

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

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SUBMITTAL DATE:
June 20, 2013

FROM: Economic Development Agency

SUBJECT: Establish a Budget for the EDA Administration Fund and Amend Ordinance 440 Pursuant to Resolution No. 440-8931 for FY 13/14

RECOMMENDED MOTION: That the Board of Supervisors approve and direct the Auditor Controller to make adjustments to establish appropriations and estimated revenue for the EDA Administration Fund as specified in Schedule A and amend No. Ordinance 440 pursuant to Resolution No. 440-8931 submitted herewith.

BACKGROUND: The Economic Development Agency continues to provide economic and community development activities within Riverside County. The EDA administrative fund provides administrative support to all EDA budget units. This fund is critical in providing the support services to the Agency's multi-funded activities and is required to be re-established. The approved FY 13/14 budget took action to combine two of the Agency's administrative funds in order to streamline and centralize administrative functions.

(Continued)

Robert Field
Assistant County Executive Officer/EDA

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 5,516,476	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2013/14

COMPANION ITEM ON BOARD AGENDA: No

SOURCE OF FUNDS: Reimbursements from federal and special revenue funds	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

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

- Dep't Recomm.: Consent Policy
- Per Exec. Ofc.: Consent Policy

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Ashley, seconded by Supervisor Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-8931 is adopted as recommended.

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: July 16, 2013
xc: HR, EDA, EO, Auditor

Kecia Harper-Ihem
Clerk of the Board
By:
Deputy

Prev. Agn. Ref.: _____ District: All Agenda **3-19**

BACKGROUND: (Continued)

However, after further analysis and concurrence with the Executive Office, the EDA administrative fund will need to continue with the existing structure to ensure transparency and compliance with program funding. The EDA administrative fund will continue to provide support to economic development activities and programs. The FM administrative fund will continue to be dedicated to providing support services to Custodial, Maintenance, Real Estate, Project Management, Energy Management, Parking, and the Capital Fund. These FM services are predicated on a rate structure that requires administrative segregation to ensure resources are dedicated towards their function.

Economic Development Agency

Establish a Budget for the EDA Administration Fund and Amend Ordinance 440 Pursuant to Resolution

No. 440-8931 for FY 13/14

June 20, 2013

Schedule A

Increase Appropriations:

21100-1900100000	510040	Regular Salaries	2,069,722
21100-1900100000	510200	Payoff Permanent-Seasonal	86,463
21100-1900100000	510320	Temporary Salaries	78,300
21100-1900100000	510420	Overtime	0
21100-1900100000	510440	Annual Leave Buydown	0
21100-1900100000	510520	Bilingual Pay	0
21100-1900100000	510620	Shift Differential	0
21100-1900100000	510700	Holiday Pay	0
21100-1900100000	510790	Bonus Pay	0
21100-1900100000	513000	Retirement-Misc.	18,342
21100-1900100000	513020	Retirement-Misc Temp	0
21100-1900100000	513120	Social Security	0
21100-1900100000	513140	Medicare Tax	0
21100-1900100000	515040	Flex Benefit Plan	0
21100-1900100000	515100	Life Insurance	0
21100-1900100000	515120	Long Term Disability	0
21100-1900100000	515160	Optical Insurance	0
21100-1900100000	515200	Retiree Health Ins	0
21100-1900100000	515220	Short Term Disability	0
21100-1900100000	515260	Unemployment Insurance	49,712
21100-1900100000	517000	Workers Comp Insurance	31,870
21100-1900100000	518010	Def Comp Ben Mgmt & Conf	0
21100-1900100000	518020	Flexible Spending Account Fees	0
21100-1900100000	518040	Transportation Admin Fee	0
21100-1900100000	518060	LIUNA Pension Plan	0
21100-1900100000	518100	Budgeted Benefits	928,207
21100-1900100000	518120	SEIU Pension Plan	0
21100-1900100000	518140	SEIU Training	0
21100-1900100000	518150	LIUNA Health & Safety	0
21100-1900100000	518180	Other Post Employment Benefits	0
21100-1900100000	520200	Communications	439,298
21100-1900100000	520230	Cellular Phone	54,686
21100-1900100000	520250	Communications Equip-Install	116,795
21100-1900100000	520260	Computer Lines	568
21100-1900100000	520270	County Delivery Services	1,201
21100-1900100000	520320	Telephone Service	92,022
21100-1900100000	520330	Communication Services	18,200
21100-1900100000	520930	Insurance-Liability	30,782
21100-1900100000	520930	Insurance-Property	6,351

