

**COUNTY OF RIVERSIDE
BOARD OF SUPERVISORS POLICY**

<hr/>	Policy	
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(35) ~~Conveyance of cemetery by eCemetery dDistrict to eCemetery
aAuthority, resolution intention to concur (Health & Safety 8963.6) and
resolution concurring in conveyance (Health & Safety 8963.8)~~

Reference:REFERENCE:

- Minute-~~Minute~~ Order dated 02/29/72
- Minute Order dated 01/28/75
- Minute Order 6.7 of 01/13/81
- Minute Order 3.7 of 10/18/83
- Minute Order 11.0a of 12/15/86
- Minute Order 3.19 of 09/05/89
- Minute Order 3.8 of 10/15/91
- Minute Order 3.1 of 12/03/02
- Minute Order 3.7 of 11/07/06
- Minute Order 3.4 of 05/22/07
- Minute Order 3.7 of 09/15/09
- Minute Order ~~3.X of XXXX18~~

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**COUNTY OF RIVERSIDE
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**ATTACHMENT I
TO BOARD POLICY A-5**

**GUIDELINES AND CHECKLIST FOR PREPARATION OF
BOARD OF SUPERVISORS AGENDA ITEMS**

GENERAL USE OF FORM 11:

Board of Supervisors' Policy No. A-5 requires the use of a Form 11 (staff report) to submit items for the Board of Supervisors. All items, including resolutions, ordinances, and public correspondence, will be attached to a Form 11 that details the recommended approval and/or adoption motions.

The Form 11 process is implemented through the MinuteTraq software platform. Documents are created within the software, and inter- and intra- departmental routing occurs electronically.

Information regarding the specific steps to use MinuteTraq, frequently asked questions (FAQ), and a shortcut/cheat sheet are available on the Clerk of the Board's website. You can access this information through the following process:

1. Go to www.rivcocob.org;
2. Select the "Agendas and Proceedings" tab;
3. Select the pull down option "IQM2;"
4. Select "MinuteTraq FAQ";

SPECIFIC INSTRUCTIONS FOR COMPLETION OF A FORM 11:

1. FROM: This should be the name of the department, agency, or office submitting the item. When additional stakeholder departments are referenced in the item, they should be included in the "Additional Departments" section on the MinuteTraq form.

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2. SUBMITTAL DATE: The projected Board meeting date.

3. SUBJECT: The following steps will guide you in preparing the Subject section. The bullet is an example that will show you how each step should be displayed.

A. All subject sections should start with the department in all capitalized letters and a colon should be placed after the department title.

▪ **EXECUTIVE OFFICE:**

B. This summary statement should be brief; however, it should clearly state the action being proposed and end with a comma before the next step.

▪ **EXECUTIVE OFFICE: 2018 Legislative Platform,**

C. List the supervisorial district(s) in the subject line: District X or Districts X, Y, and Z. If the item applies to all districts, please indicate All Districts and end with a period.

▪ **EXECUTIVE OFFICE: 2018 Legislative Platform, All Districts.**

D. The amount of the cost in the subject line only relates only to the Board's action and should mirror what is put in the Financial Data box. This includes using percentage if there are multiple funding sources. Put [\$0], if the Board's action will not result in an increase of costs.

~~If the item is a contract, please include the number of years within the brackets. Sole source should be stated in the subject, if applicable. Include the total or ongoing cost, and add the source of funds. Source of funds can be abbreviated. For example, you can use "Local," "State," and/or "Federal" funding. This is only appropriate if spacing is an issue due to numerous funding sources or an extensive summary statement. See examples below. [\$0 - Source of Funds %]~~

▪ **EXECUTIVE OFFICE: 2018 Legislative Platform, All Districts, [\$0]**

Please note: If the item is a contract, please include the number of years within the brackets. Sole source should be stated in the subject, if applicable. Include the total or ongoing cost, and add the source of funds, if an internal funding source, include a fund number in addition to the fund name to match the chart of accounts. Source of funds can be abbreviated. For example, you can use "Local," "State," and/or "Federal" funding. This is only appropriate if spacing is an issue due to numerous funding sources or an extensive summary statement.

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- E. Additional information such as companion items, setting public hearings, set for future dates, 4/5th s-vote, clerk to advertise, or vote separately should be placed within parentheses.
- **EXECUTIVE OFFICE: 2018 Legislative Platform, All Districts. [S0] (Companion Item to MT# 6105)**

Additional requirements and examples are listed below:

~~This summary statement should be brief; however, it should clearly state the action being proposed. If the item is a contract, please include the number of years. Sole source should be stated in the subject, if applicable. List the district number(s), include the total or ongoing cost in brackets (\$), and add the source of funds (in this order). Additional requirements and examples are listed below:~~

~~List the supervisorial district(s) in the subject line if it pertains to one or more district(s) and place in brackets as follows: [District X] or [Districts X, Y, and Z] if more than one or more district is involved. If the item applies to all districts, please indicate "All Districts" in brackets as follows: "[All Districts]."~~

~~The amount of the cost in the subject line only relates to the Board's action and should mirror what is put in the Financial Data box. This includes using percentage if there are multiple funding sources. Although not required in the Financial Data box, please use 100% in the subject line when applicable. Put [S0] if the Board's action will not result in an increase of costs.~~

- ~~Example: The County of Riverside is accepting a low bid from J Company to resurface a section of highway in lower Coachella Valley. Federal Highway Road Funding will pay for 80 percent, and 20 percent will be funded by Prop 1B.~~

~~**TRANSPORTATION AND LAND MANAGEMENT
AGENCY/TRANSPORTATION SUBJECT: Approval of Plans and Specifications,
Acceptance of low Bid and Award of Contract to J Company for Resurfacing of
Highway 123 in Lower Coachella Valley area, [District 4], [\$800,000], Federal
Funds 80%, State Funds 20%**~~

~~In certain circumstances there may be a total cost and an ongoing obligation. Both amounts should be listed in the subject line identifying which amount is total and which amount is ongoing.~~

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- Example: The County of Riverside is accepting Windmill Road into the County System and must provide immediate resurfacing work. There is an ongoing maintenance cost obligation.

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TRANSPORTATION AND LAND MANAGEMENT AGENCY/TRANSPORTATION:
SUBJECT: Acceptance of Windmill Road into the County Road System, and
Authorization for the Director of Transportation to Conduct Force Account Work
for the Resurfacing of Windmill Road. [District 1] [\$25,000 - Total Cost],
[\$2,000 ongoing] - [Local funds 100%].

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Previously, long term agreements listed either a total amount or an annual cost amount. Both amounts should be listed in the subject line identifying which amount is total and which amount is annual. This is necessary as the annual cost for some long-term agreements may not include one-time/upfront costs, which means the total cost cannot be simply divided by the term of the agreement for the Impact to the county' on an annual basis.

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Example: The County of Riverside is entering into a 10-year lease in Riverside for XYZ department. There are tenant improvements and IT costs that are going to be paid up front in the amount of \$200,000. The annual lease cost is \$1,000,000 per year. County General Fund will be paying 10 percent of the lease. The remaining 90 percent will be covered by federal Domestic Housing Grant dollars.

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DEPARTMENT SUBJECT: Approval of Lease Agreement with Riverside Partners LLC for the Department of XYZ, Riverside, 10-year Lease, CEQA Exempt, [District 1] [\$10,200,000 total] - [\$1,000,000 annually]; 90% federal Grants, 10% County General Fund]

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Source of funds can be abbreviated. For example, you can use "Local," "State," and/or "Federal" funding." This is only appropriate if spacing is an issue due to numerous funding sources or an extensive summary statement. See examples above.

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4. RECOMMENDED MOTION: The request or recommendation must be specific. It should take the form of a legislative motion, which is a statement of formal legislative action; therefore, the clarity and completeness of this section is extremely important. If the Board approves the item as recommended, the Clerk of the Board uses the recommended motion verbatim to prepare the minute order that

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permanently documents the Board's action. Examples of ~~some common budget adjustments and motions~~ are attached in the following exhibits:

- **Exhibit A:** Examples of Budget Adjustments and Motion & Adjustments;
- **Exhibit B:** Examples of Purchasing Motions;
- **Exhibit C:** Other Sample Motions;
- **Exhibit D:** Findings and Determination That an Item May be Subsequently Added to the Agenda of the Board of Supervisors

5. BACKGROUND: The information included in this section should be brief, detailed concise, and yet consistent with a clear explanation of the request. The following information in a Form 11 is mandatory:

- A. If the request is for approval of an agreement or contract, basic features of the document such as purpose, cost and term shall be included.
- B. Note any previous Board actions relating to the item in the background by referencing date and minute order number. This information shall also be listed after the background section, but before listing of attachments.
- C. ~~C.~~ Discuss relevance to current policy; i.e. Is it consistent with past actions, does it require an exception to Board policy, or is it a new issue before the Board?
- D. Site maps and regional maps should be attached to the staff report to provide context to the requested item.

6. FINANCIAL DATA:

Cost: Any information on this line should comprise all types of funding, including any general fund dollars, in-kind matches, and contingency funds. ~~Please use whole numbers, separated by a comma. Do not use decimal points to indicate cents.~~

Net County Cost: Only general fund dollar amounts, including currently budgeted departmental funds, should be included on this line.

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Current Fiscal Year: This column should include any amounts that will be expended in the first year the items terms current fiscal year, or the fiscal year the item is initiating.

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Next Fiscal Year: This column should include all amounts for the following fiscal year.

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Total Cost: Total cost should be filled out for the cost of the entire project, contract, agreement or grant that have a finite term. If any additional contingency amount is required, the amount of contingency must be included in the total cost. The total cost referenced in the financial data must match the total cost in the subject line and should relate to the amount in the motion(s) that the Board of Supervisors is approving. In the case of an amendment, only the amount of the amendment should be reflected as the total cost. For amendments adding to an existing contract or agreement, departments should include prior minute orders and total costs, including contingency, of effort and background and additional fiscal information section.

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Ongoing: This column is for any program that will require ongoing funding. Ongoing funding should be included in the subject line in brackets if there is no corresponding total cost (See Subject Section for further detail).

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Policy /Consent: Please leave blank. This section will be filled out by the Executive Office.

