure reports;
 7. Monthly Fund Statement reports;
 8. Newspaper contracts for annual publication of published delinquent list;
 9. Approval of public auction tax sale of tax defaulted property;
 10. Reports of cash overages/shortages in county funds
 11. Appointment/reappointment of at-large members to advisory committees;
 12. Approval for installation of traffic control devices, parking restrictions/prohibitions, curb loading zones, golf cart crossings, mid-block crosswalks, restriction of through trucks on local residential roads;
 13. Adoption of 348 Ordinances relating to zone changes tentatively approved by the Board at a public hearing;
 14. Approval of Findings of Facts for the abatement of nuisance cases approved by the Board at a public hearing.
 - e. Proper grammar, punctuation, capitalization and spelling.
Substance is most critical, but style enhances readability and can save processing time. Use the active voice, avoid jargon, and consult the AP

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Stylebook for standard usage of capitalization, acronyms, abbreviations and usage. Thorough proofreading reflects well on the submitting department.

COMMENTS AND/OR CHANGES ON AGENDA ITEMS:

1. If the County Executive Office recommendation differs from the departmental request, the County Executive Office analyst for the department will review the differences with the department head and/or his/her representative.
2. As soon as possible, the department head will be given copies of all agenda items in which:
 - a. The County Executive Office recommendation is different from the departmental request, and/or;
 - b. The County Executive Office staff have added substantive written comments after consultation with the department.

AGENDA DEADLINES:

Of necessity, there are two deadlines:

1. County Executive Office: The deadline is noon on Monday of the week prior to the Board's Tuesday Agenda. (Note Board of Supervisors Policy A-5, Section 3). All items submitted must be complete, original copies, with all necessary sign-offs and attachments.
2. Clerk of the Board: The County Executive Office must submit all items to the Clerk of the Board on Wednesday, 1:00 p.m., of the week prior to the Board's Tuesday Agenda.

The Clerk of the Board and the County Executive Office will adjust the above deadlines whenever a holiday impacts the regular schedule.

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CHECK LIST FOR PROCESSING AGENDA ITEMS

CATEGORY

CHECK FOR:

GENERAL:

Recommended motion

- Worded sufficiently as a legislative motion with clear and direct meaning and intent

Background

- Clearly and specifically outlines the justification and background information supporting the motion

Multiple departments

- Signature of concurrence from affected department
- Signatures contained in the left-hand margin on the Form 11

HUMAN RESOURCES MATTERS:

Increase in number of authorized positions

- Human Resources Department approval regarding classification
- Availability and source of funds
- Statement regarding space availability and location

Change in classification

- Human Resources Department approval
- Availability and source of funds

Employment of private counsel to assist County Counsel

- REQUIRES 4/5 VOTE**

Reimbursement for damaged or personal property

- Compliance with Board Policy C-5

Reimbursement for employee training

- Compliance with Board Policy C-7
- Compliance with Board Policy D-1

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FISCAL MATTERS:

- All Auditor-Controller's Office approval
- Financial data Consistent throughout documents

- Adjustments of appropriations or estimated revenues Accuracy & validity of accounting strings
 Validity of adjustments
 Net balance of adjusting entries
 Availability of resources
- Establishing revolving funds Legal or administrative necessity of establishing fund
 Validity of fund number
- Rates and fees Soundness of data and assumptions on which rates and/or fees are based
 Formulation as part of budgetary and/or business plan
 Validity and conformance of method of deriving rates and fees with generally accepted accounting standards and industry methodologies
- Contracts & agreements Contract amounts are accurately calculated based on stated fees and rates for services
 Contract amounts accurately match financial information on Form 11
- Grant applications and approvals Compliance with Board Policy A-30
 County Counsel approval as to form

**CONSTRUCTION
CONTRACTS:**

- General Competitively bid (if over \$10,000)
 Environmental assessment, if required
 State of availability and source of funds
 Compliance with Board Policy B-11

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Sign-off of plans & specifications, as appropriate

- County Counsel
- User department(s)
- Facilities Management
- Information Technology

Alterations of building plans which increase costs, after adoption of plans & Specifications

