

FISCAL PROCEDURES APPROVED
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER
 BY James D. Harris
 TANYA S. HARRIS, 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

[Signature of Robert J. Howdyshell]

ROBERT J. HOWDY SHELL, Director
 Purchasing and Fleet Services Dept.

| | | | | |
|-----------------------|-------------------------------|------------|-------------------------|---------|
| FINANCIAL DATA | 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 |

| | | |
|---|----------------------------------|-------------------------------------|
| SOURCE OF FUNDS: 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

Policy
 Consent
 Policy
 Consent

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley
 Nays: None
 Absent: None
 Date: April 9, 2013
 xc: Purchasing, EO, Auditor

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

Prev. Agn. Ref.: 3.59 09/11/12;
 3.69 11/06/12; 3-73 02/26/13

District: _____ Agenda Number: _____

3-25

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 |
|-------------------------|-----------------------|-----------|

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 | \$781,747 |

Depreciation and Amortization:

Increase Estimated Expenses:

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

Use of Net Assets:

| | | |
|-------------------------|------------------------|-----------|
| 45300 7300500000 380100 | Unrestricted Net Asset | \$203,541 |
|-------------------------|------------------------|-----------|

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 | | | | |