

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

921



**FROM:** Executive Office

**SUBMITTAL DATE:**  
September 26, 2013

**SUBJECT:** Fiscal Year 2012/13 General Year-End Cleanup

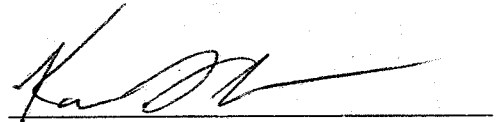
**RECOMMENDED MOTION:** That the Board of Supervisors approve and direct the Auditor-Controller to make the budget adjustments applicable to Fiscal Year 2012/13 as listed in Attachment A.

**BACKGROUND:**

**Summary**

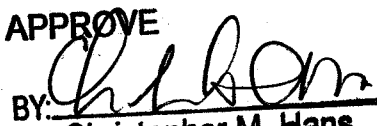
After the end of each fiscal year, the Executive Office reviews the position of all county departments/agencies and recommends action to the Board as appropriate. Typically, adjustments are required to balance a department's budget to its actual revenue and expenses. The review of department year-end budget positions found most department heads were successful in meeting the Board's net county cost targets. Total savings returned to the general fund was over \$19 million before encumbrance requests. *(continued on the next page)*

Departmental Concurrence

  
Karen L. Johnson  
Senior Management Analyst

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 7,010,205	\$ 0	\$ 7,010,205	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 7,000,000	\$ 0	\$ 7,000,000	\$ 0	

**SOURCE OF FUNDS:** General Fund Balance  
Budget Adjustment: Yes  
For Fiscal Year: 12/13

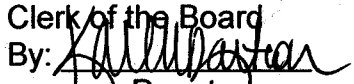
**C.E.O. RECOMMENDATION:**  
**APPROVE**  
BY:   
Christopher M. Hans

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Benoit, seconded by Supervisor Tavaglione 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: October 1, 2013  
xc: E.O., Auditor

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

3010 2013 SEP 26 11:30

Prev. Agn. Ref.: District: ALL Agenda Number:

PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
BY:   
TANYA S. HARRIS, CPA

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

3-1

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: Fiscal Year 2012/13 General Year-End Cleanup.**

**DATE:** September 26, 2013

**PAGE:** 2 of 2

**BACKGROUND:**

**Summary (continued)**

The recommended adjustments (see attachment A) correct instances where expenses exceed approved appropriations or increase appropriations to allow a \$7,000,000 transfer to the Riverside County Regional Medical Center from Mental Health. In some cases, surplus revenue received by the department may be used to balance the budgeted amounts with actuals. More frequently, the adjustment is made by use of available general fund balance.

**Impact on Citizens and Businesses**

There is no direct impact on citizens and businesses.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

It is recommended that General Fund unassigned fund balance in the amount of \$7,000,000 transfer to RCRMC. This transfer was included in fund balance projections report in early September. It is also recommended Workers Comp Insurance unrestricted fund balance in the amount of \$10,205 be used to correct expenditures that exceed budgeted appropriations.

