

601

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



FROM: Executive Office

SUBMITTAL DATE:
October 19, 2009

SUBJECT: Board Policy A-30 and B-3 Update

RECOMMENDED MOTION: That the Board of Supervisors approve the revisions to Policy A-30 "Coordination of Grants" and B-3 "Contract Services to Cities" of the Board of Supervisors Policy Manual, to be effective immediately.

BACKGROUND: During the budget hearings held on May 4 and 5, 2009, a number of questions were raised by the Board in regards to impacts on the general fund by a reduction in grant or contract revenue from cities. Executive Office analysts reviewed Board Policy A-30 and B-3 and concluded that revisions were warranted to 1) make it easier for the departments to manage their staff resources by specifically allowing the transfer of a staff person(s) to another contract/grant revenue-supported or vacant, budgeted position as long as there is no new net county cost; and 2) track new A-30 or B-3 positions.

(Continued)

Serena Chow

Serena Chow, Senior Management Analyst

**FINANCIAL
DATA**

Current F.Y. Total Cost: \$
Current F.Y. Net County Cost: \$
Annual Net County Cost: \$

In Current Year Budget:
Budget Adjustment:
For Fiscal Year:

SOURCE OF FUNDS:

Positions To Be Deleted Per A-30
Requires 4/5 Vote

C.E.O. RECOMMENDATION:

APPROVE

BY: *Christopher M. Hans*
Christopher M. Hans

County Executive Office Signature

- Consent
- Policy
- Consent
- Policy

Dept's Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.:

District:

Agenda Number:

3.16

Departmental Concurrence

Pursuant to Board Policy A-30, any staff position(s) funded by grants or contracts shall be deleted when the grant or contract revenue is terminated. In reality, a terminated grant or contract-funded staff person(s) is transferred into other contract/grant revenue- supported or vacant, budgeted positions – and in some cases, an unbudgeted, general fund position.

While departments require some flexibility to move staff to other budgeted vacant positions, the general fund is unable to backfill staff positions when their grant or contract source of funding is terminated or reduced.

Revisions to Policy A-30 and B-3 will apply to all new positions. Currently, there is no mechanism to track new positions funded by grants or contract revenue. The Executive Office, in cooperation with Human Resources, has identified some changes to make it easier to track new A-30 or B-3 positions. In summary, the policy revisions include:

- Minor modifications to the Human Resources ABP form (Adding/Deleting of Budgeted Positions) to “code” grant or contract revenue-funded positions.
- Departments will be required to maintain all Board-authorizing Form-11s for all A-30 or B-3 contract positions for the duration of the grant or contract period.
- When the grant or contract revenues are reduced or terminated, the department does not need to terminate the position(s) if the department can demonstrate that the position(s) can be funded from a source other than new net county cost.

The revisions to Board Policy A-30 and B-3 will enable Human Resources to track and report to the Board the number of new A-30 and B-3 positions added while giving departments better flexibility to manage and monitor grant or contract funded positions.

Staff recommends approval of the revisions to Policy A-30 and B-3.

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

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
COORDINATION OF GRANTS	A-30	1 of 2

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 grants or contracts shall be deleted upon the termination of such external funding.
 - a. Grant or contract-funded positions shall be added and deleted through the Human Resources ABP (Adding/Deleting of Budgeted Positions) Form:
 1. The department shall indicate whether the position(s) is being added or deleted by virtue of grant or contract funding.
 2. The department shall indicate the percentage of the position(s) funded by a grant or contract.
 3. The department shall maintain all Board-authorizing Form-11's for all A-30 positions added by virtue of grant or contract funding for the duration of the grant or contract period.
3. Upon the termination of grant or contract funding, the position(s) shall be deleted unless the department can demonstrate that the position(s) can be funded from other than new net county cost.
4. 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.
5. 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 05/09/1978

Minute Order 3.9 of 12/19/1995

Minute Order 3.4 of 12/08/1998

Minute Order 3.7 of 11/07/2006

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject:
CONTRACT SERVICES TO CITIES

Policy
Number **Page**
B-3 **1 of 1**

Policy:

The Board of Supervisors may, upon the request of the city council of an incorporated city, provide specific services to such city under terms, conditions and rates set forth in a contract to be executed between both agencies.

1. Rates for contract services to cities shall be reviewed annually by the County Auditor-Controller.

2. Any County staff positions funded by contract revenue shall be deleted upon the reduction in or termination of such a contract.
 - a. Contract-funded positions shall be added and deleted through the Human Resources ABP (Adding/Deleting of Budgeted Positions) Form:
 1. The department shall indicate whether the position(s) is being added or deleted by virtue of contract revenue.

 2. The department shall indicate the percentage of the position(s) funded by the contract.

 3. The department shall maintain all Board-authorizing Form-11's for all positions added by virtue of contract revenue for the duration of the contract period.

3. Upon the termination of contract funding, the position(s) shall be deleted unless the department can demonstrate that the position(s) can be funded from other than new net county cost.

Reference:

Minute Order dated 01/28/75
Minute Order 3.3 of 04/10/07

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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COORDINATION OF GRANTS	A-30	1 of 12

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