

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



ITEM
3.28
(ID # 6255)

MEETING DATE:

Tuesday, February 6, 2018

FROM : AUDITOR CONTROLLER:

SUBJECT: AUDITOR CONTROLLER: County/Flood Payroll Warrant/Direct Deposit General Support Services Fee, All Districts.[\$2,476,823 – 100% Departmental Budgets]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approves the County/Flood Payroll Warrant/Direct Deposit general support services rate of \$4.39 per warrant.


ACTION: Policy


Frankie Ezzat 1/24/2018

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: February 6, 2018
xc: Auditor

Kecia Harper-Ihem
Clerk of the Board
By: 
Deputy

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

BACKGROUND:

Summary

The proposed County/Flood Payroll Warrant/Direct Deposit General Support Services Fee rate remains unchanged from the previous FY 2017/18 rate of \$4.39. Attachment A provides a schedule of estimated transaction charges for FY 2018/19.

| FINANCIAL DATA | Current Fiscal Year: | Next Fiscal Year: | Total Cost: | Ongoing Cost: |
|--|-----------------------------|--------------------------|---------------------------|----------------------|
| COST | \$ | \$ 2,476,823 | \$ 2,476,823 | \$ |
| NET COUNTY COST | \$ | \$ | \$ | \$ |
| SOURCE OF FUNDS: Departmental Budget. | | | Budget Adjustment: | No |
| | | | For Fiscal Year: | 2018/19 |

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary (continued)

The proposed rate was prepared in accordance with Board Policy B-4 and Board Policy B-28. A detailed analysis supporting the calculation is available at the Office of the Auditor-Controller.

Impact on Residents and Businesses

Approval of the proposed rate will allow the Auditor-Controller's Payroll Division to continue to assist its customers with the payroll function. This support will contribute to the overall efficiency of departmental operations and will allow each department to better serve Riverside County residents.

ATTACHMENT A. County/Flood Payroll Transaction Charge FY 18/19 Projection

Attachment "A"

County/Flood Payroll Transaction Charge FY 18/19

Note: Rate Based On Number of Employees Paid and Facts Known In FY 17/18 - Pay Period 21;
Charge Subject to Change (i.e. Change in Workforce or Payroll Costs)