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Source of Funds: If the source of funds is internal, please provide the fund name. You may include a fund number in addition to the fund name to match the chart of accounts. Chart of accounts can be found at the following link: **[INSERT LINK COA]**

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~~Do not just include the fund number.~~ If the source of funds is external, please be specific about the source. If there are multiple sources, please include the percentage of each source. If you do not have enough space to include all your funding sources, please insert asterisks (*) and continue listing in the Additional Fiscal Information section on the second page. Information entered in this section should match the information in the subject line.

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Budget Adjustment: Please type in Yes or No, depending on whether an adjustment is necessary and ensure Make sure that the fund name and fund number is verified by the chart of accounts and shall match the subject line indicates

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4/5th vote in parenthesis. ~~INSERT LINK COA~~ Budget adjustments should be shown in Schedule A on the last page of the Form 11 after the Listed Attachments section or in a separate attachment.

**Per Section 9C of Attachment 1 of Board Policy A-5: The Auditor Controller must sign off be included in the MinuteTrac workflow when on the following:*

- a budget adjustment is requested (changes to estimated budgeted revenues, and/or appropriations, and/or fund balance or net assets);*
- 1. Revolving funds are established;*
- and nNew revised rates and fees are recommended;*

3. Establish or closing of funds including department ID and accounts Request to establish/close funds, departments or accounts.

Budget adjustments should be shown in Schedule A on the last page of the Form 11 after the Listed Attachments section will review all items with a budget adjustment that changes budgeted revenues and/or appropriations, revolving funds, establishing revolving funds, or recommending new or revised rates and fees.

For Fiscal Year: Insert the fiscal year that corresponds with the "current fiscal year" data. ~~the item will initiate. In almost cases likely this is the current fiscal year;~~ however, there are some circumstances where an item is taken to the Board of Supervisors for approval at the end of June, but will not begin until July. If the item will terminate in a future year, please list the beginning fiscal year date and the ending fiscal year date. For example, a contract that begins in FY 13/14 and concludes in FY 15/16, should be listed as 13/14 - 15/16. Please include the latest possible extension date on a contract if the extension will not be going to the Board of Supervisors for approval. Ensure that the year matches contract, agreement, resolution, etc., terms and period of performance.

The following are samples to follow based on common scenarios:

Scenario 1: The County of Riverside is entering into a contract for engineering services with ABC Engineering, the contract is for three years beginning in FY 14/15 with a possible one-year extension authorized by the department. The three-year contract is for \$300,000 and the one-year extension will be an additional \$100,000. Funding is Prop 138 Trade Corridor improvement/improvement Fund 100%; therefore, no general funds will be spent on this contract.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
Board Policy A-5 - Attachment I				
19843				
Last Revision:	43			

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COST	\$ 100,000	\$ 100,000	\$ 400,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Prop 1B Trade Corridor Improvement Funds			Budget Adjustment: No	
			For Fiscal Year: 14/15-16/17	

Scenario 2: The County of Riverside is accepting funding for a new program for an indefinite period of time. The funding is AB 118 funds from the State of California and Inmate Welfare Funds in the amount of \$750,000 this fiscal year and each fiscal year thereafter. AB 118 funds will pay for 80 percent of the program. No general funds will be spent. A budget adjustment is required.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 750,000	\$ 0	\$ 750,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: AB 118 State Funds 80% and Inmate Welfare Funds 20%			Budget Adjustment: Yes	
			For Fiscal Year: 13/14	

Scenario 3: The County of Riverside entered into a two-year contract with a school district to provide patrol services. The original contract amount was of \$3,000,000 and is now being ratified and amended reducing the contract amount by \$700,000. As a result, expected costs for fiscal year 17/18 will reduce by \$300,000 and by \$400,000 in fiscal year 18/19.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ (300,000)	\$ (400,000)	\$ (700,000)	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: School Services Law Enforcement Revenue – 100%			Budget Adjustment: Yes	
			For Fiscal Year: 17/18-18/19	

7. ADDITIONAL FISCAL INFORMATION:

This section is to include details about the amounts reported under the Financial Data. Details for partial payments, partial receivables, partial budgeted amounts, spending requirements of grants, or contracts beyond the current fiscal year could be briefly explained here. If the amounts in the financial data are different from the amounts in the budget adjustment, please use this section to explain.

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For example: A 5-year contract would only reflect the costs of the current and next fiscal year under the Financial Data Box, therefore this section can be used to list the costs for each of the 5 years.

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8. IMPACT ON RESIDENTS AND BUSINESSES:

This section should include a private sector impact analysis that briefly discusses the fiscal or regulatory impact, if any, to the taxpayers, residents and employers in Riverside County.

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99. COMMENTS AND/OR CHANGES ON AGENDA ITEMS:

A. If the County Executive Office recommendation differs from the departmental request, the County Executive Office analyst for the department will review the differences with the department head and/or his/her representative.

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As soon as possible, the department head will be given copies of all agenda items in which:

- B.
1. The County Executive Office recommendation is different from the departmental request, and/or;
 2. The County Executive Office staff has added substantive written comments after consultation with the department.

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109. AGENDA DEADLINES:

The Board of Supervisors Agenda schedule with deadlines for submittal to the County Executive Office can be found at [PLACE HOLDER INTRANET LINK].

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101. PRIOR APPROVALS:

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**COUNTY OF RIVERSIDE
BOARD OF SUPERVISORS POLICY**

Subject: _____ Policy Number _____ Page _____
BOARD OF SUPERVISORS' AGENDA PROCEDURE _____ **A-5** _____ **3 of 3** _____

Prior to submitting items to the County Executive Office, the agenda item must be complete with all attachments and routed for comment, review, approval as to form, and/or recommendation as may be appropriate by other departments. The reviewing departments' approval should appear on the workflow of the Form 11 prior to routing to the Executive Office. The following is a list of possible signatory departments and the rationale for the review and approval by same:

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A. County Counsel

All items involving contracts, agreements, ordinances, resolutions, or any legal matter. In addition to the populated MinuteTraq signature, counsel signature shall appear on the signature page of each copy of a finalized contract, agreement, ordinance, or resolution. All contracts and agreements must have the signature of the vendor or contractor before the item is placed on the agenda for approval. An exception may be made if the other party to the agreement is a federal, state or local agency;

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B. Human Resources Director

All items involving personnel such as positions and classifications;

C. Auditor-Controller

~~Per Section 9C of Attachment 1 of Board Policy A-5: The Auditor Controller must be included sign off in the MinuteTraq workflow when on the following:~~

- ~~1. A budget adjustment is requested (changes to estimated revenues, appropriations, and/or fund balance or net assets);~~
- ~~2. New revised rates and fees are recommended;~~
- ~~3. Establish or closing of funds including department ID and accounts Request to establish/close funds, departments or accounts.~~

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~~— A budget adjustment is requested (changes to budgeted revenues and/or appropriations);~~

~~— Revolving funds are established;~~

~~— New revised rates and fees are recommended.~~

~~Any item with a budget adjustment that changes budgeted revenues and/or appropriations, revolving funds, establishing revolving funds, or recommending new or revised rates revised rates and fees;~~

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D. Capital Improvement Program Team

**COUNTY OF RIVERSIDE
BOARD OF SUPERVISORS POLICY**

Subject: _____ Policy _____
Number _____ Page _____
BOARD OF SUPERVISORS' AGENDA PROCEDURE _____ **A-5** _____ **3 of 3**

All capital improvement items, leases, and real property transactions as specified in Board Policy B-22;

E. Purchasing

Items or services for which either Purchasing has conducted a competitive bid process or has approved the process utilized by the requesting department (includes sole source). All contracts and agreements must have the signature of the vendor or contractor before the item is placed on the agenda for approval;

F. Information Technology

All computer and communication systems or equipment, etc.,

121. BOARD SCHEDULE:

The Board of Supervisors annual calendar shall be found at <http://www.rivcocob.org/board-calendar/>. The Board of Supervisors may choose in advance to alter the regular schedule during the summer months or when a quorum is not expected. The Board calendar should be monitored by departments when submitting time sensitive requests.

No action shall be taken by the Board on any item not appearing on the posted agenda at least 72 hours before a regular Board meeting except under the following conditions:

A. Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code Section 54956.5 as follows:

1. Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.
2. Crippling disaster, which severely impairs public health, safety, or both as determined by a majority of the members of the legislative body.

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**COUNTY OF RIVERSIDE
BOARD OF SUPERVISORS POLICY**

Subject:	Policy Number	Page
BOARD OF SUPERVISORS' AGENDA PROCEDURE	A-5	3 of 3

- 8. Newspaper contracts for annual publication of published delinquent list;
- 9. Approval of public auction tax sale of tax defaulted property;
- 10. Reports of cash overages/shortages in county funds;
- 11. Appointment/reappointment of at-large members to advisory committees;
- 12. Approval for installation of traffic control devices, parking restrictions/prohibitions, curb loading zones, golf cart crossings, mid-block crosswalks, restriction of through trucks on local residential roads;
- 13. Adoption of 348 Ordinances relating to zone changes tentatively approved by the Board at a public hearing;
- 14. Approval of Findings of Facts for the abatement of nuisance cases approved by the Board at a public hearing.

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C. Policy Items:

Items that are not characterized as consent will be placed on the policy calendar.

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Certain policy issues may require more detailed analysis, including but not limited to, identification of funding source(s), conferring collaboration with affected department heads, and/or coordination with outside agencies. These policy issues must be discussed with the Executive Office at least four weeks prior to taking it to the Board. Departments Heads generally recognize which items potentially require this level of review.

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In accordance with Board Policy A-29, the recommendation from the County Executive Office shall be the basis for Board action, unless otherwise indicated by the Board at the time the motion is made.

