



Executive Office
County of Riverside

Larry Parrish
County Executive Officer

October 28, 2003

Honorable Board of Supervisors
County of Riverside
Robert T. Andersen Administrative Center
4080 Lemon Street, 5th Floor
Riverside, CA 92501-3651

SUBJECT: FY03/04 First-Quarter Budget Report

Board members:

The first-quarter report updates our financial condition and recommends needed adjustments.

The Auditor-Controller estimates the general fund's beginning unreserved fund balance to be \$26 million; nearly equal to the amount assumed when the new budget was constructed. This number is subject to audit as the prior year is essentially, but not officially, closed. No significant additional fund balance is anticipated. After additional review, the Executive Office will return to the Board if significant additional funds become available to add to the budget.

The effects of recent and recommended activity on contingency are summarized below:

<u>\$ millions</u>	
13.1	First-quarter beginning balance (page 22)
<u>(0.5)</u>	First-quarter activity; majority new COPS grant. (page 22)
\$12.6M	New balance

Details on potential added costs totaling \$7.5 million for the current year and \$6.6 million ongoing are included in departmental narratives and summarized below:

<u>\$ millions</u>		<u>\$ millions ongoing</u>
1.4	Recall Election Costs (page 7)	0
0.4	New Code Positions Cost (page 9)	0.4
0.0	DA New Positions (page 10)	0.9
0.3	New Planning Department Costs (page 16)	0.3
0.4	DCSS Support (page 13)	0
<u>5.0</u>	IHSS Program Growth (page 14)	<u>5.0</u>
\$7.5M		\$6.6M

FISCAL PROCEDURES APPROVED
ROBERT E. BYRD, Auditor-Controller

10/23/03
BY Robert E. Byrd, Deputy

3.37

The state budget crisis makes the county's financial position more uncertain. It is reasonable to assume further cuts next year and possibly this year. I recommend that the Board continue to maintain and build reserves. I have directed my staff to explore the option of short-term borrowing should it become necessary. Thus far we have identified \$30 million in self-insurance funds that can be borrowed.

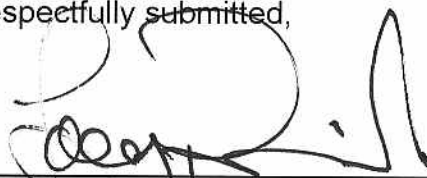
As a part of the strategy to increase reserves, this report includes departmental cuts totaling \$10 million. These savings increase the reserve for economic uncertainty from \$15 million to \$25 million. These cuts also bring ongoing costs in line with ongoing revenue. This strategy is discussed further on Page 4.

Other attachments:

ATTACHMENT A Recommendations and associated budget adjustments
ATTACHMENT B Budget balancing
ATTACHMENT C Resolution No. 440-8518 Adding New Positions
ATTACHMENT D Report from Code Enforcement

IT IS RECOMMENDED that the Board of Supervisors: 1) receive and file this report; 2) approve the recommendations and associated budget adjustments in Attachments A and B; and 3) approve Resolution 440-8518 included as Attachment C.

Respectfully submitted,



LARRY PARRISH
County Executive Officer

County of Riverside Executive Office
Fiscal Year 03/04
First-Quarter Report

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A. COUNTY'S FINANCIAL POSITION

1. FIRST QUARTER ACTIVITY

a) Quarterly discretionary revenue update

No change in the amount of budgeted discretionary revenue is recommended at this time. Note that the Motor Vehicle In Lieu tax revenue estimate was lowered during the first quarter on September 9 (Item 3.6).

Source	General Fund Discretionary Revenues (millions)		
	Final Budget Estimate	Current Estimate	Variance from Final Budget
Property Taxes	166.2	166.2	0.0
Tax Losses Reserve Fund Overflow	8.0	8.0	0.0
Sales Tax *	22.5	22.5	0.0
Motor Vehicle In Lieu	118.0	98.1	(19.9)
Federal In-Lieu Taxes	1.0	1.0	0.0
Documentary Transfer Tax	12.0	12.0	0.0
Transient Occupancy Tax	1.0	1.0	0.0
Franchise Tax	5.0	5.0	0.0
Fines and Penalties	24.5	24.5	0.0
El Sobrante	2.0	2.0	0.0
Interest	7.8	7.8	0.0
Tobacco Settlement	16.0	16.0	0.0
Other (Prior Year & Miscellaneous)	1.8	1.8	0.0
TOTALS	385.8	365.9	(19.9)

