

2086

**SUBMITTAL TO THE RIVERSIDE COUNTY  
IN HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**FROM:** Public Authority      **SUBMITTAL DATE:** May 7, 2003

**SUBJECT:**    **FY 02/03 Budget Adjustments for the Public Authority**

**RECOMMENDED MOTION:** That the Public Authority:

1.    Approve and direct the Auditor-Controller to adjust the budgets for DPSS and the Public Authority in accordance with Schedule A.
2.    Approve the purchase of Fixed Assets as specified in Schedule B.
3.    Approve an annual working capital loan for the Public Authority in the amount of \$1,234,493 in accordance with Schedule C, for the purpose of covering operating expenditures pending reimbursement from the State. Any amount borrowed this fiscal year will be repaid by the end of FY 03/04 to the County General Fund.

**BACKGROUND:** On August 13, 2002, the Board approved Agenda Item No. 7.2 authorizing the Director of DPSS to submit the Public Authority Budget/Rate Package to the State for Approval. The State Department of Social Services approved the Public Authority rate package for Riverside County on September 25, 2002.

  
Dennis J. Boyle, Director

**FINANCIAL DATA:**

**CURRENT YEAR COST:** \$1,652,457  
**NET COUNTY COST:** \$ 375,934

**ANNUAL COST**    \$ 2,741,143  
**IN CURRENT YEAR BUDGET:** Yes  
**BUDGET ADJUSTMENT:** Yes    **FOR FY:** 02/03

**REQUIRES  
4/5 VOTE**

**SOURCE OF FUNDS:** Federal (35.00%), State (42.25%), and County Funds (22.75%)

**C.E.O. RECOMMENDATION:**      **APPROVE**

County Executive Officer Signature 

03 JUN -7 PM 1:23

03 JUN -3 PM 4:11  
RIVERSIDE COUNTY  
SUPPORTIVE SERVICES

**Prev. Agn. ref.**

**Dist. ALL**

**AGENDA NO.**

**7.1**

**Background: (Continued)**

With approval of this rate, the Public Authority is deemed to be operational as of November 1, 2002, and both State and Federal agencies will begin participating in the funding of administrative costs for the Public Authority, contingent upon the County providing the required matching funding.

The total estimated Public Authority Administrative budget for FY 02/03 is \$1,652,457 (including \$1,019,349 in start-up costs, with estimated 6 months operating costs of \$633,108).

This budget is supported by the following funding ratios:

Federal	35.00%
State	42.25%
County	<u>22.75%</u>
<b>Total</b>	<b>100.00%</b>

The county share is estimated to be \$375,934 and will be funded by County General funds transferred from the FY 02/03 DPSS Budget. Generally Realignment Funds would cover 100% of the required County Share for the Public Authority; however, that funding is typically provided two years in arrears provided that economic conditions result in sufficient revenue.

Currently the State does not provide a cash advance for this program and Federal and State revenues are received through a quarterly claiming and cost reimbursement basis. The actual receipt of those revenues is estimated to occur as much as six months after the expenditures are incurred. Therefore it is necessary to request a working capital loan for the Public Authority to cover ongoing operating costs until reimbursement is received for the Federal and State share of costs. Based on the reimbursement schedule, any amount borrowed in one fiscal year will be repaid by the end of the following fiscal year.

ATTACHMENTS     Schedule A-Budget Adjustments  
                      Schedule B-Capital Equipment Purchases  
                      Schedule C-Cash Flow Statement

CONCUR/EXECUTE: Auditor-Controller  
                          Human Resources Department

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES  
 FISCAL-MRU  
 IHSS-PUBLIC AUTHORITY ESTIMATE EXPENDITURES  
 FY 02/03  
 Schedule A

(3 months est. expenditures)