- All of the above, as appropriate
- REQUIRES 4/5TH'S VOTE TO PASS**
(unless the construction contract specifies that changes may be accomplished by three (3) votes)

REAL PROPERTY AGREEMENTS:

Acquisition of real property

- Preliminary title report
- Environmental assessment
- General Plan conformity
- Appraisal
- Relocation assistance
- Terms
- Deed
- County Counsel approval and/or preparation of documents
- Availability and source of funds

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Sale, exchange or other transfer of County-owned real property or interests therein

- Public Notices
- Resolution of Intention to Sell or Lease
- Environmental Assessment, Appraisal, if necessary
- County Counsel approval or preparation of transfer agreement
- Public bid required, except as follows:
 - (1) Majority vote to approve if property no longer is necessary for county purposes, and value of property does not exceed \$10,000; or
 - (2) Four-fifth's (4/5th's) vote to approve if property is to be transferred to public entity or public corporation and not required for county use; or
 - (3) Majority vote to approve if property is to be transferred to public entity or public utility and interest in property is to be conveyed by easement and conveyance is in public interest and will not conflict with county's use of the property; or
 - (4) Four fifth's (4/5th's) vote to approve exchange of property in order to remove defects in title or where property to be exchanged by county is not required and property to be acquired is required for county use.

Lease, license or permit to use real property (owned by another party)

- County Counsel approval or preparation of lease, license or permit
- Background to include:
- Names of parties
 - Proposed use or activity
 - Term (length of lease)
 - Cost per square foot
 - Monthly and annual cost
 - Location
 - Services provided
 - Availability and source of funds
 - Number of employee parking spaces
 - Negotiation complies with Board Policy B-8

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Lease/license of County
owned real property

- Environmental Assessment
- Appraisal
- County Counsel approval or preparation of lease or license
- Public bid required, except as follows:
 - (1) Four fifths (4/5th's) vote to approve lease of property devoted to or held for airport, vehicle parking fairground, park, amusement, recreation, employee cafeteria purposes, or industrial or commercial development incidental thereto or not inconsistent therewith; or,
 - (2) Majority vote to approve lease of property to a public agency, nonprofit corporation or nonprofit association if property will not be needed for county purposes, will be used to carry out a program (established or funded by county to meet social needs of county) that will serve public purposes and will be in the best interests of county and general public; or
 - (3) Unanimous vote to approve if property has monthly rental value of less than \$75.00; or
 - (4) Compliance with Board Policy B-8, B-9, B-10 and J-5 as appropriate.

EQUIPMENT:

Lease – Purchase

- Purchasing Agent approval
- County Counsel approval
- Compliance with Board Policy B-7, if cost exceeds \$1,000 and/or there is a buy-back option
- Availability and source of funds.

Preferred source

- Purchasing Agent approval
- County Counsel approval
- Availability and source of funds

Heavy electrical load and/or
heat generating equipment

- Compliance with Board Policy H-8

Data Processing
Word Processing,
Communications equipment

- Information Technology Director's approval.
- Compliance with Board Policy H-11

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**OTHER CONTRACTS &
AGREEMENTS:**

Contracts and agreements other than construction, acquisition or lease of real property, and lease of equipment

- County Counsel preparation of documents or approval as to form
- Background to include:
 - Names of parties to contract
 - Contract term
 - Contract amount
 - Availability and source of funds
 - If start date has passed, give reason
 - Compliance as appropriate with Board Policy A-18, H-7 and H-11
 - If over \$25,000, agreement must be approved by Board of Supervisors

AGENDA ITEMS REQUIRING MORE THAN THREE VOTES

1. Certain actions by the Board of Supervisors require more than three votes to pass. It is the responsibility of the Executive Office to be alert to such items and, where appropriate, place on the request to the Board a notation (or stamp) that the item requires at least 4/5th's or unanimous vote to pass.
2. Below is a partial list prepared by County Counsel of those matters requiring more than three votes for approval. Use this list as a guide when reviewing agenda items.