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**COUNTY OF RIVERSIDE
BOARD OF SUPERVISORS POLICY**

Subject: _____ Policy Number _____ Page _____
BOARD OF SUPERVISORS' AGENDA PROCEDURE _____ **A-5** _____ **3 of 3**

CHECK LIST

FOR PROCESSING AGENDA ITEMS

CATEGORY

CHECK FOR:

GENERAL:

Recommended motion Worded sufficiently as a legislative motion with clear and direct meaning and intent

Background Clearly and specifically outlines the justification and background information supporting the motion

Multiple departments Inclusion of all stakeholder departments in workflow
 Approval from all stakeholders checked in workflow

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**COUNTY OF RIVERSIDE
BOARD OF SUPERVISORS POLICY**

Subject:	Policy Number	Page
BOARD OF SUPERVISORS' AGENDA PROCEDURE	A-5	3 of 3

Establishing revolving funds Legal or administrative necessity of establishing fund
 Validity of fund number

Rates and fees Soundness of data and assumptions on which rates and/or fees are based
 Formulation as part of budgetary and/or business plan
 Validity and conformance of method of deriving rates and fees with generally accepted accounting standards and industry methodologies

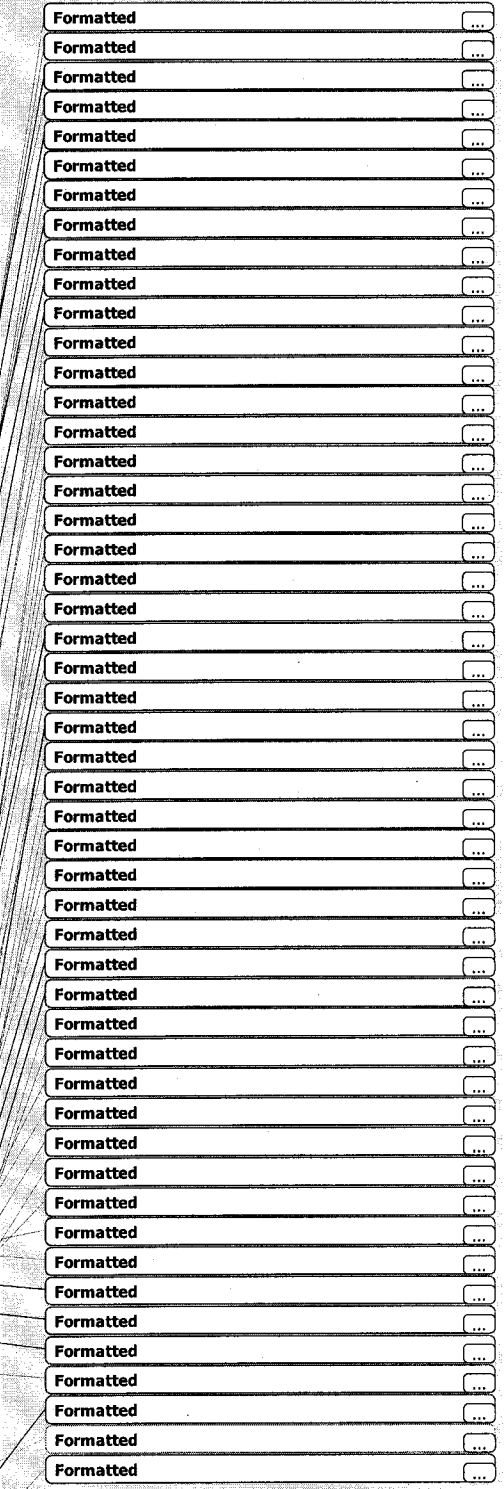
Contracts & agreements Contract amounts are accurately calculated based on stated fees and rates for services
 Contract amounts accurately match financial information on Form 11
 County Counsel approval as to form

Grant applications and approvals Compliance with Board Policy A-30
 County Counsel approval as to form

CONSTRUCTION CONTRACTS:

General Competitively bid (if over \$10,000)
 Environmental assessment, if required
 State of availability and source of funds
 Compliance with Board Policy B-11
 County Counsel approval as to form

Sign-off of plans & specifications, as appropriate County Counsel
 User department(s)
 Facilities Management
 Information Technology



**COUNTY OF RIVERSIDE
BOARD OF SUPERVISORS POLICY**

Subject:	Policy Number	Page
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Alterations of building plans which increase costs, after adoption of plans & Specifications

- All of the above, as appropriate
- REQUIRES 4/5TH'S VOTE TO PASS**
(unless the construction contract specifies that changes may be accomplished by three (3) votes)

REAL PROPERTY AGREEMENTS:

Acquisition of real property

- Preliminary title report
- Environmental assessment
- General Plan conformity
- Appraisal
- Relocation assistance
- Terms
- Deed
- County Counsel approval and/or preparation of documents
- Availability and source of funds

Sale, exchange or other transfer of County owned real property or interests therein

- Public Notices
- Resolution of Intention to Sell or Lease
- Environmental Assessment, Appraisal, if necessary
- County Counsel approval or preparation of transfer agreement
- Public bid required, except as follows:
 - (1) Majority vote to approve if property no longer is necessary for county purposes, and value of property does not exceed \$10,000; or
 - (2) Four-fifth's (4/5th's) vote to approve if property is to be transferred to public entity or public corporation and not required for county use; or

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**COUNTY OF RIVERSIDE
BOARD OF SUPERVISORS POLICY**

Subject:	Policy Number	Page
BOARD OF SUPERVISORS' AGENDA PROCEDURE	A-5	3 of 3

Sale, exchange or other transfer of County-owned real property or interests therein (cont.)

(3) Majority vote to approve if property is to be transferred to public entity or public utility and interest in property is to be conveyed by easement and conveyance is in public interest and will not conflict with county's use of the property; or

(4) Four fifth's (4/5th's) vote to approve exchange of property in order to remove defects in title or where property to be exchanged by county is not required and property to be acquired is required for county use.

Lease, license or permit to use real property (owned by another party)

- County Council approval or preparation of lease, license or permit

- Background to include:
- Names of parties
 - Proposed use or activity
 - Term (length of lease)
 - Cost per square foot
 - Monthly and annual cost
 - Location
 - Services provided
 - Availability and source of funds
 - Number of employee parking spaces
 - Negotiation complies with Board Policy B-8

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**COUNTY OF RIVERSIDE
BOARD OF SUPERVISORS POLICY**

Subject:	Policy Number	Page
BOARD OF SUPERVISORS' AGENDA PROCEDURE	A-5	3 of 3

Lease/license of County owned real property

- Environmental Assessment
- Appraisal
- County Counsel approval or preparation of lease or license
- Public bid required, except as follows:
 - Four-fifths (4/5th's) vote to approve lease of property devoted to or held for airport, vehicle parking fairground, park, amusement, recreation, employee cafeteria purposes, or industrial or commercial development incidental thereto or not inconsistent therewith; or
 - Majority vote to approve lease of property to a public agency, nonprofit corporation or nonprofit association if property will not be needed for county purposes, will be used to carry out a program (established or funded by county to meet social needs of county) that will serve public purposes and will be in the best interests of county and general public; or
 - (3) Unanimous vote to approve if property has monthly rental value of less than \$75.00; or
 - (4) Compliance with Board Policy B-8, B-9, B-10 and J-5 as appropriate.

Lease/license of County owned real property (cont.)

EQUIPMENT:

Lease - Purchase

- Purchasing Agent approval
- County Counsel approval
- Compliance with Board Policy B-7, if cost exceeds \$1,000 and/or there is a buy-back option
- Availability and source of funds

Preferred source

- Purchasing Agent approval
- County Counsel approval
- Availability and source of funds

Heavy electrical load and/or heat generating equipment

- Compliance with Board Policy H-8

Board Policy A-5 - Attachment I

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**COUNTY OF RIVERSIDE
BOARD OF SUPERVISORS POLICY**

Subject: _____ Policy Number _____ Page _____
BOARD OF SUPERVISORS' AGENDA PROCEDURE A-5 3 of 3

Data Processing Information Technology Director's approval.
Word Processing Compliance with Board Policy H-11
Communications equipment

**OTHER CONTRACTS &
AGREEMENTS:**

Contracts and agreements other than construction, acquisition or lease of real property, and lease of equipment County Counsel preparation of documents or approval as to form

Background to include:
 Names of parties to contract
 Contract term
 Contract amount
 Availability and source of funds
 If start date has passed, give reason
 Compliance as appropriate with Board Policy A-18, H-7 and H-11
 If over \$25,000, agreement must be approved by Board of Supervisors

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ATTACHMENT I - EXHIBIT A TO BOARD POLICY A-5

EXAMPLES OF BUDGET MOTION & ADJUSTMENTS-ADJUSTMENTS

Motion in Form 11:

Approve and direct the Auditor-Controller to make the budget adjustments shown on Schedule A, attached.

Notes:

Schedule A should list the budget adjustments referenced for approval in the motion and be included in the Supplemental section of MinuteTrag and not as a separate attachment. -These entries should be complete and self-balancing, and should be grouped in the following order:

1. Type of Action (Examples: "Increase Estimated Revenues" or "Decrease Appropriations");
2. Fund;
3. Department Identification (Dept ID);
4. Account;
5. Account Description (should match the chart of accounts).

Make sure that the full accounting streamstring should be reflected at budget level 4 for estimated revenues and budget appropriations, type of action (examples: "Increase Estimated Revenues" or "Decrease Appropriations"), department identification (Dept ID), and account. For example, if a set of budget adjustments arranges a transfer between funds, all of the adjusting entries for one fund are grouped together, and all the adjusting entries for the other fund are grouped together. This enables quick and easy verification that all of the entries balance within each fund.

Next, within adjusting entries grouped by fund, like types of actions are grouped together. -The four most commonly used types of actions are: increases in estimated revenue, decreases in estimated revenue, increases in appropriations, and decreases in appropriations. -In addition, increases or decreases in designations or reserves of fund balance are also used. -This grouping enables quick and easy verification of totals

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for increases and decreases in estimated revenues and appropriations, which are then in turn easily totaled to verify that the set of transactions balance. Within each of these groups, adjusting entries are grouped in ascending order by department identification (ID) number and account, for easy reference.

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It is recommended that departments prepare Schedule A in a spreadsheet to better ensure the accuracy of the totals and balances. Following are examples of various configurations of adjusting budget entries. Note that in each case the net sum of all the adjusting entries within each example is zero, indicating that they balance.

