

ATTACHMENT I TO BOARD POLICY A-5

GUIDELINES 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.
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 cost in the subject line relates only to the Board's action and should mirror what is 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.
 - **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.

- E. Additional information such as companion items, setting public hearings, set for future dates, 4/5ths vote, clerk to advertise, or vote separately should be placed within parentheses.
 - **EXECUTIVE OFFICE: 2018 Legislative Platform, All Districts. [\$0] (Companion Item to MT 6105)**

Additional requirements and examples are listed below:

- 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: 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.

- 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.

**TRANSPORTATION AND LAND MANAGEMENT
AGENCY/TRANSPORTATION: 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%]**

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.

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.

DEPARTMENT: 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]

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

- **Exhibit A:** Examples of Budget 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. 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?

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.

Current Fiscal Year: This column should include any amounts that will be expended in the first year the items terms.

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

Total Cost: This column should be filled out for projects or contracts that have a finite term, this total cost is the same amount that you will include in the subject line in brackets (See Subject Section for further detail). 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.

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).

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

Source of Funds: If an internal funding source, include a fund number in addition to the fund name to match the chart of accounts. If 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.

Budget Adjustment: Please type in Yes or No, depending on whether an adjustment is necessary. Make sure that the fund name and fund number is verified by the chart of accounts and shall match the subject line. Chart of Accounts can be found here: <http://www.auditorcontroller.org/ReportsPublications.aspx>. 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 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. Request to establish/close funds, departments or accounts.

For Fiscal Year: Insert the fiscal year that corresponds with the “current fiscal year” data. In most cases 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 1B Trade Corridor 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
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.

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.

8. 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.
- B. As soon as possible, the department head will be given copies of all agenda items in which:
 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.

9. AGENDA DEADLINES:

The Board of Supervisors Agenda schedule with deadlines for submittal to the County Executive Office can be found at: <https://www.rivcocob.org/wp-content/uploads/2022/03/2022-Board-Item-Submission-Schedule.pdf>

10. PRIOR APPROVALS:

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:

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;

B. Human Resources Director

All items involving personnel such as positions and classifications;

C. Auditor-Controller

The Auditor Controller must sign off 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. Request to establish/close funds, departments or accounts.*

D. Capital Improvement Program Team

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.

11. 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.
- B. Upon a determination by a 2/3 vote of the Board (4 votes), or if less than 2/3 of the members are present, by unanimous vote of those members present (minimum 3 votes), that there is a need to take immediate action and that a need to take action arose after the agenda had been posted by the Clerk of the Board. (Gov. Code 54954.2)
- C. The Board may hear any item that was posted on the agenda for a prior meeting of the Board occurring not more than five calendar days before, if at the prior meeting the item was continued to the meeting at which the Board acts on the item. (Gov. Code 54954.2)
- D. **EXHIBIT D - "FINDINGS & DETERMINATION THAT AN ITEM MAY BE SUBSEQUENTLY ADDED TO THE AGENDA OF THE BOARD OF SUPERVISORS"** shall be completed and shall accompany the Form 11 where practicable given the need to act quickly.

12. FORM 11 REVIEW BY THE EXECUTIVE OFFICE:

- A. **Basic Review** - It is the intent of the County Executive Office to facilitate placing routine Forms 11 on the Board's agenda provided:
 - 1. They are submitted by the appropriate deadline;
 - 2. Departmental recommendations and justifications are adequate;

3. Are in compliance with Board policy;
4. Include all attachments;
5. And have the required approval of affected departments.

B. Consent Items:

Consent items include, but are not limited to:

1. Proclamations;
2. Agreements between County departments and districts governed by the Board of Supervisors;
3. Canvass of Elections returns;
4. Requests to conduct/consolidate special elections;
5. Monthly Investment Transaction reports;
6. Quarterly Portfolio Disclosure reports;
7. Monthly Fund Statement reports;
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.

C. Policy Items:

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

Certain policy issues may require more detailed analysis, including but not limited to, identification of funding source(s), 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. Department Heads generally recognize which items potentially require this level of review.

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.