

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

420



**FROM:** Purchasing and Fleet Services Department

**SUBMITTAL DATE:**  
June 23, 2015

**SUBJECT:** Approval of a Procurement Contract Specialist Position Funded by the Department of Waste Resources; and Amend Salary Ordinance No. 440 Pursuant to Resolution No. 440-9005. [\$135,000 ongoing]; Department of Waste Resources Fund 100% ; All Districts

**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;
2. Amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9005; and,
3. Approve and direct the Auditor-Controller to adjust the FY15/16 budget according to Attachment A.

**BACKGROUND:**

**Summary**

This Form 11 is for the purpose of adding a Procurement Contract Specialist position to the Purchasing Department on behalf of the Department of Waste Resources for fiscal year 2015/16.  
(Continued on page 2)

FISCAL PROCEDURES APPROVED  
PAUL ANGUILO, CPA, AUDITOR-CONTROLLER  
BY: Susana Garcia-Bocanegra 6/25/15

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	\$ 135,000	\$	\$	\$ 135,000	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

<b>SOURCE OF FUNDS:</b> Department of Waste Resources 100%	<b>Budget Adjustment:</b> Yes
	<b>For Fiscal Year:</b> 15/16

**C.E.O. RECOMMENDATION:** APPROVE  
BY: Ivan M. Chand 6/25/2015  
County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Jeffries, seconded by Supervisor Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9005 is adopted as recommended.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
Nays: None  
Absent: None  
Date: July 7, 2015  
xc: Purchasing, HR, Auditor

Keqia Harper-Ihem  
Clerk of the Board  
By: Keqia Harper-Ihem  
Deputy

Prev. Agn. Ref.: | District: A11 | Agenda Number:

3-13

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

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

**BACKGROUND:**

**Summary (continued)**

The primary function of Purchasing is to provide materials and services critical to the on-going operations of Riverside County 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. This approach has proven beneficial to both Purchasing and the departments providing funding.

With the number of projects and activities expected this year, the Department of Waste Resources 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, management expiring contracts, and add efficiency to the procurement process with the department. In exchange, the Department of Waste Resources will reimburse the Purchasing Department the total cost of salary and benefits for the position and the cost of administrative overhead.

As the request for the position was initiated after Purchasing's FY15/16 budget submittal we are requesting the attached budget adjustment be included in the final FY15/16 budget. The position will be 100% funded by the Department of Waste Resources. There is no impact to the general fund.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

Attachments: Resolution  
Budget Adjustment  
MOU

## Attachment A

### Increase Appropriations:

10000	7300100000	510040 Regular Salaries	\$ 77,400
10000	7300100000	518100 Budgeted Benefits	\$ 31,500
10000	7300100000	524500 Administrative Support - Direct	\$ 26,100
		Total	<u>\$ 135,000</u>

### Increase Intrafund Transfers:

10000	7300100000	572900 Inter - Intra-Personnel	\$ 135,000
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1 RESOLUTION NO. 440-9005

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3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in  
4 regular session assembled on July 7, 2015, that pursuant to Section 4(a)(ii) of Ordinance No.  
5 440, the Director of Purchasing and Fleet Services is authorized to make the following listed change(s),  
6 operative on the date of approval, as follows:

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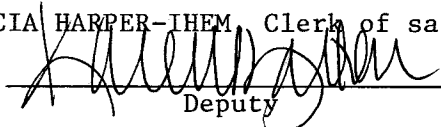
<u>Job</u>			
<u>Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
15813	+1	7300111000	Procurement Contract Specialist

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10 ROLL CALL:

11 Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
12 Nays: None  
13 Absent: None

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

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KECIA HARPER-IHEM, Clerk of said Board  
By  Deputy

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE RIVERSIDE COUNTY PURCHASING DEPARTMENT  
AND THE DEPARTMENT OF WASTE RESOURCES**