A. Appropriation (Budget) Transfers

- (1) Transfers from Contingency (Gov. Code 29130)
- (2) Transfers of unanticipated revenue (Gov. Code 29130)
- (3) Appropriations for an emergency (Gov. Code 29127)
- (4) Exceeding budget in emergencies (Gov. Code 53792)

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B. Board Agenda

- (1) To consider an item not on the agenda, the Board must make findings that the need to take action arose after the agenda was posted. The vote on the matter requires at least four votes if five members are present; three votes if four are present and three votes if three are present. (Gov. Code 54954.2(b)(2)).
- (2) To waive reading of text of an ordinance after reading its title - unanimous vote of the members present (Gov. Code 25131)

C. Planning Matters

- (1) Adoption of interim zoning ordinance as urgency measure (Gov. Code 65858)

D. General Matters

- (1) Contracts, changes or alterations which increase costs over the maximum allowed without advertising but are less than 10% of the original contracts (Pub. Contract Code 20137)
- (2) Plans and specifications, for public buildings or structures, when changes increase costs (Pub. Contract Code 20135)
- (3) Bridge construction contracts, modification of contract or plans (Pub. Contract Code 20405)
- (4) Cooperation with cities in road work (Sts. & Hy. Code 1680)
- (5) City Streets - designation as a county highway (Sts. & Hy. Code 1700)
- (6) County roads, improvement through use of the general fund monies (Sts. & Hy. Code 1070)
- (7) Private roads, improvement and repair with county funds (Sts. & Hy. Code 969.5)
- (8) Road equipment, leasing of (Sts. & Hy. Code 942)
- (9) Rights of Way Revolving Fund, establishment of (Sts. & Hy. Code 1627)

* Requires unanimous vote

COUNTY OF RIVERSIDE
BOARD OF SUPERVISORS POLICY

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- (10) Sale or lease of county-owned real property, adoption of resolution of intention to (Gov. Code 25526)
- (11) Lease of county-owned real property devoted to or held for airport, vehicle parking, fairgrounds, park, amusement, recreation (Gov. Code 25536)
- (12) Transfer of county-owned property to a public entity or exchange of county-owned real property with public or private party (Gov. Code 25365)
- (13) Condemnation Proceeding, adoption of resolution of necessity for (Gov. Code 1245.240)
- (14)* County-owned real property restricted by dedication or deed to park purposes, resolution of intention to abandon all or part of (Gov. Code 25583)
- (15)* County property, conveyance to cities for park purposes without reimbursement - unanimous vote of members present, (Gov. Code 25550 and 25550.5); county aid to cities for park purposes - "four-fifths vote of all its members" (Gov. Code 25553); dedication of unused parklands - "four-fifths vote of all its members" (Gov. Code 25560.4)
- (16)* Cash sale or lease of any property, not required for public use, at a noticed public auction, four-fifths vote; sale or lease at an unadvertised, private sale can be authorized by simple majority, but only after the Board unanimously finds that the value of property does not exceed \$500, monthly rental value is less than \$75.00, or it is a product of a county farm (Gov. Code 25363)
- (17) Property acquisition for airport purposes by purchase, condemnation or lease; Resolution for county aid (Gov. Code 26021)
- (18) Airports, contribution of funds to U.S. Government (Gov. Code 26026)
- (19) Special Assessment District, exceptions to proceedings relating to sanitary projects (Sts. & Hy. Code 2808)
- (20) 1911 Act, majority protest, over-ruling of protest (Sts. & Hy. Code 5222)