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EXAMPLES OF BUDGET ADJUSTMENTS

(SCHEDULE A)

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Ex.) Adjusting Estimated Revenues And Appropriations:

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Increase Estimated Revenues:

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XXXXX-XXXXXXXXXX-XXXXXX	Description of Revenue Account	\$75,000
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Increase Appropriations:

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XXXXX-XXXXXXXXXX-XXXXXX	Description of Expense Account	75,000
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Ex.) Adjusting Entries Involving Contingency:

Decrease Unassigned Fund Balance:

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XXXXX-XXXXXXXXXX-XXXXXX	Unassigned Fund Balance	\$1,000,000
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Decrease Estimated Revenues:

XXXXX-XXXXXXXXXX-XXXXXX	Description of Revenue Account	500,000
XXXXX-XXXXXXXXXX-XXXXXX	Description of Revenue Account	155,000
XXXXX-XXXXXXXXXX-XXXXXX	Description of Revenue Account	45,000
		700,000

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Increase Appropriations:

XXXXX-XXXXXXXXXX-XXXXXX	Description of Expense Account	100,000
XXXXX-XXXXXXXXXX-XXXXXX	Description of Expense Account	200,000
		300,000

Decrease Appropriations:

10000-1109000000-581000	Appropriations for Contingency	1,000,000
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Increase Unassigned Fund Balance:

10000-1109000000-370100	Unassigned Fund Balance	1,000,000
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Ex.) Adjusting Appropriations Between Funds:

Decrease Unassigned Fund Balance:

10000-1101000000-370100	Unassigned Fund Balance	\$1,000,000
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Increase Appropriations:

10000-1101000000-551100	Contributions to Other Funds	1,000,000
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Increase Estimated Revenues:

4XXXX-XXXXXXXXXX-790600	Contribution from Other County Funds	1,000,000
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Increase Unrestricted Net Assets:

4XXXX-XXXXXXXXXX-XXXXXX	Unrestricted Net Assets	1,000,000
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Ex.) Adjusting Appropriation 7:

Increase Appropriations:

XXXXX-XXXXXXXXXX-527840	Training-Education/Tuition	\$2,125
XXXXX-XXXXXXXXXX-572200	Intra-Grant	(2,125) Ex.X)

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ATTACHMENT I - EXHIBIT B **TO BOARD POLICY A-5**

EXAMPLES OF PURCHASING MOTIONS

Following are samples of standard Form 11 Subject Lines and sample motions. This is not an all-inclusive list and variations from these standard motions may be appropriate based on the specific circumstance. Text noted in red below, including parenthesis, are to be replaced with the appropriate information. As this is a "living document" changes may occur and new examples may be added. Watch for revisions numbers to ensure you are referring to the most recent version.

Notes:

Use the word "aggregate" when you want the flexibility to carry over unused funds into the next year, so that you can utilize the total spend, regardless of how much you spend each year.

We do not need a motion to indicate to "authorize the Chairman to sign the agreement" as the Chair acts on behalf of the Board of Supervisors. - Because the motion seeks approval from the Board, the Chair will act on what the Board approves. If you want the Purchasing Agent to sign the agreement, then the motion will specifically need to authorize the Purchasing Agent to sign.

The Purchasing Agent does not have an automatic approval authority of 10% above a contract amount. - If a department desires to have a 10% contingency or a different amount, then a motion to request this authority is required.

Agreements between grant partners, or MOUs with State agencies that do not involve a competitive process do not need Central Purchasing signoff. In the Form 11 a motion should be included to authorize the department head to administer the agreement (See Samples A and B).

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Cost \$ - \$ annually or ongoing, % Source of Funds [Insert the number of years]
[Insert District Numbers or "All Districts"], [Total Cost \$ - \$] [\$ - \$ annually or ongoing];
% Source of Funds

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Sample Motion:

1. Approve and execute the Agreement with Insert Vendor for Insert Service or Commodity for an aggregate of \$XXX,XXX for Insert the number of years; and

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Standard Agreement Approval - continued

A4. Approve and execute an Agreement to other than low bid

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Sample Subject Line:

Approve and execute the Agreement with Insert Vendor for Insert Service or Commodity from other than low bidder for Insert the number of years, Insert District Numbers or All Districts, [Total Cost \$ - \$ annually or ongoing, % Source of Funds]

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Sample Motion:

1. Approve and execute the Agreement with Insert Vendor for Insert Service or Commodity from other than low bidder for \$XXX,XXX [list the amount, or indicate annually, or not to exceed for Insert the number of years, and option to renew for XX years, if applicable]; and

(Note: Awards to other than the low bidder must provide sufficient details in the Form 11 background section to support and explain award to other than the low bidder. For example, how did the low bidder fail to meet the RFP/Q requirements as compared to the awarded vendor?)

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After the Fact Agreement Approval

B1. Ratify and execute an Agreement

Sample Subject Line:

SUBJECT: Ratify and execute the Agreement with (Insert vendor name) for (Insert Service or Commodity) for Insert ~~The Number Of~~ the Number of Years or reference FY, Insert District Numbers ~~Or~~ All Districts. (Total Cost \$ _____ - \$ _____ annually or ongoing, _____ % Source of Funds) (Insert # of years or reference FY) (Insert District Numbers or "All Districts"), (Total Cost \$ _____) (Insert # of years or reference FY); _____ % Source of Funds

Sample Motion:

1. Ratify and execute the Agreement with Insert Vendor for Insert Service or Commodity for \$XXX,XXX (list the amount, or indicate annually, or not to exceed for Insert the number of years and option to renew for XX years, if applicable); and

B2. Ratify and execute a sole source Agreement

Sample Subject Line:

SUBJECT: Ratify and execute the Agreement with (Insert vendor name) for (Insert Service or Commodity) without seeking competitive bids, for the Insert ~~The Number Of~~ the Number of Years or reference FY, Insert District Numbers ~~Or~~ All Districts. (Total Cost \$ _____ - \$ _____ annually or ongoing, _____ % Source of Funds) (Insert # of years or reference FY) (Insert

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District Numbers or "All Districts"), [Total Cost \$ _____]; \$ _____ annually or ongoing]; _____ %
Source of Funds

Sample Motion:

1. Ratify and execute the Agreement with Insert Vendor for Insert Service or Commodity without seeking competitive bids list the amount, or indicate annually, or not to exceed for Insert the number of years and option to renew for XX years, if applicable; and

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Approval for the Issuance of a Purchase Order

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C1. PO Approval

Sample Subject Line:

SUBJECT: Authorize the Purchasing Agent to issue a Purchase Order to (Insert Vendor) for the purchase of (Commodity) for FY _____ (or FY _____ through FY _____), Insert District Numbers ~~Or~~ All Districts, [Total Cost \$ _____ - \$ _____ annually or ongoing, _____ % Source of Funds] Insert District Numbers), [Total Cost], _____ % Source of Funds.

Sample Motion:

1. Authorize the Purchasing Agent to issue a Purchase Order to Insert Vendor for the purchase of (Commodity) for FY _____ (or FY _____ through FY _____).

Note: There might not be a Motion #2 if you just want an increase to the PO.

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(Note: You can request a PO when you are purchasing a commodity. If you are purchasing a serviceservice, there should be an Agreement that the Board will be executing. There will be no County Counsel approval on a Form 11 for the issuance of a PO, so it is not required to route to County Counsel.)

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Agreements that Include Financing

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D1. Sample Subject line for Financing

Sample Subject Line:

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Approval of the Master Lease/Purchase Agreement with (insert Bank Name) for (insert Service or Commodity), (Insert District Numbers or "All Districts"), (Total Cost \$ \$ annually) - % Source of Funds.

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Sample Motion:

1. Approve the Master Equipment Lease/Purchase Agreement No. with (insert Bank Name) for (Insert Service or Commodity) and authorize the Chairman to sign the Agreement;

If the financing authority requires a Resolution by the Board of Supervisors include the following motion:

2. Approve Resolution (insert number) to authorize the execution and delivery of a Master Equipment Lease/Purchase Agreement dated and separate lease schedules.

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Second Motion Samples

Following are samples of Motion #2's that are generally used to accompany the first motions in Form 11's. The first option (E1.) is the most often utilized, however there may be situations related to multiple vendors, projects, etc., that require use of one of the variations provided below.

E1. Sample for approving and executing an Agreement

2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: sign amendments that do not change the substantive terms of the Agreement; and sign amendments to the compensation provisions that do not exceed XX% annually.

E2. Sample to allow for allocation of funds among multiple awarded vendors

2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: (a) sign amendments that do not change the substantive terms of the Agreement; (b) move the allocated funds among the vendors; and (c) sign amendments to the compensation provisions that do not exceed XX% annually.

E3. Sample for increasing costs related to a project

2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: sign amendments for additional services as needed for the project not to exceed the Board approved amount.

E4. Sample for PO Approval

2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding, to authorize changes to the scope of services that do not change the substantive terms of the purchase order, including the compensation provision that do not annually exceed the CPI rates.

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Contract Amendments

F1. Sample Subject Line for a Contract Amendment

SUBJECT: Approve Amendment No. 1 to the Agreement for (Insert Services or Commodity) with (Insert vendor name) for (Insert number of years, or fiscal year information,) (Insert District Numbers, [Total Cost], % Source of Funds)

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F2. Sample First Motion for a Contract Amendment

A. 1. Approve and execute Amendment No. 1 for (Insert Services or Commodity) with (Insert vendor name) for an amount not to exceed \$XX for (a time period: i.e., FY or number of years).

Or

B. 1. Approve and execute Amendment No. 1 for (Insert Services or Commodity) with (Insert vendor name) to increase the Agreement by \$XX from \$XX to \$XX for (a time period: i.e., FYs or number of years).

Or

C. 1. Approve and execute Amendment No. 1 for (Insert Services or Commodity) with (Insert vendor name) to increase the Agreement as follows:
For FY15/16 increase the contract by \$XX from \$XX to \$XX; and
For FY16/17 increase the contract by \$XX from \$XX to \$XX

Example for C-C:

Approve and execute Amendment No. 1 for products and support services with Joe Smith Technologies, Inc., as follows:

For FY15/16 increase the contract by \$300,000 from \$600,000 to \$900,000; and
For FY16/17 increase the contract by \$250,000 from \$500,000 to \$750,000

Note: in this example the original contract terms identified the costs for each year of a multi-year agreement and the department needed to modify what they wanted to purchase in the last two year. As there was no common annual price, the price for each year was identified.

Note: Reference amendments as Amendment No. 1, or 2, etc., when utilizing the standard Amendment template. Do not note as First Amendment or Second Amendment as this name will not match the actual Amendment document. There are exceptions to this as departments may be required to utilize a state or federal standard format for amendments and must reference their name accordingly in the subject line and motion.

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Contract Amendments - continued

F3. Sample Second Motion for a Contract Amendment

A. 2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: sign amendments that do not change the substantive terms of the Agreement.

Or

B. 2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: sign amendments that do not change the substantive terms of the Agreement; and sign amendments to the compensation provisions that do not exceed XX% annually.