Line #	RIFMIS Object Code	Bus. Unit	Fund	Dept ID	Account	Program Code	Description	Projected Amounts
<b>Salaries and Benefits:</b>								
1	1-1103	PAARC	22800	985101	510040		Regular Salaries	181,262
2	1-1999	PAARC	22800	985101	518100		Budgeted Benefit	63,442
							<b>Sub-Total</b>	<b>244,704</b>
<b>Appropriation 1</b>								
3	2-2070	PAARC	22800	985101	520200		Communications	6,260
4	2-2072	PAARC	22800	985101	520230		Cellular Phone Service	2,675
5	2-2074	PAARC	22800	985101	520250		Communications Equip / Installation	31,650
6	2-2076	PAARC	22800	985101	520270		County Delivery Service	69
7	2-2081	PAARC	22800	985101	520320		Telephone Service (Includes Ericsson)	4,689
8	2-2154	PAARC	22800	985101	520820		Janitorial Services	1,929
9	2-2197	PAARC	22800	985101	520930		Insurance - Liability (County Risk Mgt)	10,880
11	2-2264	PAARC	22800	985101	521360		Maint - Computer Equipment (IT)	5,166
14	2-2284	PAARC	22800	985101	521640		Maint. Software License (Registry & IT)	23,609
15	2-2311	PAARC	22800	985101	522310		Maint - Buildings & Improvements	500,500
16	2-2391	PAARC	22800	985101	523100		Memberships (Office & Registry)	10,400
19	2-2462	PAARC	22800	985101	523620		Books and Publications	500
20	2-2463	PAARC	22800	985101	523640		Computer Equipment - (Non Fixed Asset)	140,650
21	2-2465	PAARC	22800	985101	523680		Office Equipment - (Non Fixed Asset)	126,791
22	2-2466	PAARC	22800	985101	523700		Office Supplies	58,336
23	2-2468	PAARC	22800	985101	528220		Photography Expense (Digital Camera)	1,300
24	2-2469	PAARC	22800	985101	523760		Postage/Mailing	1,000
25	2-2471	PAARC	22800	985101	523800		Printing/Binding	2,600
26	2-2472	PAARC	22800	985101	523820		Subscriptions	-
27	2-2473	PAARC	22800	985101	523840		Software Programs <\$5,000	8,250
29	2-2513	PAARC	22800	985101	524700		County Counsel	32,063
30	2-2515	PAARC	22800	985101	524740		County Support Services (CowCap)	5,570
32	2-2520	PAARC	22800	985101	524840		Fingerprinting Services	1,400
33	2-2526	PAARC	22800	985101	524940		Instructors/Trainers	-
37	2-2535	PAARC	22800	985101	525140		County Personnel Services	2,235
38	2-2541	PAARC	22800	985101	525440		Professional Services - Other	4,197
39	2-2544	PAARC	22800	985101	525300		OASIS Financial Charge	4,323
41	2-2546	PAARC	22800	985101	525340		Temporary Help Services (Agency Temps)	-
44	2-2652	PAARC	22800	985101	526410		Legally Required Notices	786
45	2-2802	PAARC	22800	985101	526420		Advertising (providers & Staff Recruitment)	7,666
47	2-2721	PAARC	22800	985101	526700		Buildings - Rent / Lease	33,150
51	2-2845	PAARC	22800	985101	527860		Training - Materials	1,800
52	2-2846	PAARC	22800	985101	527880		Training - Other (Staff Training)	5,000
53	2-2903	PAARC	22800	985101	528920		Car Pool Expense	-
54	2-2909	PAARC	22800	985101	529000		Miscellaneous Travel Expense	2,000
55	2-2911	PAARC	22800	985101	529040		Private Mileage Reimbursement	-
56	2-2904	PAARC	22800	985101	528140		Conference and Registration Fees	3,000
57	2-2957	PAARC	22800	985101	529540		Utilities	4,874
							<b>Sub-Total</b>	<b>1,045,319</b>
<b>Appropriation 2</b>								
58	3-3802	PAARC	22800	985101	536740		Interfnd Exp-Admin supt direct	141,410
							<b>Sub-Total</b>	<b>141,410</b>
<b>Appropriation 3</b>								
59	4-4209	PAARC	22800	985101	546080		Equipment - Computer & Software (Registry)	150,824