| DeptID Budgetary Level 5 | Name | Number of Pay Warrants & Advices Per Pay Period | Proposed Trans Rate FY 2018/2019 | Estimated FY 18/19 Charge Per Pay Period | No. of Pay Periods Charged | Estimated Annual Charge FY 2018/19 |
|--------------------------------|--|---|---|---|-------------------------------------|--|
| 10001 | Board of Supervisors | 60 | \$4.39 | 262.97 | 26 | \$6,837.17 |
| 10002 | Clerk of the Board | 11 | \$4.39 | 49.87 | 26 | 1,296.70 |
| 11001 | Executive Office | 29 | \$4.39 | 126.95 | 26 | 3,300.70 |
| 11044 | Grand Jury Admin | 1 | \$4.39 | 4.53 | 26 | 117.88 |
| 11301 | Human Resources | 192 | \$4.39 | 843.31 | 26 | 21,926.09 |
| 11303 | Air Quality Division | 2 | \$4.39 | 9.07 | 26 | 235.76 |
| 11307 | Property Insurance | 1 | \$4.39 | 4.53 | 26 | 117.88 |
| 11308 | Workers Compensation | 51 | \$4.39 | 222.16 | 26 | 5,776.23 |
| 11309 | Malpractice Insurance | 2 | \$4.39 | 9.07 | 26 | 235.76 |
| 11310 | Liability Insurance | 30 | \$4.39 | 131.48 | 26 | 3,418.58 |
| 11313 | Safety Loss Control | 18 | \$4.39 | 77.08 | 26 | 2,004.00 |
| 11318 | Temporary Assistance Pool | 28 | \$4.39 | 122.42 | 26 | 3,182.82 |
| 11320 | Exclusive Provider Option | 45 | \$4.39 | 199.49 | 26 | 5,186.82 |
| 11322 | Employee Assistance Program | 13 | \$4.39 | 58.94 | 26 | 1,532.47 |
| 11329 | Occupational Health & Wellness | 19 | \$4.39 | 81.61 | 26 | 2,121.88 |
| 11330 | Wellness Program | 3 | \$4.39 | 13.60 | 26 | 353.65 |
| 11501 | CFD Assessment Dist Admin | 3 | \$4.39 | 13.60 | 26 | 353.65 |
| 12001 | Assessor | 194 | \$4.39 | 852.38 | 26 | 22,161.85 |
| 12002 | Clerk Recorder | 174 | \$4.39 | 761.70 | 26 | 19,804.21 |
| 12003 | Records Management & Archives Program | 9 | \$4.39 | 40.81 | 26 | 1,060.94 |
| 12004 | CREST | 29 | \$4.39 | 126.95 | 26 | 3,300.70 |
| 13001 | Auditor-Controller | 52 | \$4.39 | 226.70 | 26 | 5,894.11 |
| 13002 | Internal Audits | 7 | \$4.39 | 31.74 | 26 | 825.18 |
| 13003 | Payroll Services | 20 | \$4.39 | 86.14 | 26 | 2,239.76 |
| 14001 | Treasurer-Tax Collector | 99 | \$4.39 | 435.26 | 26 | 11,316.69 |
| 15001 | County Counsel | 80 | \$4.39 | 349.11 | 26 | 9,076.93 |
| 17001 | Registrar of Voters | 48 | \$4.39 | 208.56 | 26 | 5,422.58 |
| 19001 | EDA Agency Administration/CDBG Home Grants | 48 | \$4.39 | 208.56 | 26 | 5,422.58 |
| 19002 | HUD-CDBG Home Grants | 11 | \$4.39 | 49.87 | 26 | 1,296.70 |
| 19003 | Workforce Development | 74 | \$4.39 | 326.44 | 26 | 8,487.52 |
| 19004 | Housing Authority (County) | 134 | \$4.39 | 589.41 | 26 | 15,324.69 |
| 19007 | EDA/County Free Library | 1 | \$4.39 | 4.53 | 26 | 117.88 |
| 19010 | Economic Development | 17 | \$4.39 | 72.54 | 26 | 1,886.12 |
| 19107 | County Airports | 10 | \$4.39 | 45.34 | 26 | 1,178.82 |
| 19201 | Fair and Nat'l Date Festival | 10 | \$4.39 | 45.34 | 26 | 1,178.82 |
| 19301 | Edward Dean Museum | 3 | \$4.39 | 13.60 | 26 | 353.65 |
| 20001 | Emergency Management Department | 75 | \$4.39 | 330.98 | 26 | 8,605.40 |
| 22001 | District Attorney | 739 | \$4.39 | 3,246.29 | 26 | 84,403.66 |
| 23001 | Child Support Services | 275 | \$4.39 | 1,206.03 | 26 | 31,356.67 |
| 24001 | Public Defender | 244 | \$4.39 | 1,070.01 | 26 | 27,820.20 |

Attachment "A"

County/Flood Payroll Transaction Charge FY 18/19

Note: Rate Based On Number of Employees Paid and Facts Known In FY 17/18 - Pay Period 21;
Charge Subject to Change (i.e. Change in Workforce or Payroll Costs)