* Does not include Public Safety Sales Tax revenue

GENERAL FUND MULTI-YEAR PROJECTION

	PROJECTED ACTUAL (in millions)	
	03/04	04/05
<u>RESOURCES:</u>		
Adjusted Fund Balance	26	6
Ongoing Revenue (5% growth)	346	384
Prop 172 Growth to SWJC	23	24
Prop 172 Growth to Safety	4	5
Tobacco Settlement	20	16
State Realignment Reimbursement	0	20
Use of Reserves (Including SB90)	39	25
Misc. One-Time Revenue	3	0
	461	480
<u>APPROPRIATIONS:</u>		
Misc. Ongoing NCC	328	328
Realignment Advances	20	20
Projected Ongoing FY03/04 Costs	8	7
Contingency	6	10
Total PERS Safety Costs	22	31
SWJC Operations	23	24
Sheriff/DA/DP COLAs	15	18
Probation Salary Increase	2	6
3.0 Fire Staffing and New Stations	8	10
Deferred Maintenance	0	3
Hospital Subsidy	21	21
Healthy Kids Program	0	3
SB90 State Deferral of Payments	10	10
Departmental Savings	(10)	(10)
Added to Reserves	10	0
	461	483
Available for Budget Needs	0	(3)
<u>NOTATIONS:</u>		
Reserve for Economic Uncertainties	25	0

Assumptions:

- 1) Departments to Absorb \$5 Million Additional FY04/05 Net County PERS Costs
- 2) Self Insurance Rates Capped in FY04/05

B. STATE BUDGET UPDATE AND COUNTY RESPONSE

1. EFFECTS OF STATE ACTIONS

The impact of the recent gubernatorial recall on Riverside County is impossible to predict. At risk, however, is two-thirds, or \$80 million, of the \$120 million in vehicle license fee (VLF) revenue that the county budgets yearly. Realignment funds, which are linked to VLF and directed toward health and welfare programs, also are at risk. In addition, new property tax shifts to the Educational Revenue Augmentation Fund have been discussed, as have changes in Medi-Cal benefits, rates and eligibility criteria. Other funding sources and programs that might be threatened include child welfare programs, child-support collections, Temporary Assistance to Needy Families funds and CalWORKS performance incentives.

This county's strategy of preparing for uncertainty by building reserve funds has been working. Some \$40 million from the reserve for economic uncertainty has been allocated in the past two years. In many ways, its use has mitigated events outside our control. Reserves have eased the effects of deferred reimbursements for state-mandated programs and the involuntary loan of VLF revenue to the state. Our Reserve for Economic Uncertainty now totals \$15 million, however. That amount is far less than needed to address continued deferral of state reimbursements and, for example, a figure equivalent to the VLF loan made this year. Adequate reserves give the county valuable lead time if unfavorable changes are implemented during this fiscal year or in next year's budget.

An alternate way to address any drastic revenue reductions would be to borrow from other county funds. Although there are restrictions on borrowing and spending revenues designated for other purposes, it is legal and may be fiscally prudent to borrow from the Worker's Compensation internal services fund. This fund has a current balance of \$57 million and an expected year-end balance of \$50 million. With a sound repayment plan in place, up to \$30 million might reasonably be borrowed. A loan of \$30 million however, would significantly lower the confidence funding level recommended by the actuary and approved by the Board. The general fund is liable for any claims that cannot be covered by the remaining fund balance. The actuary will provide further information on the cost of anticipated claims and fund balance in the mid-year budget report.

The State Controller's handbook for cost plan procedures for California counties provides for ISF Loans to other county funds as long as the loans are repaid with interest within 36 months. Human Resources has been asked to provide a repayment plan to include a way to bring the confidence level back up to the Board recommended level. A general fund repayment allocation of approximately \$10.3 million per year (based on an estimated interest rate of 2 percent) would be needed for three years following a \$30 million loan.