* Requires unanimous vote

COUNTY OF RIVERSIDE
BOARD OF SUPERVISORS POLICY

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(21) County sanitation, maintenance and flood control district loans, establishment of revolving fund (Gov. Code 23014)		
(22) County Service. Area loans, establishment of revolving fund for making loans (Gov. Code 25210.9c)		
(23) County Service. Area, extension of period for repayment of loans (Gov. Code 25210.9b)		
(24) Records, destruction of public records more than two years old, prepared and received pursuant to state law, and otherwise required to be kept, when found to be no longer required to be preserved (Gov. Code 26202)		
(25) Delinquent Accounts assignment to a collection agency (Gov. Code 26220)		
(26) Emergency ordinance for preservation of public peace, health or safety - to become effective immediately (normally requires 30 days for ordinance to become effective) (Gov. Code 25123 and Election Code 3751)		
(27) Destruction of records exposed to asbestos (Gov. Code 26202.5)		
(28) Adopt or amend a general plan element, zoning ordinance, building regulation or airport master plan that has been found by the Airport Land Use Commission to be inconsistent with the adopted Airport Land Use Plan (Pub. Util. Code 21676)		
(29)* Replacement of annual special audit with a biennial audit for special districts. Requires unanimous request of governing board, and unanimous approval of the Board of Supervisors (Gov. Code 26909(e))		
(30) Employ counsel to assist District Attorney, County Counsel or other counsel for the county (Gov. Code 25203)		
(31)* Conveyance of real property to Hospital District - 5 votes; Grant of capital outlay fund to Hospital District - 4 votes (Gov. Code 25368)		
(32) Resolution negating public bidding (Pub. Contract code 20150.10)		
(33) Designation of wildflower reserves (Gov. Code 25600); Abolition of Board of Forestry (Gov. Code 25638)		

* Requires unanimous vote

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- (34) Conveyance to Agricultural Association for fairground (Gov. Code 50332)
- (35) Conveyance of cemetery by cemetery district to cemetery authority, resolution intention to concur (Health & Safety 8963.6) and resolution concurring in conveyance (Health & Safety 8963.8)

Reference:

Minute Order dated 02/29/1972
Minute Order dated 01/28/1975
Minute Order 6.7 of 01/13/1981
Minute Order 3.7 of 10/18/1983
Minute Order 11.0a of 12/15/1986
Minute Order 3.19 of 09/05/1989
Minute Order 3.8 of 10/15/1991
Minute Order 3.1 of 12/03/2002

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BOARD OF SUPERVISORS POLICY

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VIDEOTAPING OF BOARD ROOM SESSIONS	A-24	1 of 1

Policy:

It shall be a policy of the Board to allow any group or individual upon request to videotape Board sessions. Videotaping activities must not disrupt or disturb Board sessions, nor may they create obstructions that could prevent members of the audience from leaving the room in an emergency.

References:

Minute Order dated 2-3-76

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy</u> <u>Number</u>	<u>Page</u>
COORDINATION OF GRANTS	A-30	1 of 1

Policy:

It is the purpose of this policy to establish guidelines for county departments currently administering or considering application for state, federal and other grants.

1. The County Counsel will review and approve as to form all contracts, grant agreements and other legal documents prior to submission to the Board of Supervisors.
2. It shall be the policy of the Board of Supervisors that any staff positions funded by virtue of grant funding shall be deleted upon the termination of such external funding.
3. Authorization:
 - a. By the Board of Supervisors. Pre-application, grant letter of intent, grant renewal, or grant amendment to any federal, state, or other grantor agency that obligates county funds for the grant, which is not already specifically budgeted in the current fiscal year.
 - b. By the department head. Department heads may submit any pre-application, grant letter of intent, grant renewal, or grant amendment to any federal, state, or other grantor agency on behalf of the county provided that:
 1. It pertains to the function of the department;
 2. The Executive Office is notified by the department head prior to submittal;
 3. Obligated county funds are specifically budgeted in the current fiscal year, or there are no obligated county funds for the grant;
 4. Any awards or contracts resulting from an application will be brought to the Board of Supervisors for approval.
4. It is further the policy of the Board of Supervisors that grants will not be sought just because funds are available, but rather, they will be sought to meet the identified needs of the county or related agencies.

Reference:

Minute Order dated 5-9-78
Minute Order 3.9 dated 12-19-95
Minute Order 3.4 dated 12-8-98

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy</u> <u>Number</u>	<u>Page</u>
CONDUCT OF, AND RESPONSE TO, MANAGEMENT AUDITS	A-33	1 of 2

Policy:

Ordinance 442.3 General Administration items 4 (f) and 4 (g) authorize the County Executive Officer to conduct comprehensive management reviews and investigations of programs, projects and departments. The purpose of this policy is to adopt procedures for implementation of this management audit responsibility. Management audits may originate in several ways:

1. A department head may request an audit;
2. The Board of Supervisors may direct the County Executive Officer to conduct an audit. (This could be done in response to a recommendation of the County Grand Jury);
3. The County Executive Officer may submit a management audit program to the Board of Supervisors for direction as to departments to be audited;
4. As part of his Internal Audits Program, the Auditor Controller may request the County Executive Officer to conduct a management audit;
5. The County Executive Officer may initiate an audit in fulfillment of his responsibilities under Ordinance No. 442.3.