Economic Development Agency

Establish a Budget for the EDA Administration Fund and Amend Ordinance 440 Pursuant to Resolution

No. 440-8931 for FY 13/14

June 20, 2013

Schedule A (Continued)

Increase Appropriations (Continued):

21100-1900100000	521340	Maint-Communications Equipment	2,166
21100-1900100000	521360	Maint-Computer Equip	13,226
21100-1900100000	521540	Maint-Office Equipment	27,500
21100-1900100000	521640	Maint-Software	1,417
21100-1900100000	521660	Maint-Telephone	0
21100-1900100000	522310	Maint-Building and Improvement	30,755
21100-1900100000	523100	Memberships	980
21100-1900100000	523640	Computer Equip-Non Fixed Asset	12,493
21100-1900100000	523680	Office Equip Non Fixed Assets	30,898
21100-1900100000	523700	Office Supplies	51,871
21100-1900100000	523760	Postage-Mailing	21,672
21100-1900100000	523800	Printing/Binding	389
21100-1900100000	523820	Subscriptions	500
21100-1900100000	524820	Engineering Services	327,433
21100-1900100000	525080	Temp Assist Pool Svcs	9,815
21100-1900100000	525300	OASIS Processing-Financials	120,686
21100-1900100000	525310	OASIS Processing- HRMS	76,895
21100-1900100000	525330	RMAP Services	12,400
21100-1900100000	525340	Temporary Help Services	5,000
21100-1900100000	525440	Professional Services	179,557
21100-1900100000	526420	Advertising	2,000
21100-1900100000	526700	Rent-Lease Bldgs	188,631
21100-1900100000	527780	Special Program Expense	124,367
21100-1900100000	527840	Training-Education/Tuition	7,000
21100-1900100000	528140	Conference/Registration Fees	2,000
21100-1900100000	528900	Air Transportation	1,092
21100-1900100000	528920	Car Pool Expense	86,891
21100-1900100000	528960	Lodging	0
21100-1900100000	528980	Meals	0
21100-1900100000	529000	Miscellaneous Travel Expense	3,464
21100-1900100000	529040	Private Mileage Reimbursement	8,846
21100-1900100000	536760	Interfnd Exp-Audit & Acctg Fee	10,084
21100-1900100000	536840	Interfnd Exp-Co Support Svc	295,134
21100-1900100000	536920	Interfnd Exp-Gen Office Exp	25,000
21100-1900100000	537000	Interfnd Exp-Leases	394,662
21100-1900100000	537020	Interfnd Exp-Legal Services	28,000
21100-1900100000	537040	Interfnd Exp-Maintenance	0
21100-1900100000	537080	Interfnd Exp-Miscellaneous	4,475
21100-1900100000	537090	Interfnd Exp-Personnel Svcs	52,600

Economic Development Agency

Establish a Budget for the EDA Administration Fund and Amend Ordinance 440 Pursuant to Resolution

No. 440-8931 for FY 13/14

June 20, 2013

Schedule A (Continued)

Increase Appropriations (Continued):

21100-1900100000	537180	Interfnd Exp-Salary Reimb	105,967
21100-1900100000	572800	Intra-Miscellaneous	(548,038)
21100-1900100000	573400	Intr-Salary and Benefit Reimb	<u>(223,871)</u>
		Total Appropriations:	5,516,476

Increase Estimated Revenue:

21100-1900100000	740020	Interest-Invested Funds	300
21100-1900100000	771420	Housing Authority	670,499
21100-1900100000	778200	Interfnd-Miscellaneous	1,197,043
21100-1900100000	778220	Interfnd-Office Expense	1,578,102
21100-1900100000	778330	Interfnd-Salary Reimbursmt	<u>2,070,532</u>
		Total Estimated Revenue:	5,516,476

