

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



**ITEM: 3.13
(ID # 20792)**

MEETING DATE:
Tuesday, January 24, 2023

FROM : AUDITOR CONTROLLER:

SUBJECT: AUDITOR CONTROLLER: Approval of FY 23/24 General Support Services Payroll Warrant Rate, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the General Support Services payroll warrant rate of \$5.38 per warrant.

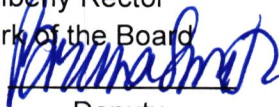
ACTION:Policy

Tanya Harris
Tanya Harris, Assistant Auditor Controller 12/20/2022

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: January 24, 2023
xc: Auditor

Kimberly Rector
Clerk of the Board
By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: N/A			Budget Adjustment:	No
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The proposed County/Flood Payroll Warrant/Direct Deposit General Support Services Fee rate increase of 60 cents (12.6%), to \$5.38 from the previous FY 2022/23 rate of \$4.78.

The increase is attributable to:

- 1). The expansion of duties and the accompanying resources (2 FTE's) needed to administer and oversee aspects of Time and Labor and the County's reporting duties associated with California State Disability Insurance which was previously administered in-house by Human Resources.
- 2). Recent overall increase to salaries due to a compaction study for all SEIU Accountant/Account Technicians classifications. These increases were approved by the Board on October 18th, 2022 (HR item 3.28 Ordinance 440). These increases are reflected in the Rate Study assumptions for staffing. This accounts for 96% of all Payroll staff.

Attachment A provides a schedule of estimated transaction charges for FY 2023/24.

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

Impact on Residents and Businesses

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

ATTACHMENT A. Payroll Transaction Charge FY 23/24

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

Tanya Harris
Tanya Harris, Assistant Auditor Controller

1/17/2023

Tanya Harris
Tanya Harris, Assistant Auditor Controller

1/17/2023

County/Flood Payroll Transaction Charge FY23/24

Note: Rate Based on Number of Employees Paid and Facts Known in FY22/23 - Pay Period 24; Charge Subject to Change
(i.e. Change in Workforce or Payroll Costs)

DeptID Budgetary Level 5	Name	Number of Pay Warrants & Advices Per Pay Period	Proposed Trans Rate FY 2023/2024	Charge Per Pay Period	No. of Pay Periods Charged	Estimated Annual Charge FY 2023/24
10001	BOARD OF SUPERVISORS	49	\$5.38	263.73	26	\$6,856.86
10002	ASSESSMENT APPEALS BOARD	5	\$5.38	26.91	26	\$699.68
11001	EXECUTIVE OFFICE	42	\$5.38	226.05	26	\$5,877.31
11301	HUMAN RESOURCES	211	\$5.38	1,135.63	26	\$29,526.47
11303	AIR QUALITY DIVISION	1	\$5.38	5.38	26	\$139.94
11308	WORKERS COMPENSATION	50	\$5.38	269.11	26	\$6,996.80
