

FISCAL PROCEDURES APPROVED  
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
 BY Serena D. Chow  
 TANYA SCHARRIS, CPA 3/20/13

Departmental Concurrence

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

827



**SUBMITTAL DATE:**  
 February 25, 2013

**FROM:** Purchasing and Fleet Services Department

**SUBJECT: APPROVAL OF FY 2012/13 FLEET SERVICES BUDGET ADJUSTMENT**

**RECOMMENDED MOTION:** That the Board of Supervisors:

Approve the proposed budget adjustments for Fleet Services and direct the Auditor-Controller to make the adjustments presented in Attachment A.

**BACKGROUND:** This Form 11 is for the purpose of increasing Fleet Services budget to bring it in line with vehicle purchases previously approved by the Board of Supervisors for other County departments.

(Continued on Page 2)

**Attached: Attachment A and B**

*Robert J. Howdyshell*  
 ROBERT J. HOWDYSELL, Director  
 Purchasing and Fleet Services Dept.

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 985,288	In Current Year Budget:	NO
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	YES
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2012/13

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

**C.E.O. RECOMMENDATION:** APPROVE  
 BY: *Serena Chow*  
 Serena Chow  
**County Executive Office Signature**

Consent  
 Policy  
 Consent  
 Policy

Dep't Recomm.:  
 Per Exec. Ofc.:

**BOARD OF SUPERVISORS  
FORM 11: APPROVAL OF FY 2012/13 FLEET SERVICES BUDGET ADJUSTMENT  
PAGE 2**

**BACKGROUND (Continued)**

On 9/11/2012, Resolution No. 2012-193, the Board of Supervisors approved the final budget recommendations for Fiscal Year 2012-2013. At the time the budget was passed for the individual departments, the Fleet budget was not adjusted to allow Fleet to pay for the vehicles. The FY 12-13 final budget authorized the purchase of 59 new vehicles:

38	District Attorney
11	Probation
1	CHA Administration
4	Child Support Services
1	Environmental Health
2	Sheriff Corrections
1	Sheriff Patrol
1	Public Health

Through other actions during the current year, the Board approved four (4) new vehicles for the Agricultural Commissioner (agenda item 3.73 on 2/26/2013) and two (2) new vehicles for Sheriff Corrections (agenda item 3.69 on 11/6/2012). In addition, Fleet Services must adjust the budget for one Sheriff vehicle budgeted last fiscal year but not received until the current fiscal year as well as adjust the amortization/depreciation expense for all these vehicles. This action will facilitate the budget adjustments to the Fleet Services Department budget for the purchase of those vehicles.

Attachment B shows the current status of vehicle purchases. Fleet Services will procure these vehicles within the current fiscal year.

**Fleet Services**

**Attachment A  
FY 2012/13**

**Vehicle Purchases:**

**Increase Estimated Revenue:**

45300 7300500000 777620	Vehicle Cost Recovery	\$781,747
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**Increase Estimated Expenses:**

45300 7300500000 532600	Capital Lease - Principal	\$202,640
45300 7300500000 533720	Capital Lease - Interest	\$ 11,962
45300 7300500000 546020	Equipment - Automotive	<u>\$567,145</u>
	Total	<u>\$781,747</u>

**Depreciation and Amortization:**

**Increase Estimated Expenses:**

45300 7300500000 535515	Amortization – Vehicle	\$134,080
45300 7300500000 535562	Depreciation – Vehicle	<u>\$ 69,461</u>
	Total	<u>\$203,541</u>

**Use of Net Assets:**

45300 7300500000 380100	Unrestricted Net Asset	\$203,541
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**Fleet Services**

**Attachment B  
FY 2012/13**

**STATUS OF VEHICLE PURCHASES**

Dept	Vehicle	QYY	Lease/Cash	Status	Purchase Cost	Approve
Probation	Cars	11	Cash	Ordered	\$274,999	Original 2013 Budget
Sheriff Corrections (AB109)	cars	2	Cash	not ordered	\$52,000	F-11 11/6/12
AG Commission	trucks	4	Cash	not ordered	\$147,000	QTR 2 F-11
Public Health	Box Truck	1	Cash	Ordered	\$60,000	Original 2013 Budget
Fleet Carry over	Car	1	Cash	Dept. has	\$33,146	2012 Budget received after July 1 2012
	Total Cash	19			\$567,145	
District Attorney	cars	38	Lease	not ordered	\$950,000	Original 2013 Budget
CHA Admin (Public Health)	cars	1	Lease	Dept. has	\$ 26,000	Original 2013 Budget
Child Support Services	cars	4	Lease	Ordered	92,560	Original 2013 Budget
Sheriff Patrol	Bomb Truck	1	Lease	Ordered	100,000	Original 2013 Budget
Sheriff Corrections	cars	2	Lease	not ordered	52,160	Original 2013 Budget
Environmental Health	car	1	Lease	Dept. has	26,000	Original 2013 Budget
	Total Lease	47				