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Sample A

449



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

FROM: Emergency Management Department

SUBMITTAL DATE:
January 5, 2016

SUBJECT: FY15 Emergency Management Performance Grant (EMPG) with dollar for dollar match. All Districts [\$251,640] Federal Funding 70.54%, General Fund 29.46%

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Ratify the FY15 Emergency Management Performance Grant (EMPG) funding in the amount of \$802,557 from the California Governor's Office of Emergency Services (CalOES), awarded to the Riverside County Operational Area (OA) with the Riverside County Emergency Management Department (EMD) as the lead agency, for the performance period from July 1, 2015 to June 30, 2016; and,
- 2) Authorize the Riverside County EMD Director, or her designee, to administer all actions necessary and sign all documents related to the administration of this grant; and,
- 3) Direct the Auditor-Controller to make the budget adjustment per the attached Schedule A.

BACKGROUND:

Summary
(Continued on page 2)

Kim Saruwatari
Kim Saruwatari, Director
Emergency Management
Department

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 251,640	\$ 0	\$ 251,640	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 101,963	\$ 0	\$ 101,963	\$ 0	
SOURCE OF FUNDS: Federal Funding 70.54%, General Fund 29.46%				Budget Adjustment: Yes	
				For Fiscal Year: 15/16	

C.E.O. RECOMMENDATION:

APPROVE
BY: *Steven C. Horn*
Steven C. Horn

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

FORM APPROVED COUNTY COUNSEL
BY: *GREGORY P. PRAMOS* 1/12/16
DATE

FISCAL PROCEDURES APPROVED
PAUL ANGLIO, CPA, AUDITOR-CONTROLLER
BY: *Silvana Garcia-Bocanegra* 1/12/16
Departmental Concurrence

Sample B

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

109



FROM: Department of Public Health

SUBMITTAL DATE:
August 5, 2015

SUBJECT: Ratify Agreement Number 15-10442 between the California Department of Public Health (CDPH) and the County of Riverside Department of Public Health, Immunization Branch to provide mandated immunization activities for the period of July 1, 2015 to June 30, 2017. All Districts [\$965,604 - 100 % Federal Funding]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify Agreement Number 15-10442 between the California Department of Public Health (CDPH) and the County of Riverside, Department of Public Health, Immunization Branch in the amount of \$965,604 (\$482,802 per year) for the period of July 1, 2015 to June 30, 2017; and
2. Authorize the Auditor Controller to adjust the FY15/16 budget as detailed in Schedule A; and
3. Authorize the Chairperson to sign three (3) originals of said Agreement and two (2) copies of the Certification Regarding Lobbying on behalf of the County; and
4. Authorize the Director of Public Health to sign subsequent amendments that do not change the substantive terms of the agreement nor exceed the approved amount of \$965,604.

BACKGROUND:

Summary (continued on page 2)

Susan D. Harrington
Susan D. Harrington, Director
Department of Public Health

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 482,802	\$ 482,802	\$ 965,604	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 00.00	\$ 00.00	\$ 00.00	\$ 0	
SOURCE OF FUNDS: 100% Federal Funding				Budget Adjustment: Yes	
				For Fiscal Year: 15/16-16/17	

C.E.O. RECOMMENDATION:

APPROVE

BY: *Christopher M. Hans*
Christopher M. Hans

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

FORM APPROVED COUNTY COUNSEL
DATE: 8/15/15
BY: GREGORY P. PRIAMOS

FISCAL PROCEDURES APPROVED
PAUL ANGLIO, CPA, AUDITOR-CONTROLLER
BY: *Susana Garcia-BoCanegra*
Susana Garcia-BoCanegra, Departmental Controller

**ATTACHMENT I - EXHIBIT C
TO BOARD POLICY A-5**

OTHER SAMPLE MOTIONS

For approval and execution of a contract:

Approve the attached lease with XYZ Corporation for office space for the Community Health Agency in the City of Riverside and authorize the Chairman of the Board to sign the agreement.

For adoption of an ordinance not requiring a public hearing:

Introduce, adopt on successive weeks, and waive further reading of Ordinance No. _____

For adoption of a resolution

Adopt Resolution No. _____ which finds that the _____

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ATTACHMENT I - EXHIBIT D TO BOARD POLICY A-5

FINDINGS AND DETERMINATION THAT AN ITEM MAY BE SUBSEQUENTLY ADDED TO THE AGENDA OF THE BOARD OF SUPERVISORS



MEETING DATE: _____

The BOARD OF SUPERVISORS of Riverside County hereby finds:

- That there is a need to place an item on the agenda for action by the Board of Supervisors.
- An emergency situation exists as defined in Government Code Section 54956.5 in that:
 - (a) Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.
 - (b) Crippling disaster which severely impairs public health, safety or both as determined by a majority of the members of the legislative body.
- The item on which the action is to be taken came to the attention of the County subsequent to the agenda being posted and there is need to take immediate action on the item.
- The item was continued for no more than five calendar days from a prior meeting for which the item was posted.

JUSTIFICATION:

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ATTACHMENT II TO BOARD POLICY A-5

VOTING REQUIREMENTS FOR THE BOARD OF SUPERVISORS

<u>SUBJECT</u>	<u>REQUIRED VOTE</u>	<u>CODE SECTION</u>	<u>DESCRIPTION</u>
<u>Agenda</u>	<u>Unanim.</u>	<u>Gov. Code § 54954.2, subd. (b)(2)</u>	<u>Take action on an item not appearing on the posted agenda. (Less than two-thirds of the Board of Supervisors ("Board") present.) Where there are at least two-thirds of the Board members present, then only a two-thirds vote is required.</u>
<u>Airports</u>	<u>4/5</u>	<u>Gov. Code § 26021</u>	<u>Adopt a resolution that determines and extends aid for the acquisition by purchase, condemnation, lease or otherwise of real or personal property for the construction and completion of improvements necessary and convenient for: (a) the maintenance of airports owned and operated by cities; (b) the flying and landing of aircraft; and/or (c) the maintenance of hangars, mooring masts, flying fields, and places for flying, etc., together with signal lights, radio equipment, service shops, conveniences, appliances, works, structures, and other aircraft facilities now known or hereafter invented.</u>
<u>Airports</u>	<u>4/5</u>	<u>Gov. Code § 26026</u>	<u>Contribute money to the United States for the acquisition or improvement by the United States or any of its authorized agencies of airports in the county.</u>
<u>Bridges</u>	<u>4/5</u>	<u>Pub. Contract Code § 20405</u>	<u>Bridge construction contracts, modification of contract or plans.</u>
<u>Budget</u>	<u>4/5</u>	<u>Gov. Code § 29127</u>	<u>Adopt resolution necessary to appropriate and expend funds necessary to meet specific emergencies.</u>
<u>Budget</u>	<u>4/5</u>	<u>Gov. Code § 29130</u>	<u>Make available for appropriation any of the following: (a) Restricted, committed, assigned, and unassigned fund balances, excluding reserves and non-spendable fund balance. (b) Amounts that are either in excess of anticipated amounts or not specifically set forth in the budget derived from any actual or anticipated increases in financing sources.</u>
<u>Cemetery District</u>	<u>4/5</u>	<u>Health & Safety Code § 8963.6, 8963.8</u>	<u>Conveyance of cemetery by cemetery district to cemetery authority, resolution intention to concur and resolution</u>

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SUBJECT	REQUIRED VOTE	CODE SECTION	DESCRIPTION
Collections	4/5	Gov. Code § 26220	concurring in conveyance. Delinquent Accounts assignment to a collection agency.
Condemnation/Eminent Domain (2/3 Statute)	4/5 3*	Code of Civ. Proc. § 1245.240 (2/3 Statute)	Adopt a resolution of necessity prior to commencing an eminent domain proceeding (unless a greater vote is required by statute, charter or ordinance).
Contracts	4/5	Pub. Contract Code § 20137	Contracts, changes or alterations which increase costs over the maximum allowed without advertising but are less than 10% of the original contracts.
Contracts (2/3 Statute)	24/53 *	Pub. Contract Code § 20135 (2/3 Statute)	Alter or change in any manner the plans and specifications previously adopted by the Board for the erection, alteration, construction, or repair of any public building or other public structure, where such alteration or change increases cost.
Counsel (2/3 Statute)	42/53 *	Gov. Code § 25203 (2/3 Statute)	Employ counsel to assist the district attorney, county counsel, or other counsel for the county or any public entity for which the Board is the governing body.
County Service Areas	4/5	Gov. Code § 25214.4, subd. (b)	Extends the repayment of a loan over a period not to exceed three years from the end of the fiscal year in which the loan was made.
County Service Areas	4/5	Gov. Code § 25214.4, subd. (c)	Waive in whole or in part the repayment of a loan to a county service area if the Board finds that the repayment may result in an economic or fiscal hardship to the property owners or residents of the county service area.
County Service Areas	4/5	Gov. Code § 25214.5, subd. (b)	Waive in whole or in part the reimbursement of the revolving fund if the Board finds that the reimbursement may result in an economic or fiscal hardship to the property owners or residents of the county service area.
Financial Affairs	4/5	Gov. Code § 53792	Incur all necessary expenses, expend public funds, and expend, use or permit the use of public property or personnel to meet a national or local emergency created by war, military, naval or sabotage or to provide for adequate national or local defense.
Flood Control, Maintenance and Sanitation District	4/5	Gov. Code § 23014	Adopt a resolution appropriating any of its available moneys to a revolving fund (not to exceed \$500,000) to be used by any county sanitation district, county flood control district, or county district maintenance district located wholly within the county for certain purposes.
Forestry	4/5	Gov. Code §	Adopt a resolution or ordinance repealing

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SUBJECT	REQUIRED VOTE	CODE SECTION	DESCRIPTION
Hospital District	4/5	<u>25638</u> Gov. Code § <u>25369</u>	board of forestry. Grant any money accumulated in a capital outlay fund to a local hospital district.
Planning	4/5	Gov. Code § <u>65858</u>	Adopt as an urgency measure, an interim ordinance prohibiting any uses that may be in conflict with a contemplated general plan, specific plan, or zoning proposal. Any extension of time on the interim ordinance also requires a four-fifths vote for adoption.
Planning	4/5	Pub. Util. Code § <u>21676</u>	Adopt or amend a general plan element, zoning ordinance, building regulation or airport master plan that has been found by the Airport Land Use Commission to be inconsistent with the adopted Airport Land Use Plan.
Property	Unanim.	Gov. Code § <u>25363</u>	Determine that certain property does not exceed in value the sum of \$500, or the monthly rental value is less than \$75, or that it is the product of the county farm.
Property	Unanim.	Gov. Code § <u>25368</u>	Conveyance of real property to Hospital District.
Property	4/5	Gov. Code § <u>25368</u>	Grant of capital outlay fund to Hospital District.
Property	Unanim.	Gov. Code § <u>25550</u>	Convey, without consideration (other than the agreement of the city to establish and maintain a public park on the property), county-owned real property (located in any city) that is not used and not needed for any public purpose to a city for public park purposes.
Property	Unanim.	Gov. Code § <u>25550.5</u>	Convey, without consideration (other than the agreement of the city to maintain such area as a public park, amusement or recreational area for the benefit and use of all residents of the county), county-owned real property (located in any city) that has been improved for use as a public park, amusement or recreational purposes to a city for these purposes upon the finding that the park, amusement or recreational area is local in character.
Property	Unanim.	Gov. Code § <u>25550.5</u>	Convey, without consideration (other than the agreement of the city to maintain such personal property for use on that park, amusement or recreational facility), the personal property that was located on the park, amusement or recreation area at the time of transfer for the continued use on that park, amusement or recreational area.
Property	4/5	Gov. Code § <u>25553</u>	County aid to cities for park purposes
Property	4/5	Gov. Code §	Dedication of unused parklands

