

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

834



**FROM:** Purchasing and Fleet Services Department

**SUBMITTAL DATE:**  
May 5, 2011

**SUBJECT: INCREASE IN APPROPRIATION AND ESTIMATED REVENUE FOR FLEET SERVICES AND CENTRAL MAIL SERVICES**

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

1. Approve an increase in appropriations for additional fuel, postage, and presort services based on additional revenue, and;
2. Direct the Auditor-Controller to make adjustments in appropriations and revenue as shown in Attachment A.

**Continued on Page 2**

Attachment: A

Departmental Concurrence

  
Robert J. Howdyshe, Director  
Purchasing and Fleet Services Dept.

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$1,075,000	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$0	For Fiscal Year:	10/11

<b>SOURCE OF FUNDS:</b> Various department budgets. These costs represent flow-through items for both Fleet Services and Central Mail Services	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**

FISCAL PROCEDURES APPROVED  
PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
BY: Samuel Wong 5/23/11  
SAMUEL WONG

Consent     Policy  
 Consent     Policy

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Buster, seconded by Supervisor Ashley and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

**Ayes:** Buster, Stone, Benoit and Ashley  
**Nays:** None  
**Absent:** Tavaglione  
**Date:** June 7, 2011  
**xc:** Purchasing, Auditor, EO

Kecia Harper-Ihem  
 Clerk of the Board  
 By: [Signature]  
 Deputy

Prev. Agn. Ref.:	District: ALL	Agenda Number:	<b>3.61</b>
------------------	---------------	----------------	-------------

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

**BOARD OF SUPERVISORS  
FORM 11: INCREASE IN APPROPRIATION AND ESTIMATED REVENUE FOR  
FLEET SERVICES AND CENTRAL MAIL SERVICES  
PAGE 2**

**BACKGROUND**

Significant increases in fuel prices have outpaced the increases projected in the FY 2011 adopted budget. When preparing projections 17 months ago for submittal of the FY 10/11 budget, fuel was almost one dollar less per gallon than today's cost. In addition, with the opening of the Palm Desert fuel site, the Sheriff has reduced their use of the Voyager credit card to buy fuel from retail outlets and increased their use of the lower cost at the Fleet Services fuel sites. Therefore, based on an increase in cost and usage, the department requests an increase in revenue and offsetting appropriation 2 expense.

In the Central Mail division, the United States Postal Service (USPS) has reduced the amount of discount given for presort postage savings resulting in increased postage rates to the County. Additionally, the volume of mail requiring both postage and presort services has been higher than originally projected and the department requests an increase to offset the additional revenue and expenses.

For both Fleet Services and Central Mail Services, additional expenses represent pass-through costs and have no impact on internal service fund rates.

**Attachment A**  
**Purchasing and Fleet Services**  
**INCREASE IN APPROPRIATION AND ESTIMATED REVENUE**  
**FOR FLEET SERVICES AND CENTRAL MAIL SERVICES**  
**May 5, 2011**

**Increase Appropriation:**

45300 7300500000 527100	Fuel	\$775,000
45620 7300600000 523760	Postage/Mailing	\$120,000
45620 7300600000 524500	Admin Support (Presort Service)	\$180,000

**Increase Estimated Revenue:**

45300 7300500000 777070	Fuel Sales	\$775,000
45620 7300600000 781340	Postage	\$120,000
45620 7300600000 777500	Reimb of Spec Purchase	\$180,000