| DeptID Budgetary Level 5 | Name | Number of Pay Warrants & Advices Per Pay Period | Proposed Trans Rate FY 2018/2019 | Estimated FY 18/19 Charge Per Pay Period | No. of Pay Periods Charged | Estimated Annual Charge FY 2018/19 |
|--------------------------------|--|---|---|---|-------------------------------------|--|
| 25001 | Sheriff Administration | 61 | \$4.39 | 267.50 | 26 | 6,955.05 |
| 25002 | Sheriff Administration | 338 | \$4.39 | 1,482.60 | 26 | 38,547.48 |
| 25003 | Sheriff Patrol/Anti Drug Abuse Grant | 1,643 | \$4.39 | 7,213.48 | 26 | 187,550.59 |
| 25004 | Sheriff Corrections | 1,416 | \$4.39 | 6,216.02 | 26 | 161,616.50 |
| 25005 | Sheriff Court Services | 192 | \$4.39 | 843.31 | 26 | 21,926.09 |
| 25006 | CAC Security | 3 | \$4.39 | 13.60 | 26 | 353.65 |
| 25007 | Training Center | 60 | \$4.39 | 262.97 | 26 | 6,837.17 |
| 25010 | Sheriff Coroner | 63 | \$4.39 | 276.57 | 26 | 7,190.81 |
| 25011 | Public Administration | 15 | \$4.39 | 68.01 | 26 | 1,768.23 |
| 25051 | Sheriff CAL-ID | 31 | \$4.39 | 136.02 | 26 | 3,536.47 |
| 26001 | Prob.- Juvenile Hall | 379 | \$4.39 | 1,663.95 | 26 | 43,262.77 |
| 26002 | Probation | 542 | \$4.39 | 2,380.31 | 26 | 61,888.16 |
| 26007 | Probation - Admin & Support | 78 | \$4.39 | 344.58 | 26 | 8,959.05 |
| 27002 | Fire Protection - Forest | 220 | \$4.39 | 965.73 | 26 | 25,108.91 |
| 27004 | Fire Protection - Contract Services | 32 | \$4.39 | 140.55 | 26 | 3,654.35 |
| 28001 | Agricultural Commissioner | 51 | \$4.39 | 222.16 | 26 | 5,776.23 |
| 29001 | Local Agency Formation Comm | 5 | \$4.39 | 22.67 | 26 | 589.41 |
| 31002 | Transportation Land Mgt/Integrated Plan | 53 | \$4.39 | 231.23 | 26 | 6,011.99 |
| 31003 | TLMA Counter Services | 23 | \$4.39 | 99.75 | 26 | 2,593.41 |
| 31005 | Environmental Programs | 8 | \$4.39 | 36.27 | 26 | 943.06 |
| 31101 | Building & Safety | 34 | \$4.39 | 149.62 | 26 | 3,890.11 |
| 31201 | Planning | 32 | \$4.39 | 140.55 | 26 | 3,654.35 |
| 31301 | Transportation | 289 | \$4.39 | 1,269.50 | 26 | 33,007.02 |
| 31302 | Surveyor | 30 | \$4.39 | 131.48 | 26 | 3,418.58 |
| 31307 | Transportation Equipment | 24 | \$4.39 | 104.28 | 26 | 2,711.29 |
| 31308 | TLMA ALUC | 9 | \$4.39 | 40.81 | 26 | 1,060.94 |
| 31401 | Code Enforcement | 37 | \$4.39 | 163.22 | 26 | 4,243.76 |
| 41001 | Mental Health Public Guardian | 35 | \$4.39 | 154.15 | 26 | 4,007.99 |
| 41002 | Mental Health Treatment Program | 1,264 | \$4.39 | 5,549.53 | 26 | 144,287.82 |
| 41003 | Mental Health Detention | 151 | \$4.39 | 661.95 | 26 | 17,210.80 |
| 41004 | Mental Health Administration | 276 | \$4.39 | 1,210.56 | 26 | 31,474.55 |
| 41005 | Mental Health Substance Abuse | 208 | \$4.39 | 911.32 | 26 | 23,694.32 |
| 42001 | Community Health Agency | 503 | \$4.39 | 2,208.02 | 26 | 57,408.63 |
| 42002 | Calif Childrens Services | 150 | \$4.39 | 657.42 | 26 | 17,092.92 |
| 42004 | Environmental Health | 188 | \$4.39 | 825.18 | 26 | 21,454.56 |
| 42006 | Animal Control Services | 220 | \$4.39 | 965.73 | 26 | 25,108.91 |
| 42007 | Public Health Ambulatory Care | 359 | \$4.39 | 1,577.81 | 26 | 41,023.01 |
| 43001 | Riverside County Regional Medical Center | 3,328 | \$4.39 | 14,608.33 | 26 | 379,816.46 |
| 43002 | Med Indigent Services Program | 33 | \$4.39 | 145.09 | 26 | 3,772.23 |
| 43003 | Detention Health Systems | 273 | \$4.39 | 1,196.96 | 26 | 31,120.90 |

Attachment "A"