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SUBJECT	REQUIRED VOTE	CODE SECTION	DESCRIPTION
Property	4/5	25560.4 Gov. Code § 25363	Order sale or lease at public auction of county property not required for public use at a place other than the courthouse door.
Property	4/5	Gov. Code § 25365	Transfer of county-owned property to a public entity or exchange of county-owned real property with public or private party.
Property	4/5	Gov. Code § 25515.2, subd. (c)	Approve any sale, lease, lease with option to purchase, development, or contract agreement after a request for proposals.
Property	4/5	Gov. Code § 25600	Designate certain property as wild flower reserves.
Property	4/5	Gov. Code § 50332	Donate and convey for fairground or exposition, park, playground, or recreational purposes, to the State or to the district agricultural association of the agricultural district in which the local agency is situated, any land and buildings owned, held, or used by it.
Property (2/3 Statute)	42/53 *	Gov. Code § 25526 (2/3 Statute)	Adopt a resolution declaring intent to sell or lease property.
Property	4/5	Gov. Code § 25536	Lease of county-owned property devoted to or held for airport, vehicle parking, fairgrounds, park, amusement, recreation.
Property	Unanim.	Gov. Code § 25583	County-owned real property restricted by dedication or deed to park purposes, resolution of intention to abandon all or part of.
Public Health	4/5	Gov. Code § 25123 Election Code § 9141(a)(4)	Urgency ordinance for preservation of public peace, health or safety to become effective immediately.
Records Destruction	4/5	Gov. Code § 26202	Determine that the retention of any record, paper or document which is more than two years old, was prepared or received pursuant to state statute or county charter and which is not expressly required by law to be filed and preserved, is no longer necessary or required for county purposes.
Records Destruction	4/5	Gov. Code § 26202.5	Authorize the destruction of any record, paper, or document if the documents have been inadvertently exposed to asbestos fiber under certain circumstances.
Special Districts	Unanim.	Gov. Code § 26909 (b) & (c)	Replacement of annual audit for special districts.
Streets and Highways	4/5	Sts. & Hy. Code § 942	Road equipment, leasing of.

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SUBJECT	REQUIRED VOTE	CODE SECTION	DESCRIPTION
Streets and Highways	4/5	Sts. & Hy. Code § 969.5	Adopt a resolution that determines that the general county interest demands the improvement or repair of a privately owned road.
Streets and Highways	4/5	Sts. & Hy. Code § 1070	Determine that the public convenience and necessity demand the acquisition or construction of a new county highway or improvement, repair or maintenance of any existing county highway, and the expense of such new highway or the expense of improving, repairing, or maintaining such existing highway is too great to pay out of the road fund of the district (such that the Board may adopt a resolution to make such acquisition or do such work and charge the expense to the county general fund, the road fund of the county, or the district fund of any district benefited).
Streets and Highways	4/5	Sts. & Hy. Code § 1627	Adopt a resolution that establishes a "county highway right of way acquisition revolving fund" for acquiring rights of way for county highway purposes through purchase or condemnation.
Streets and Highways	4/5	Sts. & Hy. Code § 1680	Cooperation with cities in road work.
Streets and Highways	4/5	Sts. & Hy. Code § 1700	Adopt a resolution that declares any highway lying in whole or in part within a city to be a county highway for one or more of the following purposes: acquisition of rights-of-way, construction, maintenance, improvement, or repair.
Streets and Highways	4/5	Sts. & Hy. Code § 2808	Adopt a resolution of necessity for construction of sewer and storm drain as exception to special assessment District proceedings

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**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
OFFICIAL EMBLEM FOR THE COUNTY OF RIVERSIDE	A-16	1 of 1

Policy:

The official emblem for the County of Riverside is an image of the Historic Court House surrounded by five stars representing our Supervisorial Districts. The Historic Courthouse is bordered by a circle with the adopted as an words "County of Riverside" at the top and the formation date of the County "May 9, 1893" at the bottom. outline of the County superimposed in its relative position on an outline of the state, including the words "County of Riverside, May 9, 1893," with a Lorraine Cross standing out foremost on the left side of the county with the courthouse immediately to the left surrounded by a factory, a church, a home, and with a spray of oranges below, and on the right side a grouping of several varieties of palm trees against a background of mountain scenery typical of the county.



Reference:

Minute Order dated 02/01/1965

Minute Order 3.7 of 11/07/2006

Minute Order ___ of _____

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject:
DEPARTMENTAL FUND DEPOSITS

**Policy
Number Page**
A-25 1 of 1

Policy:

All department heads are instructed to deposit funds with the County Treasurer as early each day as possible; supplemental deposits of a significant amount may be made later that same day. Where possible, electronic methods such as remote deposit, should be utilized to deposit checks.

Checks and money orders must be drawn on banks domiciled in the United States only and cash must only be in U.S. bills and coins. Departments should not accept payments in foreign currency.

Deposits made at the County Treasurer's office containing Canadian foreign check(s) drawn upon U.S. funds should be deposited separately from domestic checks, clearly labeled, and accompanied with an Official County Receipt due to required additional handling. Canadian foreign check(s) drawn on U.S funds must be presented to the bank in their physical form.

Canadian check(s) drawn upon U.S funds are the only foreign items processed by the County Treasurer. Any other foreign check(s) will not be accepted.

Reference:

Minute Order dated 08/26/1975

Minute Order 3.7 of 11/07/2006

Minute Order XX of XX/XX/XXXX

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject:

SUITS AGAINST COUNTY EMPLOYEES AND OFFICIALS

**Policy
Number Page**

B-2 1 of 1

Policy:

- I. Formation of Risk Management Steering Committee
 - A. The Risk Management Steering Committee (RMSC) will consist of the Chief Financial Officer, Human Resources Director or designee and County Counsel or designee.
 - B. The RMSC will have the following responsibilities:
 1. Analyze Risk Management trends across County
 2. Meet with Department Heads regarding efforts to reduce risk.

These meetings will take place at regular intervals as determined by the RMSC. These meetings may discuss both specific incidents of risk and overall trends occurring within the Department.
 3. The RMSC will meet weekly, or at an interval as otherwise determined, to discuss areas of significant risk within the County and strategies to reduce such risk. This will include risk trends and specific instances of risk. The RMSC will also discuss other issues related to County Risk Management.
 4. Recommend policy revisions/changes to Departments regarding reduction of risk based on analysis of trends and best practices. RMSC will meet with Departments regularly to discuss policy review and amendments to reduce risk to the County.
 5. Other assignments related to risk Management as directed by the Board of Supervisors, CEO or COO.
 6. Report to Board of Supervisors biannually or as needed to report on issues and progress.
 7. Report to Board of Supervisors and County Executive Office regarding areas or issues of immediate risk or liability.

- II. In cases where a claim or suit is brought against an employee or officer of the County of Riverside which may be subject to county liability, and the employee or officer makes a timely written request to be defended, County Counsel will, unless other provisions are made for such defense, provide such defense, subject to the condition that in cases where there is or may be doubt as to whether the injury complained of occurred within the scope of employment, such defense shall be provided under an agreement with the employee or officer reserving the rights of the county not to pay a judgment, or settlement to which the county has agreed, until it has established that the injury complained of arose out of an act or omission occurring within the scope of employment and until it is established that the act or omission was not caused by actual fraud, corruption or actual malice; provided, that the authority and duty extended shall be subject to further appropriate order of the Board of Supervisors in any particular case.

Reference:

Minute Order dated 10/21/63
Minute Order 3.3 of 04/10/07
Minute Order XX of XX/XX/XX

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**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS - POLICY**

Subject:	Policy Number	
POLICY FOR CASH MANAGEMENT TO AVOID CASH DEFICITS IN COUNTY FUNDS	8B-14	1 of 2

Policy:

County Funds

No fund over which the Board of Supervisors has authority shall be allowed to remain in a cash deficit position. All funds over which the Board of Supervisors has authority shall be treated without restriction as a single pool of funds for the purpose of determining whether cash is available to pay warrants. Pursuant to Section 25252 of the Government Code and Board Resolution No. 2010-205 (Attachment A), the Auditor- Controller is authorized to establish or abolish funds as necessary for the proper transaction of the business of the county; and, for those funds over which the Board of Supervisors has authority, is authorized to transfer money from one fund to another as the public interest requires.

The funds over which the Board of Supervisors does not have authority includes all fiduciary funds, such as the funds of school districts and other non-county funds held by the county treasury, as well as all funds of separate legal entities of the county, including but not limited to: the ~~Redevelopment~~ Successor Agency, the Public Financing Corporation, the Industrial Development Authority, the In-Home Supportive Services Public Authority, the Community Facilities Districts, the Housing Authority, the Flood Control and Water Conservation District, the ~~Waste Resources Management District~~, the Department of Waste Resources, and the Regional Park and Open Space District, and the Riverside University Health System - Medical Center.

All county department heads responsible for county funds will endeavor to avoid cash deficits throughout the fiscal year. If material cash deficits occur, or are projected to occur, in a particular fund, or if working capital is required, the department head responsible will request a formal cash advance from the Board and resolve the negative cash balance by June 30th of that fiscal year.

Other Funds

Boards of directors and officials of separate legal entities of the county, independent special districts, and school districts have primary responsibility for managing the cash balances of their respective funds in the county treasury, and for taking corrective action to avoid cash deficits.