11309	MALPRACTICE INSURANCE	2	\$5.38	10.76	26	\$279.87
11310	LIABILITY INSURANCE	12	\$5.38	64.59	26	\$1,679.23
11311	UNEMPLOYMENT INSURANCE	1	\$5.38	5.38	26	\$139.94
11313	SAFETY LOSS CONTROL	20	\$5.38	107.64	26	\$2,798.72
11318	TEMPORARY ASSIGNMENT PROGRAM	1644	\$5.38	8,848.25	26	**
11320	EXCLUSIVE PROVIDER OPTION	21	\$5.38	113.03	26	\$2,938.65
11329	OCCUPATIONAL HEALTH & WELLNESS	16	\$5.38	86.11	26	\$2,238.97
12001	ASSESSOR	191	\$5.38	1,027.99	26	\$26,727.76
12002	COUNTY CLERK-RECORDER	196	\$5.38	1,054.90	26	\$27,427.44
12004	CREST	5	\$5.38	26.91	26	\$699.68
13001	AUDITOR-CONTROLLER	49	\$5.38	263.73	26	\$6,856.86
13002	INTERNAL AUDIT	10	\$5.38	53.82	26	\$1,399.36
13003	COUNTY PAYROLL	19	\$5.38	102.26	26	\$2,658.78
14001	TREASURER-TAX COLLECTOR	95	\$5.38	511.30	26	\$13,293.91
15001	COUNTY COUNSEL	86	\$5.38	462.86	26	\$12,034.49
17001	REGISTRAR OF VOTERS	35	\$5.38	188.38	26	\$4,897.76
19001	AGENCY ADMINISTRATION	17	\$5.38	91.50	26	\$2,378.91
19007	RIVCOED/COUNTY FREE LIBRARY	3	\$5.38	16.15	26	\$419.81
19010	ECONOMIC DEVELOPMENT	14	\$5.38	75.35	26	\$1,959.10
19107	COUNTY AIRPORTS	12	\$5.38	64.59	26	\$1,679.23
19301	RIVCOED/EDWARD DEAN MUSEUM	2	\$5.38	10.76	26	\$279.87
20001	EMERGENCY MANAGEMENT DEPARTMNT	79	\$5.38	425.19	26	\$11,054.94
22001	DISTRICT ATTORNEY	719	\$5.38	3,869.77	26	\$100,613.91
23001	DEP OF CHILD SUPT SVCS	355	\$5.38	1,910.66	26	\$49,677.24
24001	PUBLIC DEFENDER	264	\$5.38	1,420.89	26	\$36,943.08
25001	SHERIFF ADMINISTRATION	71	\$5.38	382.13	26	\$9,935.45
25002	SHERIFF AMIN SUPPORT	319	\$5.38	1,716.91	26	\$44,639.55
25003	STATIONS	1798	\$5.38	9,677.11	26	\$251,604.75
25004	RIVERSIDE JAIL	1391	\$5.38	7,486.57	26	\$194,650.84
25005	COURT SERVICES	169	\$5.38	909.58	26	\$23,649.17
25006	CAC SECURITY	3	\$5.38	16.15	26	\$419.81
25007	JOINT OPERATIONS BUREAU	108	\$5.38	581.27	26	\$15,113.08
25010	CORONER'S INVESTIGATION - WEST	62	\$5.38	333.69	26	\$8,676.03
25011	PUBLIC ADMINISTRATOR -WEST	16	\$5.38	86.11	26	\$2,238.97
25051	SHERIFF CAL - ID	26	\$5.38	139.94	26	\$3,638.33
26001	JUVENILE HALL	258	\$5.38	1,388.59	26	\$36,103.46
26002	PROBATION	384	\$5.38	2,066.75	26	\$53,735.39
26007	PROBATION ADMIN & SUPPORT	74	\$5.38	398.28	26	\$10,355.26
27002	FIRE PROTECTION	231	\$5.38	1,243.28	26	\$32,325.19
27004	FIRE PROTECTION-CONTRACT SVC	36	\$5.38	193.76	26	\$5,037.69
28001	AGRICULTURAL COMMISSIONER	55	\$5.38	296.02	26	\$7,696.47
29001	LOCAL AGENCY FORMATION COMM	5	\$5.38	26.91	26	\$699.68
31002	TLMA ADMINISTRATIVE SERVICES	46	\$5.38	247.58	26	\$6,437.05
31003	CONSOLIDATED COUNTER SERVICES	36	\$5.38	193.76	26	\$5,037.69
31101	BUILDING & SAFETY	30	\$5.38	161.46	26	\$4,198.08
31201	PLANNING	27	\$5.38	145.32	26	\$3,778.27
31301	TRANSPORTATION	312	\$5.38	1,679.23	26	\$43,660.00
31302	SURVEYOR	31	\$5.38	166.85	26	\$4,338.01