RESOLUTION NO. 440-8931

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on July 16, 2013, that pursuant to Section 4(a)(ii) of Ordinance No. 440, the Assistant County Executive Officer/Economic Development Agency is authorized to make the following listed change(s), with an operative date *retroactive to July 1, 2013*, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
77411	- 1	7200100900	Accountant I
77411	+ 1	1900100000	Accountant I
77412	- 1	7200100900	Accountant II
77412	+ 1	1900100000	Accountant II
15915	- 1	7200100900	Accounting Technician I
15915	+ 1	1900100000	Accounting Technician I
15916	- 4	7200100900	Accounting Technician II
15916	+ 4	1900100000	Accounting Technician II
74213	- 1	7200100900	Administrative Services Officer
74213	+ 1	1900100000	Administrative Services Officer
74199	- 1	7200100900	Administrative Services Supervisor
74199	+ 1	1900100000	Administrative Services Supervisor
74242	- 1	7200100900	Assistant County Executive Officer/HR/EDA
74242	+ 1	1900100000	Assistant County Executive Officer/HR/EDA
74231	- 2	7200100900	Assistant Director of EDA
74231	+ 2	1900100000	Assistant Director of EDA
74196	- 1	7200100900	Deputy Director of EDA
74196	+ 1	1900100000	Deputy Director of EDA
13926	- 1	7200100900	Executive Assistant II
13926	+ 1	1900100000	Executive Assistant II
77497	- 1	7200100900	Fiscal Analyst
77497	+ 1	1900100000	Fiscal Analyst
77499	- 1	7200100900	Fiscal Manager
77499	+ 1	1900100000	Fiscal Manager
13439	- 1	7200100900	Human Resources Clerk

	<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
1	13439	+ 1	1900100000	Human Resources Clerk
2	74154	- 1	7200100900	Managing Director of EDA
3	74154	+ 1	1900100000	Managing Director of EDA
4	13865	- 3	7200100900	Office Assistant II
5	13865	+ 3	1900100000	Office Assistant II
6	13866	- 1	7200100900	Office Assistant III
7	13866	+ 1	1900100000	Office Assistant III
8	77414	- 1	7200100900	Principal Accountant
9	77414	+ 1	1900100000	Principal Accountant
10	74221	- 1	7200100900	Principal Development Specialist
11	74221	+ 1	1900100000	Principal Development Specialist
12	13815	- 6	7200100900	Public Service Employee B
13	13815	+ 6	1900100000	Public Service Employee B
14	13924	- 4	7200100900	Secretary II
15	13924	+ 4	1900100000	Secretary II
16	15913	- 1	7200100900	Senior Accounting Assistant
17	15913	+ 1	1900100000	Senior Accounting Assistant
18	13131	- 1	7200100900	Senior Human Resources Clerk
19	13131	+ 1	1900100000	Senior Human Resources Clerk
20	77416	- 1	7200100900	Supervising Accountant
21	77416	+ 1	1900100000	Supervising Accountant

ROLL CALL:

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley
 Nays: None
 Absent: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER-IHEM, Clerk of said Board

By _____
 Deputy

**Riverside County Board of Supervisors
Request to Speak**

Submit request to Clerk of Board (right of podium),
Speakers are entitled to three (3) minutes, subject
Board Rules listed on the reverse side of this form.

SPEAKER'S NAME: GARRY GRANT

Address: ^{270 G} JANIS ST PETERS
(only if follow-up mail response requested)

City: _____ **Zip:** _____

Phone #: _____

Date: 26 JULY **Agenda #** 3.19

PLEASE STATE YOUR POSITION BELOW:

Position on "Regular" (non-appealed) Agenda Item:

 Support **Oppose** **Neutral**

Note: If you are here for an agenda item that is filed
for "Appeal", please state separately your position on
the appeal below:

 Support **Oppose** **Neutral**

I give my 3 minutes to: _____

BOARD RULES

Requests to Address Board on "Agenda" Items:

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

Requests to Address Board on items that are "NOT" on the Agenda:

Notwithstanding any other provisions of these rules, member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES.

Power Point Presentations/Printed Material:

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please insure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

Individual Speaker Limits:

Individual speakers are limited to a maximum of three (3) minutes. Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. **Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.**

Group/Organized Presentations:

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the front bottom of the form.

Addressing the Board & Acknowledgement by Chairman:

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman may result in removal from the Board Chambers by Sheriff Deputies.