It is the policy of the Board of Supervisors that formal audit reports shall be completed in a timely manner. It is the intent of the Board that once an audit is initiated, it is finalized in fewer than six months unless there are compelling circumstances to warrant an extension. It shall then be the responsibility of the County Executive Officer or Auditor-Controller to provide an interim progress report to the Board of Supervisors with a written justification for a requested extension of time.

Procedure:

1. For formal audits, the County Executive Officer, or his designee, notifies the department head and Auditor-Controller of the impending audit, and requests that staff be notified and directed to cooperate.
2. Upon conclusion of the audit team's research, a draft Management Audit Report is prepared. Upon approval by the County Executive Officer, it is then transmitted to the department head for confidential review and comment.
3. If the department head disagrees with the report, in part or whole, an effort is made to reconcile the differences.
4. The final audit report may be distributed to the Board of Supervisors, department head, Auditor-Controller, and the Grand Jury (when the audit is a response to a Grand Jury report).

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BOARD OF SUPERVISORS POLICY

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CONDUCT OF, AND RESPONSE TO, MANAGEMENT AUDITS	A-33	2 of 2

Reponses To All Audit Reports:

1. It is the intention of the Board of Supervisors that the department heads provide an adequate written response to recommendations made by the County Executive Officer or the Auditor-Controller's Office in formally-issued audit reports. To comply with this directive, written replies shall be:
 - a. Received no later than the response-required date contained in the audit report;
 - b. Directed specifically to each recommendation, either agreeing with the recommendation or presenting an explanation for non-concurrence;
 - c. Presented with specific timing for proposed corrective action; and
 - d. Signed by the department head.
2. Upon receipt of a reply to an audit report, the responsible audit office will evaluate it for compliance with this policy.
 - a. If found acceptable, the reply will be processed in accordance with routine internal procedures.
 - b. If found unacceptable, the department head will be contacted, in writing if necessary, and advised of the shortcoming of the reply and the needed corrective action.
3. If in the Auditor-Controller's judgment, a satisfactory reply to his reports cannot be obtained, the County Executive Officer will be requested to assist in obtaining an adequate reply.
4. If the County Executive Officer is unable to obtain satisfactory replies to Auditor-Controller or Executive Office reports, he or she will advise the members of the Board, in writing, of the circumstances, and either recommend Board action or request further direction.

Reference:

Minute Order dated May 6, 1986
Minute Order dated September 30, 1986

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BOARD OF SUPERVISORS POLICY

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COUNTY DEPARTMENTAL PUBLICATIONS	A-37	1 of 1

Purpose:

The purpose of this policy is to assure accuracy and consistency with respect to the Board's direction in publicizing county programs and services.

Policy:

Any brochure, pamphlet or publication developed by a department or agency, governed by the Board of Supervisors, and designed for distribution to the public shall be reviewed and approved by the department head.

This policy also applies to county-sponsored conferences, events and ceremonies, which will involve advance publication or written material disseminated to the public.

Procedures:

1. If a publication includes references to county ordinances or state statutes, it shall be forwarded to County Counsel for review prior to distribution.
2. Such publications shall comply with provisions of Government Code Section 89001 and the California Code of Regulations, Section 18901, which implemented Proposition 73 relating to newsletters and mass mailings sent at public expense.

Reference:

Minute Order 3.26 dated 3-14-1989

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
OUTDOOR ADVERTISING DISPLAYS COUNTY PROPERTY	A-53	1 of 1

POLICY:

It is the policy of the Board of Supervisors that all new applications to lease or use public lands under the jurisdiction of the Board of Supervisors for the siting of new billboards shall be subject to the provisions of the Riverside County general plan and the Riverside County land use ordinance.

Reference:

Minute order 3.6 of 1-6-98