Whereas Riverside County Department of Waste Resources hereafter called (DWR) is in need of a more timely response and an increased limit on spending authority, this Memorandum of Understanding (MOU) is entered into with the Riverside County Purchasing Department, hereafter called Purchasing. In order to accomplish the above, DWR will fund one full-time Procurement Contract Specialist with spending authority of at least \$100,000. The term of this MOU is July 1, 2015 to June 30, 2016, with automatic renewal each fiscal year. If it is not desired to continue, notice of termination Section 5 applies. The following is mutually agreed between the parties mentioned above:

**TERMS AND CONDITIONS**

**1. Position Allocation**

- a. DWR agrees to fund one full-time Procurement Contract Specialists in County Purchasing who will work exclusively on DWR contracts and purchases. Should the need for full-time dedication be reduced, DWR and Purchasing shall work together to establish a schedule to share the resource and billing will be pro-rated accordingly.
- b. The selection of individuals to fill these positions will be the joint responsibility of Purchasing and DWR. If, after a period of time, it is determined to be in the best interest of the County, employee, or departments, the individual may be rotated to a different position within the Purchasing department. The movement and replacement individual will be mutually agreeable by both Purchasing and the DWR.
- c. Purchasing and DWR will be individually responsible for orienting the PCS to operational policies and procedures.
- d. County Purchasing agrees to the following: (1) ensure that the Procurement Contract Specialist will work exclusively on DWR contracts and purchases or on County wide contracts where DWR is the prime user; (2) will work directly with the DWR Contracts and Purchasing Units and (3) allow DWR to establish priorities.

**2. Position Location**

- a. The assigned Procurement Contract Specialists will have work space available at both the Purchasing and DWR facilities.
- b. The Procurement Contract Specialists will report directly to County Purchasing. "It is anticipated that 10% of the time, (daily contacts and meetings), the Procurement Contract Specialists will report directly to the Purchasing facility and about 90% of the time the Procurement Contract Specialist will report directly to an office located at the DWR administration facility. The employee will at all times be under the direct supervision and control of the Director of County Purchasing or his/her designee."

- c. Purchasing and DWR shall be responsible to provide the necessary equipment, i.e., computers, phones, etc, for the PCS to function at their respective locations.

**3. Funding**

- a. DWR shall pay actual salary, benefits, and a prorata share of overhead for this position allocation for all time periods when the position is filled. For budgetary purposes, the estimated annual cost for fiscal year 2015/16 will be \$135,000 (\$62.57 hourly) per position and is dependant on the salary step level of the actual person filling this position. This agreement includes a standard escalation clause, which will approximate the nominal salary and benefit increases for the occupant of the position, which will be reflected in the hourly rate at the time the increases occur. Billing will be done quarterly, in arrears, based on the actual hours during the MOU period of performance. If work is required outside of normal working hours, it will be billed at the overtime rate and identified separately.
- b. This MOU is valid only if sufficient funds are made available to DWR for FY 2015/16 and subsequent renewal periods. In addition, this MOU is subject to any additional restrictions, limitations, or conditions enacted by any statute, which may affect the funding of this MOU in any manner.

**4. Amendments**


- a. This MOU may be amended by written mutual consent of both parties. The amendment shall be in writing and signed by both parties hereto, and no oral understanding not incorporated, herein, shall be binding on any of the parties hereto.


**5. Termination**

- a. In the event the person assigned Procurement Contract Specialist in this position terminates, this MOU will not terminate.
- b. Normal term of this agreement is one year. Either County Purchasing or DWR may terminate this MOU. Written notice must be given at least 90 days prior to renewal. No cause termination is acceptable.

This Memorandum of Understanding is not in effect or enforceable until signed by all parties. Upon signature, each department will be responsible for informing their line staff of this MOU and issuing any needed directive for implementation of this MOU.

Signed by:

 6/4/15  
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Lisa Brandl Date  
Director  
Purchasing and Fleet Services Department  
County of Riverside

 6/24/15  
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Hans W. Kernkamp Date  
General Manager-Chief Engineer  
Department of Waste Resources  
County of Riverside