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS -POLICY**

Subject:	Policy Number	
POLICY FOR CASH MANAGEMENT TO AVOID CASH DEFICITS IN COUNTY FUNDS	8B-14	2 of 2

Other Policy Items

Disbursements shall not be issued from any fund determined to be in a "want of funds" or cash deficit condition.

Temporary loans may be made by the County Treasurer pursuant to resolution of the Board of Supervisors under Section 6 of Article 16 of the California Constitution, a template for which is provided in Attachment B to this policy.

Reference:

Minute order 3.66 of 05/14/91
Minute order 3.17 of 01/21/92
Minute order 3.3 of 04/10/07
Minute order 3.8 of 08/10/10
Minute order 3.4 of 07/12/11
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Attachment A

1 Board of Supervisors

County of Riverside

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3 RESOLUTION NO. 2010-205

4
5 A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE
6 AUTHORIZING THE COUNTY AUDITOR TO ESTABLISH AND ABOLISH FUNDS
7 AND MAKE TEMPORARY TRANSFERS OF MONEY BETWEEN FUNDS
8 UNDER THE AUTHORITY OF THE BOARD OF SUPERVISORS
9

10 WHEREAS, California Government Code Section 25252 authorizes the Board of
11 Supervisors to establish and abolish those funds necessary for the proper transaction of the business of the
12 County and further provides that the Board of Supervisors may authorize the County Auditor to perform
13 this function; and,

14 WHEREAS, California Government Code Section 25252 authorizes the Board of
15 Supervisors to make transfers from one fund to another as the public interest requires and further provides
16 that the Board may by resolution authorize the County Auditor to make such transfers of money from one
17 fund to another if the Board of Supervisors has authority over each fund, as the public interest requires;
18 and,

19 WHEREAS, the Board of Supervisors deems it in the public interest to authorize the County
20 Auditor to establish and abolish funds and to make temporary transfers of money between funds under the
21 authority of the Board of Supervisors in order to assist the County with cash management needs;

22 NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of
23 Riverside assembled in regular session on August 10, 2010 that:

- 24 1. The above recitals are true and correct.
25 2. The Board of Supervisors hereby authorizes the County Auditor to make temporary
26 transfers of money between those funds under the authority of the Board of Supervisors as the public
27 interest may require. All such transfers shall be done in such a way and at such time as they will not
28 negatively affect the funds from which they are drawn, and shall be reimbursed to the funds from which
29 they are drawn in sufficient time such that they have no negative effect on the ability to conduct lawfully
30 budgeted transactions.
31 3. The County Auditor and any other County officers and employees are authorized to
32 take such additional actions necessary or convenient to carry out the effect of this resolution.
33 4. This resolution shall take effect from and after the date of its adoption.

FORM APPROVED COUNTY COUNSEL
BY DALE A. GARDNER DATE 7/19/10

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS - POLICY**

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Subject:	Policy Number	
POLICY FOR CASH MANAGEMENT TO AVOID CASH DEFICITS IN COUNTY FUNDS	8-14	4 of 2

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BOARD OF SUPERVISORS

COUNTY OF RIVERSIDE

RESOLUTION NO. 2010 – 205

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE
AUTHORIZING THE COUNTY AUDITOR TO ESTABLISH AND ABOLISH FUNDS
AND MAKE TEMPORARY TRANSFERS OF MONEY BETWEEN FUNDS
UNDER THE AUTHORITY OF THE BOARD OF SUPERVISORS**

ADOPTED by Riverside County Board of Supervisors on August 10, 2010.

ROLL CALL:

Ayes: Buster, 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

08.10.10 3.8

1 Board of Supervisors

County of Riverside

2
3 RESOLUTION- NO. -XXXX-
4 XXX

5 A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE
6 AUTHORIZING THE COUNTY TREASURER TO MAKE TEMPORARY TRANSFERS OF MONEY
7 BETWEEN FUNDS UNDER CUSTODY OF THE COUNTY TREASURER
8

9 WHEREAS, California Constitution Article 16 Section 6 provides that the County Treasurer
10 shall have the power and duty to make temporary transfers from the funds in custody as necessary to
11 provide for meeting the obligations ~~incurred~~ incurred for maintenance purposes by any city, county, district,
or other
12 political subdivision whose funds are in custody and are paid out solely through the County Treasurer's
13 office; and,

14 WHEREAS, California Constitution Article 16 Section 6 provides such temporary transfer
15 to any political subdivision shall be made only upon resolution adopted by the Board of Supervisors
16 authorizing the County Treasurer to make such temporary transfer; and,

17 WHEREAS, California Constitution Article 16 Section 6 provides such temporary transfer
18 shall not exceed 85 percent of the anticipated revenues accruing to the political subdivision; and,

19 WHEREAS, California Constitution ~~Article~~ Article 16 Section 6 provides such temporary
transfer
20 shall not be made prior to the first day of the fiscal year, nor after the last Monday in April of the current
21 fiscal year; and,

22 WHEREAS, California Constitution Article 16 Section 6 provides such temporary transfer
23 shall be replaced from the revenues accruing to such political subdivision before any other obligation of
24 such political subdivision is met from such revenue; and,

25 WHEREAS, the Board of Supervisors deems it in the public interest to authorize and direct
26 such temporary transfers of money in order to assist _____, ("Agency") in meeting the
27 Agency's maintenance obligations;

28 NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of
29 Riverside assembled in regular session on _____ that:

- 30 1. The above recitals are true and correct.
31 2. The Board of Supervisors authorizes the County Treasurer to make temporary

32 transfers from the funds in custody as may be necessary to provide funds to the Agency for meeting its
33 obligations for maintenance purposes, provided that:

- 34 a. Such temporary transfer shall not exceed 85 percent of the anticipated
35 revenues accruing to the Agency in the fiscal year in which the transfer shall occur; and,

1 b. Such temporary transfer shall not be made prior to the first day nor after the
2 last Monday in April of the fiscal year in which the transfer shall occur; and,

3 c. Such temporary transfer shall be repaid and replaced from revenues accruing
4 to the Agency before any other obligation of the Agency is met from such revenue.

5 3. The Board of Supervisors authorizes the County Treasurer, the County Auditor, and
6 any other County officer and employees to take such additional actions necessary or convenient to carrying
7 out the effect of this resolution.

8 4. This resolution shall take effect from and after the date of its adoption.

**County of Riverside, California
Board of Supervisors Policy**

Subject:	Policy Number	Page
PENSION MANAGEMENT POLICY	B-25	1 of 4

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Policy:

The County of Riverside (the "County") has created this pension management policy (the "Policy") to ensure the financial stability of the County through proper pension plan management. The purpose of this policy is to safeguard the public trust by assuring prudent decisions regarding the County's pension plans, Other Post-Employment Benefits (OPEB), and Section Pension 115 Trusts providing proper oversight of the benefits provided and their associated cost. This Policy applies to all County Defined Benefit Pension Plans currently administered by the California Public Employees Retirement System ("CalPERS"), the County's other post-employment benefits (OPEB) administered by California Employers' Benefit Trust (CERBT), the County of Riverside, Temporary and Part-Time Employees' Retirement Plan, a defined benefit program for its Temporary Assistance Program ("TAP") employees, and the County's Section Pension 115 Trust.

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I. Definitions

- A. The term "Pension Plans" shall mean the Riverside County Miscellaneous, Safety, Flood Control, Park District and Waste Management Plans administered by CalPERS.
- B. The term "Funding Level" shall mean plan actuarial assets divided by plan actuarial liability.
- C. The term "Net Funding Level" shall mean plan assets divided by plan liabilities and any pension debt.
- D. The term "Committee" shall mean the Pension Advisory Review Committee.
- E. The term "Liability Management Fund" shall mean the fund created in conjunction with the County's 2005 Pension Obligation Bonds (POBs) and any Additional Bonds held in trust by designated trustee funded by pension savings and used solely for pension cost purposes.
- F. The term "OPEB" shall mean the Other Post-Employment Benefits provided by the County dedicated to prefunding retiree benefits administered by CalPERS CERBT Fund.
- G. The term "TAP Pension Plan" shall mean the County's Temporary and Part-Time Employees' Retirement Plan, a defined benefit pension plan of which the County's eligible temporary employees are participants.

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County of Riverside, California
Board of Supervisors Policy

Subject:

**Policy
Number Page**

PENSION MANAGEMENT POLICY

B-25 2 of 4

H. The term "Section 115 Pension Trust" shall mean the Pension Trust adopted by the Board of Supervisors for the purpose of pre-funding CalPERS pension obligations and/or OPEB obligations.

II. County Pension Policy

A. The assets of County's Pension Plans constitute a trust independently administered by CalPERS which exists to satisfy the County's obligation to provide retirement benefits and to meet distribution obligations to all covered employees.

B. Any withdrawal of a group of employees from participation in the Plans will not necessarily trigger a distribution of any assets. All contracts or grants will include the full amount of estimated pension cost in the contract or grant. Upon the termination of such contracts or grants, a termination payment may be negotiated.

C. Additionally, if any employee group or department separates from the County, the associated actuarial liability and pension assets will be subject to an independent actuarially determined "true value".

D. The County seeks to maintain a minimum funding level of 80% in its CalPERS defined benefit pension plan. To the extent the funding level falls below that, the County will prepare a plan to address the issue.

E. The County seeks to maintain a minimum funding level of 80% in its OPEB. To the extent the funding level falls below that, the County will prepare a plan to address the issue.

F. The County seeks to maintain a minimum funding level of 80% in its TAP Pension Plan. To the extent the funding level falls below that, the County will set rates sufficient meet the minimum funding level.

G. Any proposed changes to pension benefits, liability amortization schedules or the issuance of any Pension Obligation Bonds will be reviewed by the Committee, which shall provide the Board with an analysis of the long-term costs and benefits and related recommendations. Such evaluations are to take into account any outstanding Pension Obligation Bonds (POBs).

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The County seeks to maintain a funding level of XX% for its TAP pPension pPlan and will set rates sufficient to do so.¶

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County of Riverside, California
Board of Supervisors Policy

Subject:

**Policy
Number Page**

PENSION MANAGEMENT POLICY

B-25 3 of 4

H. The County will set annual CalPERS pension plan contribution rates sufficient to: 1.) Pay any amounts due to CalPERS, 2.) Capture full cost of the annual debt service on any pension obligation bonds that are outstanding, 3.) Collect amounts sufficient to make required deposits to the County Liability Management Fund and Pay the cost of consultants hired to assist the Committee.