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES  
 FISCAL-MRU  
 IHSS-PUBLIC AUTHORITY ESTIMATE EXPENDITURES  
 FY 02/03  
 Schedule A

(3 months est. expenditures)

Line #	RIFMIS Object Code	Bus. Unit	Fund	Dept ID	Account	Program Code	Description	Projected Amounts
60	4-4225	PAARC	22800	985101	546160		Equipment - Other (Fixed Asset)	70,200
	<b>Appropriation 4</b>						<b>Sub-Total</b>	<b>221,024</b>
	<b>Total Appropriation 1 through 4</b>						<b>Grand Total</b>	<b>\$ 1,652,457</b>
<b>Increase Estimated Revenue as follows:</b>								
61		PAARC	22800	985101	760000		Fed-Public Assist Admin Revenue	578,360
62		PAARC	22800	985101	750300		CA-Public Assist Admin Revenue	698,163
63		PAARC	22800	985101	781540		Contribution From Other Funds (NCC)	375,934
	<b>Total Est. Revenue for Fed, State, and County</b>					<b>Total PA</b>	<b>Estimate Expenditures</b>	<b>\$ 1,652,457</b>
<b>Decrease Appropriations:</b>								
64		RIVCO	10000	5100200000	530440	60150	IHSS ST IP Billing	375,934
<b>Increase Appropriations:</b>								
65		RIVCO	10000	1101000000	551100		Contribution To Other Funds	375,934

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Assumptions:  
 PA will not able to move in the new facility by April, 03  
 PA will purchase 2 Midsize Sedan/1 Compact Fully/Semi Load cars  
 (\$60,000 had been included in account #546160)

**FY 02/03 Budget Adjustments for the Public Authority**

**Schedule B  
CAPITAL EQUIPMENT PURCHASES**

<b>DESCRIPTION</b>	<b>#OF UNITS</b>	<b>COST PER UNIT</b>	<b>TOTAL COSTS</b>	<b>ACCOUNT #</b>
MultiMedia Projector	4	5,500	\$ 22,000	546080 (Object 4209)
Equipment-Copier	1	16,325	\$ 16,325	546080 (Object 4209)
Laptop	2	5,000	\$ 10,000	546080 (Object 4209)
Postage Machine	1	5,200	\$ 5,200	546160 (Object 4225)
Safe	1	5,000	\$ 5,000	546160 (Object 4225)
File Server	1	40,000	\$ 40,000	546080 (Object 4209)
Firewall Server	1	15,000	\$ 15,000	546080 (Object 4209)
Registry Application	1	47,500	\$ 47,500	546080 (Object 4209)
Midsized and Compact Cars	3	60,000	<u>\$ 60,000</u>	546080 (Object 4209)
<b>Total</b>			<b>\$221,025</b>	

RIVERSIDE COUNTY DEPARTMENT OF SOCIAL SERVICES  
 FY 0203 IHSS Public Authority Cash Flow Estimate

SCHEDULE C

Description	July	Aug	Sept	Qtr 1	Oct	Nov	Dec	Qtr 2	Jan	Feb	Mar	Qtr 3	Apr	May	Jun	Qtr 4	Year End
Expenditures:																	
-Salaries and Benefits	-	-	-	-	9,469	9,469	9,469	28,408	36,050	36,050	36,049	108,149	36,049	36,049	36,049	108,147	244,704
-Operating Costs	-	-	-	-	-	-	11,000	11,000	179,938	179,938	179,938	539,814	179,938	179,938	179,939	539,815	1,090,629
-County Support Svcs	-	-	-	-	-	5,000	10,000	15,000	50,354	50,354	50,354	151,062	50,354	50,354	50,355	151,063	317,124
Total Cash Out	-	-	-	-	9,469	14,469	30,469	54,408	266,342	266,342	266,341	799,025	266,341	266,341	266,343	799,025	1,652,457
Federal/State County NCC (in Special Revenue Fund)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash In	-	-	-	-	-	-	-	-	-	-	-	-	42,030	-	-	42,030	42,030
Operating Capital Requirement	-	-	-	-	9,469	23,939	54,408	-	320,750	587,092	853,433	-	54,408	-	-	-	1,598,049
Total Expenditures																	
NCC Transferred in																	1,652,457
Net Funds Needed																	375,934
Reimbursement from Federal/State																	1,276,523
Cash Advance Required																	42,030
																	1,234,493