County/Flood Payroll Transaction Charge FY 18/19

Note: Rate Based On Number of Employees Paid and Facts Known In FY 17/18 - Pay Period 21;
Charge Subject to Change (i.e. Change in Workforce or Payroll Costs)

| DeptID Budgetary Level 5 | Name | Number of Pay Warrants & Advices Per Pay Period | Proposed Trans Rate FY 2018/2019 | Estimated FY 18/19 Charge Per Pay Period | No. of Pay Periods Charged | Estimated Annual Charge FY 2018/19 |
|--------------------------------|--------------------------------------|---|---|---|-------------------------------------|--|
| 45001 | Waste Management | 185 | \$4.39 | 811.57 | 26 | 21,100.91 |
| 51001 | DPSS Administration | 4,252 | \$4.39 | 18,666.19 | 26 | 485,321.04 |
| 52001 | Local Initiative Admin DCA | 25 | \$4.39 | 108.81 | 26 | 2,829.17 |
| 52002 | DCA-Local Initiative Program | 42 | \$4.39 | 185.89 | 26 | 4,833.17 |
| 52003 | DCA - Other Programs | 2 | \$4.39 | 9.07 | 26 | 235.76 |
| 53001 | Office on Aging -Title III | 112 | \$4.39 | 489.66 | 26 | 12,731.28 |
| 54001 | Veterans Services | 17 | \$4.39 | 72.54 | 26 | 1,886.12 |
| 63001 | Cooperative Extension | 5 | \$4.39 | 22.67 | 26 | 589.41 |
| 72001 | Fac Mgmt Administration | 45 | \$4.39 | 199.49 | 26 | 5,186.82 |
| 72002 | Fac Mgmt Custodial/Housekeeping | 179 | \$4.39 | 784.37 | 26 | 20,393.62 |
| 72003 | Fac Mgmt Maintenance | 168 | \$4.39 | 739.03 | 26 | 19,214.80 |
| 72004 | Fac Mgmt Real Estate | 27 | \$4.39 | 117.88 | 26 | 3,064.94 |
| 72005 | Fac Mgmt Design & Construction | 27 | \$4.39 | 117.88 | 26 | 3,064.94 |
| 72006 | Fac Mgmt Energy Management | 2 | \$4.39 | 9.07 | 26 | 235.76 |
| 72007 | Fac Mgmt Parking | 20 | \$4.39 | 86.14 | 26 | 2,239.76 |
| 73001 | Purchasing | 25 | \$4.39 | 108.81 | 26 | 2,829.17 |
| 73004 | Supply Services | 4 | \$4.39 | 18.14 | 26 | 471.53 |
| 73005 | Fleet Services | 53 | \$4.39 | 231.23 | 26 | 6,011.99 |
| 73006 | Central Mail | 10 | \$4.39 | 45.34 | 26 | 1,178.82 |
| 74001 | I.T. - D.P. | 380 | \$4.39 | 1,668.49 | 26 | 43,380.65 |
| 74006 | RCIT Communications Solutions | 34 | \$4.39 | 149.62 | 26 | 3,890.11 |
| 74009 | Geographical Information Systems | 9 | \$4.39 | 40.81 | 26 | 1,060.94 |
| 91520 | CSA 152 - NPDES | 34 | \$4.39 | 149.62 | 26 | 3,890.11 |
| 93110 | Reg Parks & Open Space Dist | 113 | \$4.39 | 494.20 | 26 | 12,849.16 |
| 93510 | RCA - Operations | 18 | \$4.39 | 77.08 | 26 | 2,004.00 |
| 93800 | RC Children & Families First Com | 41 | \$4.39 | 181.36 | 26 | 4,715.29 |
| 94300 | Flood Project Maintenance Operations | 20 | \$4.39 | 86.14 | 26 | 2,239.76 |
| 94600 | Salton Sea Authority | 1 | \$4.39 | 4.53 | 26 | 117.88 |
| 94714 | Flood Control Subdivision | 4 | \$4.39 | 18.14 | 26 | 471.53 |
| 94720 | Flood Control Administration | 239 | \$4.39 | 1,047.34 | 26 | 27,230.79 |
| 98510 | IHSS Public Authority - Admin | 92 | \$4.39 | 403.52 | 26 | 10,491.52 |
| | Total | 21,700 | \$4.39 | \$95,262 | 26 | \$2,476,823 |

Charge Per Check Processed (Warrant/ Advice)

\$4.39