III. Pension Advisory Review Committee

A. The members of the Pension Advisory Review Committee (PARC) shall be comprised of the following:

- 1) The County Treasurer-Tax Collector,
- 2) The County Finance Officer,
- 3) The Human Resources Director,
- 4) The County Auditor-Controller and
- 5) A Local Safety Member Department Representative

Members shall designate a member to serve as Chair. The Chair shall serve in that capacity until the Committee designates a new Chair.

B. The Chair of the Committee will be responsible for preparing and distributing the agenda for each meeting.

C. Members of the PARC may designate staff to represent them. Members shall notify the Chair, in writing, of the name and title of staff that are authorized to represent them. Upon written notification, the designee will be authorized to represent and vote on behalf of the member. Members shall also designate staff available to assist the Committee in its analysis and the production of reports.

D. PARC meetings shall be convened at least annually, or as necessary upon the call of the Chair.

E. The PARC may retain experts or consultants.

F. The PARC shall prepare, at least annually, a public report of the County's CalPERS pension plan status, the County's Temporary and Part-Time

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The County will set OPEB rates annually sufficient to maintain the OPEB funding level at least 80%.¶

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**County of Riverside, California
Board of Supervisors Policy**

Subject: **Policy Number** **Page**
PENSION MANAGEMENT POLICY **B-25** **4 of 4**

Employees' Retirement Plan, the County's Other Post Retirement Benefits Plan and a report from the administrator of the County's 115 Pension Trust.

G. As a Board established Committee, the PARC is subject to and will comply with all provisions of the Brown Act,

IV. Pension Obligation Financing

- A. Any issuance of pension related debt will be reviewed first by the PARC.
- B. The County has established a Liability Management Fund in connection with its 2005 Pension Obligation Bonds and may do so for any future issuance. The Liability Management Fund shall be funded by capturing a portion of the projected savings associated with issuance and be used to retire pension bond debt, be transferred to CalPERS to reduce any unfunded liability or deposited in the County's Section 115 Trust.
- C. The Committee will make an annual recommendation relating to the prepayment of POBs or the annual CalPERS contributions and the potential savings available from CalPERS for such an early payment.

Reference:

- Minute Order 16.3 of 01/25/05
- Minute Order 3.41 of 09/12/06
- Minute Order 3.3 of 04/10/07
- Minute Order XX of 05/22/18

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County of Riverside, California
Board of Supervisors Policy

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
LEASING OF COUNTY-OWNED REAL PROPERTY FOR WIRELESS SERVICE FACILITIES	B-26	1 of 2

Policy:

Board Policy B-26 specifies procedures for leasing County-owned sites for wireless communications and outlines procedures for the creation of site licenses, leases, subleases, lease amendments, lease renewals and other relevant documents for the use of real property owned by the county for allowable and appropriate uses by personal wireless communication service facilities providers. The policy outlines procedures to protect County owned and/or operated wireless communications and establishes guidelines for the use of fees and revenues from these locations.

PROCEDURES TO PROVIDE FOR THE USE OF COUNTY-OWNED REAL PROPERTY FOR THE PURPOSE OF WIRELESS SERVICE FACILITY LEASES

A. New Leases on County-Owned Real Property

It is the policy of the County of Riverside to allow the use of County-owned lands and buildings by wireless communications providers. Such use improves routine communications services for the County's residents and the traveling public, improves public safety communications during emergencies, and provides incidental income to the County.

The ~~Department of Facilities Management~~ Economic Development Agency (EDA) shall serve as lead agency for wireless service facilities on all County land and buildings and will negotiate terms and conditions of all licenses, leases, subleases, lease renewals, and lease amendments. No other County agency may negotiate such leases, and all County agencies are to immediately refer all wireless services inquiries to ~~Facilities Management~~ EDA. ~~Facilities Management~~ EDA will also negotiate and manage agreements to allow for co-location wireless communications at county public safety radio communications system sites.

~~Facilities Management~~ EDA is to work with the agency using the land to ensure that the proposed wireless facility will not unreasonably compromise the agency's use of the site. ~~Facilities Management~~ EDA may recover its costs through an initial application fee and through its standard surcharge for lease administration. Prior to entering into the lease, ~~Facilities Management~~ EDA shall submit the application to Riverside County Information Technology (RCIT), which shall in turn review the proposed installation to ensure that it will not interfere with the County's public safety radio system.

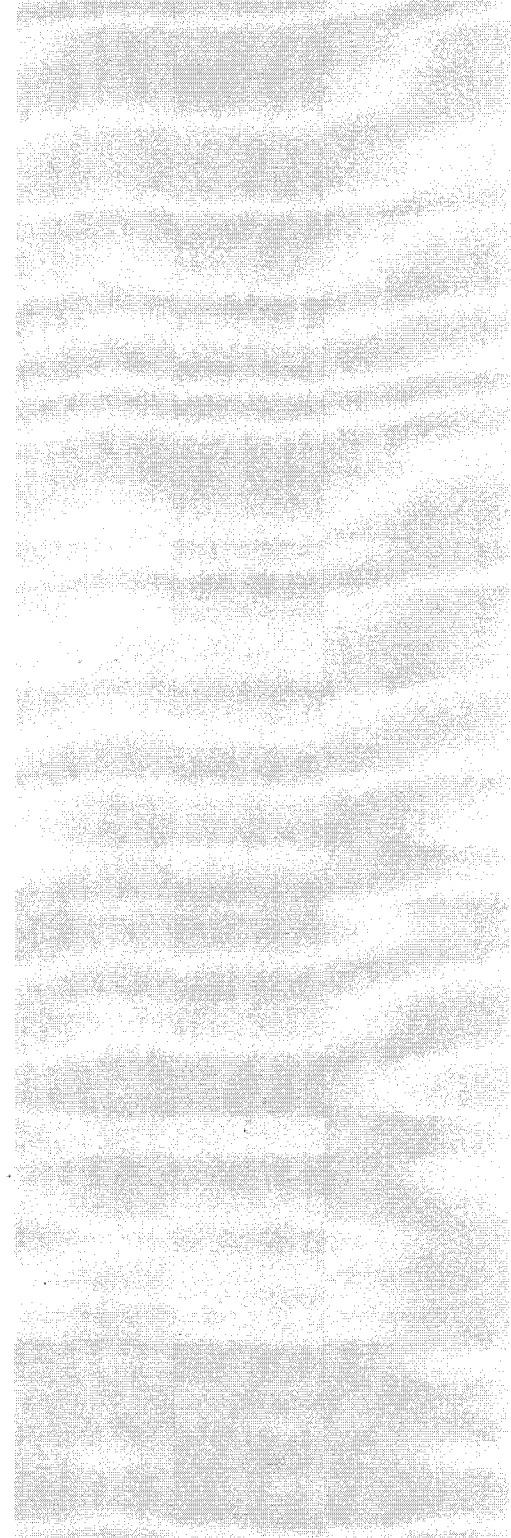
Prior to entering into any lease, license or other legal entitlement with a private business for a proposed wireless facility, EDA shall consult with the County Executive Office (EO) to determine whether the land or building proposed for private cell tower use was financed or rehabilitated with proceeds from tax-exempt bonds or tax-exempt certificates of

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participation (Tax-Exempt Land). If the proposed lease, license or other legal entitlement involves Tax-Exempt Land, EDA shall consult with and obtain a prior approving opinion from the relevant Bond Counsel that the proposed use will not affect the tax-exempt status of the related financing.

Notwithstanding any other provision of this policy, EDA shall not approve any legal entitlement to co-locate private business wireless communications facilities on the County's public safety communications system, which has been financed and refinanced from time to time with tax-exempt financings, without first obtaining an approving opinion from the relevant Bond Counsel that the proposed co-location will not affect the tax-exempt status of the related financings.



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Facilities Management EDA shall act as the permit authority and perform all plan check and construction inspection services, and shall ensure compatibility with existing building components and future County use of the real property.

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Facilities Management EDA is authorized to offer wireless communications lease management to County affiliated special districts, community facilities districts, joint powers agencies and authorities, and similar organizations. Facilities Management EDA may employ consultants as needed to assist in the administration of wireless communications leases.

Prior to entering into any lease, license or other legal entitlement with a private business for a proposed wireless facility for such affiliated special districts or similar organizations, EDA shall consult with that organization to determine whether the land or building proposed for cell tower use was financed or rehabilitated with proceeds from tax-exempt bonds or tax-exempt certificates of participation. If the proposed lease, license or other legal entitlement involves Tax-Exempt Land, EDA shall consult with and obtain a prior approving opinion from the relevant Bond Counsel that the proposed use will not affect the tax-exempt status of the related financing.

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RCIT shall be authorized and directed to act on behalf of the County to perform technical review of all wireless services applications for proposed wireless service facilities on County-owned real property. RCIT shall ensure that there will be no interference with the county's public safety radio system as a result of the installation before Facilities Management EDA enters into the lease and issues permits. RCIT may recover its costs through an initial application fee.

All existing leases between wireless service providers and County departments, agencies, and special districts shall comply with this policy upon renewal of the lease.

B. Revenues

Some County lands were purchased with funds which require lease or sale income to be returned to the purpose supporting the original funding. Facilities Management EDA shall work with the appropriate County agency in determining if land income restrictions exist. Restricted lease revenues (such as revenue generated from Redevelopment Agency property, Parks and Open Space District, and Flood Control and Water Conservation District property, and restricted Transportation Department property) shall continue to be deposited into the respective entity's restricted funds. All other unrestricted revenue generated on County-owned property from wireless service facility leases and licenses shall be deposited into a ~~dedicated public safety communications account and used to fund future capital improvements to the County's public safety communications system.~~ the General Fund. Nevertheless, the County shall not use the revenue generated from private wireless service facility leases and licenses to pay debt service payments on the County's public safety communications system, which has been financed and refinanced from time to time with tax-exempt financings, without first obtaining an approving opinion from the relevant Bond Counsel that the using such revenue to pay debt service will not affect the tax-exempt status of the related financings.

Furthermore, to the extent that Bond Counsel has approved the lease or license as to Tax-Exempt Land, the revenues from such leasing shall be used solely as directed by Bond Counsel.

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An annual report on PSEC lease revenues generated under this program shall be prepared by ~~Facilities Management~~ EDA-PSEC and included in the department's mid-year budget report.

Reference:

- Minute Order 3.22 of 10/17/06
- Minute Order 3.3 of 04/10/07
- Minute Order X of XX/XX/XX