

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

924



FROM: Purchasing and Fleet Services Department

SUBMITTAL DATE:
January 8, 2015

SUBJECT: Approval of a Procurement Contract Specialist Position to be funded by Probation Department; and Amend Salary Ordinance No. 440 Pursuant to Resolution No. 440-8992. [\$45,000 total] [\$135,000 ongoing] Probation Department Funds/General Fund 23%, AB109 58%, JJCPA 12%, and CCPIA 7%.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and direct the Human Resources Department to add one Procurement Contract Specialist position to the Purchasing Department, and;
2. Approve and direct the Auditor-Controller to make the budget adjustments in Attachment "A."
3. Amend Salary Ordinance No. 440 pursuant to Resolution No. 440-8992 submitted herewith.

BACKGROUND:

Summary

This Form 11 is for the purpose of adding a Procurement Contract Specialist position to the Purchasing Department on behalf of the Probation Department and making the needed budget adjustments for fiscal year 2015.

(Continued on Page 2)

Lisa Brandl

Lisa Brandl, Director
Purchasing & Fleet Services Dept.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 45,000	\$	\$	\$ 135,000	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	
SOURCE OF FUNDS: General Fund 23%, AB109 58%, JJCPA 12%, and CCPIA 7%.				Budget Adjustment: Yes	
				For Fiscal Year: 14/15	

C.E.O. RECOMMENDATION:

APPROVE

BY: *Ivan M. Chand*

1/23/2015

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

FISCAL PROCEDURES APPROVED
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER
 BY: *Esteban Hernandez*
 Departmental Concurrence

Approved by Michael T. Stock
 Asst. County Executive Officer/
 Human Resources Director

- A-30
- 4/5 Vote
- Positions Added
- Change Order

Prev. Agn. Ref.: N/A

District: N/A

Agenda Number:

3-10

BACKGROUND:

Summary (continued)

The primary function of Purchasing is to provide materials and services critical to the on-going operations of Riverside County to departments and agencies. Purchasing staff members are involved in obtaining goods and services needed at the most economical cost. They fill a key role in ensuring that State and/or County government code regulations and policies are consistently and fairly applied to the purchasing process, and thus help to protect the County's financial resources. In a period of tough economic times, professional purchasing actions are even more important to negotiate better prices, terms, conditions, and to receive the best value for the dollars spent.

The Purchasing Department has two primary funding sources; Net County Cost (NCC) and direct billing to other departments for dedicated procurement staff. Some County departments enter into agreements with Purchasing to fund procurement positions in return for a funded staff member's exclusive attention to their purchasing needs. Overall, this approach has proven beneficial to both Purchasing and the departments providing funding.

With the number of projects and activities expected this year, the Probation Department has requested a Procurement Contract Specialist (PCS) to be embedded in their administrative team on a full-time basis in FY 2015 to exclusively handle purchasing activities for the department. This dedicated position will help expedite purchasing activities, manage expiring contracts, and add efficiency to the procurement process within the department. In exchange, Probation will reimburse the Purchasing Department the total cost of salary and benefits for the position and the cost of administrative overhead.

Additional Fiscal Information: Budget adjustments to revenue and expense will be needed as reflected in Attachment A.

- Attachments: 1. Attachment A
2. MOU with Probation Dept.
3. Resolution