Attachment "A"

County/Flood Payroll Transaction Charge FY23/24

Note: Rate Based on Number of Employees Paid and Facts Known in FY22/23 - Pay Period 24; Charge Subject to Change
(i.e. Change in Workforce or Payroll Costs)

DeptID Budgetary Level 5	Name	Number of Pay Warrants & Advices Per Pay Period	Proposed Trans Rate FY 2023/2024	Charge Per Pay Period	No. of Pay Periods Charged	Estimated Annual Charge FY 2023/24
31307	TRANSPORTATION EQUIPMENT	21	\$5.38	113.03	26	\$2,938.65
31308	TLMA ALUC	3	\$5.38	16.15	26	\$419.81
31401	CODE ENFORCEMENT	61	\$5.38	328.31	26	\$8,536.09
41001	MENTAL HEALTH-PUBLIC GUARDIAN	35	\$5.38	188.38	26	\$4,897.76
41002	MENTAL HEALTH TREATMENT	1111	\$5.38	5,979.57	26	\$155,468.78
41003	MH DETENTION	123	\$5.38	662.00	26	\$17,212.12
41004	MH ADMINISTRATION	295	\$5.38	1,587.73	26	\$41,281.09
41005	MENTAL HEALTH SUBSTANCE ABUSE	214	\$5.38	1,151.78	26	\$29,946.28
42001	PUBLIC HEALTH	516	\$5.38	2,777.19	26	\$72,206.92
42002	CALIFORNIA CHILDRENS SERVICES	157	\$5.38	845.00	26	\$21,969.94
42004	ENVIRONMENTAL HEALTH	176	\$5.38	947.26	26	\$24,628.72
42006	DEPT ANIMAL SERVICES (DAS) - OPERATI	163	\$5.38	877.29	26	\$22,809.55
43001	RUHS	3257	\$5.38	17,529.66	26	\$455,770.23
43002	MED INDIGENT SERVICES PROGRAM	23	\$5.38	123.79	26	\$3,218.53
43003	CORRECTIONAL HEALTH SYSTEMS	201	\$5.38	1,081.81	26	\$28,127.12
43006	RUHS-COMMUNITY HEALTH CLINICS	551	\$5.38	2,965.56	26	\$77,104.68
45001	DEPARTMENT OF WASTE RESOURCES	219	\$5.38	1,178.69	26	\$30,645.96
51001	DPSS ADMIN	4431	\$5.38	23,848.31	26	\$620,054.97
53001	OFFICE ON AGING-TITLE III	84	\$5.38	451.40	26	\$11,736.30
54001	VETERANS SERVICES	18	\$5.38	96.88	26	\$2,518.85
55001	HOUSING, HOMELESS, WRKFRCE SOL	6	\$5.38	32.29	26	\$839.62
55003	CONTINUUM OF CARE	20	\$5.38	107.64	26	\$2,798.72
55004	WORKFORCE DEVELOPMENT	52	\$5.38	279.87	26	\$7,276.67
55005	LOCAL INITIATIVE ADMIN DCA	19	\$5.38	102.26	26	\$2,658.78
55006	DCA-LOCAL INITIATIVE PROGRAM	35	\$5.38	188.38	26	\$4,897.76
55007	DCA-OTHER PROGRAMS	1	\$5.38	5.38	26	\$139.94
55009	HUD-CDBG HOME GRANTS	14	\$5.38	75.35	26	\$1,959.10
56001	HOUSING AUTHORITY	95	\$5.38	511.30	26	\$13,293.91
63001	COOPERATIVE EXTENSION	3	\$5.38	16.15	26	\$419.81
72001	FAC MANGT-ADMINISTRATION	39	\$5.38	209.90	26	\$5,457.50
72002	FM-CUSTODIAL SERVICES	127	\$5.38	683.53	26	\$17,771.86
72003	FM-MAINTENANCE SERVICES	144	\$5.38	775.03	26	\$20,150.77
72004	FM-REAL ESTATE	17	\$5.38	91.50	26	\$2,378.91
72005	FM-PROJECT MANAGEMENT OFFICE	23	\$5.38	123.79	26	\$3,218.53
72007	FM-PARKING	8	\$5.38	43.06	26	\$1,119.49
72013	FM-COMMUNITY & REC. CENTERS	1	\$5.38	5.38	26	\$139.94
73001	PURCHASING	40	\$5.38	215.29	26	\$5,597.44
73004	SURPLUS SERVICES	1	\$5.38	5.38	26	\$139.94
73005	FLEET SERVICES	38	\$5.38	204.52	26	\$5,317.56
73006	CENTRAL MAIL SERVICES	9	\$5.38	48.44	26	\$1,259.42
74001	INFORMATION TECHNOLOGY RCIT	351	\$5.38	1,889.13	26	\$49,117.50
74006	PSEC SHERIFF ISF	24	\$5.38	129.17	26	\$3,358.46
74009	RCIT GEOGRAPHICAL INFO SYSTEM	7	\$5.38	37.68	26	\$979.55
91520	CSA 152 NPDES	30	\$5.38	161.46	26	\$4,198.08
93110	SANTA ANA RIVER MITIGATION	60	\$5.38	322.93	26	\$8,396.15
93111	OFF ROAD VEHICLE TRUST FUND	5	\$5.38	26.91	26	\$699.68
93115	MSHCP RESERVE MANAGEMENT	8	\$5.38	43.06	26	\$1,119.49
93117	HABITAT & OPEN SPACE MGMT	9	\$5.38	48.44	26	\$1,259.42
93118	RECREATION	1	\$5.38	5.38	26	\$139.94
93120	PARKS FACILITY MAINTENANCE	1	\$5.38	5.38	26	\$139.94
93175	LAKE SKINNER PARK	10	\$5.38	53.82	26	\$1,399.36
93800	FS IMPACT	51	\$5.38	274.49	26	\$7,136.73
94300	WRMD OPERATING	9	\$5.38	48.44	26	\$1,259.42
94600	SALTON SEA AUTHORITY	3	\$5.38	16.15	26	\$419.81

Attachment "A"

County/Flood Payroll Transaction Charge FY23/24

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DeptID Budgetary Level 5	Name	Number of Pay Warrants & Advices Per Pay Period	Proposed Trans Rate FY 2023/2024	Charge Per Pay Period	No. of Pay Periods Charged	Estimated Annual Charge FY 2023/24
94720	FLOOD CONTROL ADMINISTRATION	228	\$5.38	1,227.13	26	\$31,905.39
98510	IHSS PUBLIC AUTHORITY - ADMIN	9	\$5.38	48.44	26	\$1,259.42
98511	STAFFING ONE STOP	8	\$5.38	43.06	26	\$1,119.49
98517	SPECIALIZED SERVICES (CC)	23	\$5.38	123.79	26	\$3,218.53
98518	REGISTRY SERVICES	15	\$5.38	80.73	26	\$2,099.04
	Total	22,916	5.38	123,337	26	\$2,976,696.15

Charge Per Check Processed (Warrant/ Advice)

5.38

** Charges in the TAP category will be allocated and charged based on actual usage of the departments participating in the program over the course of the year. Approximately \$230,055 is reallocated to the departments using the TAP service each year.