**ATTACHMENTS (if needed, in this order):**

**A. FISCAL YEAR 12/13 YEAR-END CLEANUP ADJUSTMENTS**

## Attachment A

## FISCAL YEAR 12/13 YEAR-END CLEANUP ADJUSTMENTS

Fund	DeptID	Name	Acct	Account Description	Amount	Note
<b>Adjustments - General Fund</b>						
10000	1101000000	Contribution To Other Funds	551000	Operating Transfers - Out	7,000,000	Increase Appropriations
10000	1101000000	Contribution To Other Funds	370100	Unassigned Fund Balance	(7,000,000)	Expected Offset
10000	1130100000	Human Resources	510040	Regular Salaries	209,776	Increase Appropriations
10000	1130100000	Human Resources	525480	Arbitration Services	420,246	Increase Appropriations
10000	1130100000	Human Resources	572800	Intra-Miscellaneous	(208,790)	Increase Appropriations
10000	1130100000	Human Resources	777030	Personnel Services	(421,232)	Increase Estimated Revenue
10000	2200100000	District Attorney	523700	Office Supplies	80,000	Increase Appropriations
10000	2200100000	District Attorney	524720	Court Reporter Fees	85,000	Increase Appropriations
10000	2200100000	District Attorney	572800	Intra-Miscellaneous	(165,000)	Increase Appropriations
10000	2500200000	Sheriff Support	510040	Regular Salaries	(170,380)	Decrease Appropriations
10000	2500200000	Sheriff Support	370100	Unassigned Fund Balance	170,380	Expected Offset
10000	2500300000	Sheriff Patrol	513040	Retirement-Safety	6,762,290	Increase Appropriations
10000	2500300000	Sheriff Patrol	773520	Contract City Law Enforcement	(6,762,290)	Increase Estimated Revenue
10000	2500500000	Sheriff Court Services	513000	Retirement-Misc.	170,380	Increase Appropriations
10000	2500500000	Sheriff Court Services	370100	Unassigned Fund Balance	(170,380)	Expected Offset
10000	2501000000	Sheriff Coroner	510420	Overtime	23,350	Increase Appropriations
10000	2501000000	Sheriff Coroner	522310	Maint-Building and Improvement	10,525	Increase Appropriations
10000	2501000000	Sheriff Coroner	777420	Reimb For Coroners Services	(33,875)	Increase Estimated Revenue
10000	4300200000	Med Indigent Services Program	510040	Regular Salaries	(7,240)	Decrease Appropriations
10000	4300200000	Med Indigent Services Program	370100	Unassigned Fund Balance	7,240	Expected Offset
10000	4300300000	Detention Health Systems	513140	Medicare Tax	7,240	Increase Appropriations
10000	4300300000	Detention Health Systems	370100	Unassigned Fund Balance	(7,240)	Expected Offset
10000	4100200000	Mental Health	530280	Private Care Provider	7,000,000	Increase Appropriations
10000	4100200000	Mental Health	790500	Operating Transfer-In	(7,000,000)	Increase Estimated Revenue
<b>Adjustments - Other Funds</b>						
20000	3130500000	Transportation Const Projects	527980	Contracts	9,262,987	Increase Appropriations
20000	3130500000	Transportation Const Projects	536880	Interfnd Exp-Distributions	100,580	Increase Appropriations
20000	3130500000	Transportation Const Projects	777600	Tumf Revenue-Developer Fees	9,363,567	Increase Estimated Revenue
46060	1131200000	STD Disability Insurance	534260	Disability Claims	52,500	Increase Appropriations
46060	1131200000	STD Disability Insurance	781220	Contributions & Donations	(52,500)	Increase Estimated Revenue
46100	1132200000	Employee Assistance Services	510240	Per Diem Salaries	30,170	Increase Appropriations
46100	1132200000	Employee Assistance Services	523840	Computer Equipment-Software	2,425	Increase Appropriations
46100	1132200000	Employee Assistance Services	535560	Depreciation-Equipment	1,760	Increase Appropriations
46100	1132200000	Employee Assistance Services	777030	Personnel Services	(24,150)	Increase Estimated Revenue
46100	1132200000	Employee Assistance Services	380100	Unrestricted Net Assets	(10,205)	Expected Offset
47000	1131800000	Temporary Assistance	510280	Other Pay-Non Specified	28,420	Increase Appropriations
47000	1131800000	Temporary Assistance	777540	Reimbursement Of Salaries	(28,420)	Increase Estimated Revenue
47210	7200300000	EDA - Maintenance Services	526730	Rent-Lease Warehouse/Office	28,000	Increase Appropriations
47210	7200300000	EDA - Maintenance Services	777340	Maintenance	(28,420)	Increase Estimated Revenue

MINUTES OF THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



3-59

On motion of Supervisor Stone, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the recommendation from Executive Office regarding Approval of Fiscal Year 2012-2013 General Year End Cleanup is deleted.

I hereby certify that the foregoing is a full true, and correct copy of an order made and entered on September 24, 2013 of Supervisors Minutes.

WITNESS my hand and the seal of the Board of Supervisors  
Dated: September 24, 2013  
Kecia Harper-Ihem, Clerk of the Board of Supervisors, in  
and for the County of Riverside, State of California.

(seal)

By:  Deputy

AGENDA NO.

xc: EO

3-1

**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  
to Board Rules listed on the reverse side of this form.

**SPEAKER'S NAME:** Paul Jacobs

**Address:** \_\_\_\_\_  
(only if follow-up mail response requested)

**City:** Temecula **Zip:** 92592

**Phone #:** \_\_\_\_\_

**Date:** 10/1/13 **Agenda #** 3.1

**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.