Public Authority Special Revenue Fund Cash Statement

Increase Estimated Revenue	Bus. Unit	Fund	Dept. ID	Account	Program Code	Description	Projected Amount
	PAARC	22800	985101	760000		Fed-Public Assist Admin Revenue	578,360
	PAARC	22800	985101	750300		CA-Public Assist Admin Revenue	698,163
	PAARC	22800	985101	781540		Contribution From Other Funds	375,934
<b>Total</b>							<b>1,652,457</b>
<b>Decrease Appropriations</b>							
	Bus. Unit	Fund	Dept. ID	Account	Program Code	Description	Projected Amount
	RIVCO	10000	5100200000	530440	60150	IHSS ST IP Billing	375,934
<b>Increase Appropriations</b>							
	Bus. Unit	Fund	Dept. ID	Account	Program Code	Description	Projected Amount
	RIVCO	10000	1101000000	551100		Contribution To Other Funds	375,934
<b>Cash Advance</b>							
	Bus. Unit	Fund	Dept. ID	Account	Program Code	Description	Projected Amount
	RIVCO	10000	1101000000	551100		Contribution To Other Funds	1,234,493
	PAARC	22800	985101	781540		Contribution From Other Funds	1,234,493

- Notes:  
 1. Claims are submitted on a quarterly basis.  
 2. There is an estimated 4 month delay if reimbursement from the State.

RIVERSIDE COUNTY DEPARTMENT OF SOCIAL SERVICES  
 FY 0203 IHSS Public Authority Cash Flow Estimate

SCHEDULE C

Expenditures:	Description	July	Aug	Sept	Qtr 1	Oct	Nov	Dec	Qtr 2	Jan	Feb	Mar	Qtr 3	Apr	May	Jun	Qtr 4	Year End
-Salaries and Benefits		-	-	-	-	9,469	9,469	9,469	28,408	36,050	36,050	36,049	108,149	36,049	36,049	36,049	108,147	244,704
-Operating Costs		-	-	-	-	-	-	11,000	11,000	179,938	179,938	179,938	539,814	179,938	179,938	179,939	539,815	1,090,929
-County Support Svcs		-	-	-	-	-	5,000	10,000	15,000	50,354	50,354	50,354	151,062	50,354	50,354	50,355	151,063	317,124
<b>Total Cash Out</b>		-	-	-	-	9,469	14,469	30,469	54,408	266,342	266,342	266,341	799,025	266,341	266,341	266,343	799,025	1,652,457
Federal/State		-	-	-	-	-	-	-	-	-	-	-	-	42,030	-	-	-	42,030
County/NCC (in Special Revenue Fund)		-	-	-	-	-	-	-	-	-	-	-	-	12,378	-	-	-	12,378
<b>Total Cash In</b>		-	-	-	-	-	-	-	-	-	-	-	-	54,408	-	-	-	54,408
<b>Operating Capital Requirement</b>		-	-	-	-	9,469	23,939	54,408	-	320,750	587,092	853,433	-	1,085,386	1,331,707	1,598,050	-	1,598,049
Total Expenditures		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,652,457
NCC Transferred In		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	375,934
Net Funds Needed		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,276,523
Reimbursement from Federal/State		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	42,030
<b>Cash Advance Required</b>		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,234,493

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 1. Claims are submitted on a quarterly basis.  
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