Another strategy discussed in the August 19, 2003 budget strategy report would be to balance our budget using \$16 million of tobacco settlement funds. Traditionally these have been appropriated after their release but could be budgeted in advance one time to reflect two distributions in the same fiscal year.

2. DEPARTMENT SAVINGS PLAN

In September, to rebuild the reserve for economic uncertainty, general fund departments were asked to submit plans to reduce their net county costs by 5.4 percent (or 1.5 percent in the case of public safety departments).

These reductions total \$10 million, less than the amount typically left unspent at the end of each fiscal year. Department managers have been understanding and cooperative: with their help, the savings target has been met. Projections are that essential services will be maintained and layoffs avoided. The Executive Office will continue to monitor individual departments. Should essential services or county staff become threatened, it will report recommended solutions to the Board. Some departments identified additional revenue sources that will allow them to continue business as usual at a lower net cost to the general fund. Others have developed plans to reduce expenses by buying fewer supplies, freezing hiring, deferring equipment purchases or revising service delivery methods. The budget adjustments included in this report (Attachment B) will move this \$10 million from department budgets to a reserve. While a few departments might ask to draw on these reserves before year-end, most will maintain services at this lower net cost. Any serious effects on service delivery will be brought to the attention of the Board during the year.

As well as building our reserve, this approach can be viewed as a step toward resolving the potential structural gap discussed when the budget was adopted. This gap is not likely to resolve itself unless the state's reimbursements for services provided at its direction are timelier. Furthermore, while we hope it will be unnecessary, these lower net costs might form the basis for the FY04/05 budget targets.

Also participating in this effort to lower general fund costs are the Information Technology and Human Resources Departments. Human Resources' managers have identified \$160,000 of unbudgeted revenue to transfer to the general fund and are working to reduce costs to departments they serve by another \$227,000. In Information Technology, opportunities to reduce costs are limited but continue to be explored.

While several pressing needs for contingency funds have been identified in this and prior reports, it is recommended that most be re-evaluated at mid-year. This will allow additional time to refine needs, locate alternate revenue sources and prioritize funding requests.

3. HIRING TRENDS

The OASIS Human Resources Management System allows more efficient reporting of hiring information. The attached chart is an example of data that can be drawn from the system. It shows there are about 950 more full-time, regular county employees than there were about two years ago. Many of the new hires are funded with grants or other outside funding. While payroll growth has slowed markedly since the County Executive Officer directed managers to restrict hiring, the number of people on the county payroll continues to grow due to increased service demands.

**Filled Position Analysis
 For the Period of
 December 31, 2001 through October 14, 2003**

	31-Dec-01	31-Dec-02	14-Oct-03	Total Period Change	
CHA	950	1072	1152	21.3%	202
RCRM/DHS/MISP	1503	1623	1673	11.3%	170
Sheriff	2740	2825	2891	5.5%	151
Probation	669	757	776	16.0%	107
Econ Devel. Agen.	243	359	347	42.8%	104
TLMA	646	674	691	7.0%	45
As./Clrk Rcrd	394	405	437	10.9%	43
District Att.	423	441	465	9.9%	42
Human Res.	218	232	259	18.8%	41
Waste Management	68	88	108	58.8%	40
Info. Tech.	239	254	266	11.3%	27
Auditor Contr.	78	88	99	26.9%	21
Public Def.	160	174	180	12.5%	20
Veterans Svcs	13	13	11	-15.4%	-2
Exec. Office	35	32	29	-17.1%	-6
Mental Health	803	813	786	-2.1%	-17
Child S. Svcs	528	535	495	-6.3%	-33
DPSS	2719	2748	2634	-3.1%	-85
ALL OTHERS	939	977	1018	8.4%	79
TOTAL	13368	14110	14317	7.1%	949

C. FY03/04 DEPARTMENTAL STATUS

1. INTER-DEPARTMENTAL

a) Beginning Fund Balance

The Auditor-Controller estimates the general fund's beginning unreserved fund balance to be \$26 million; nearly equal to the amount assumed when the new budget was constructed. This number is subject to audit as the prior year is essentially, but not officially, closed. No significant additional fund balance is anticipated. After additional review, the Executive Office will return to the Board if significant additional funds become available to add to the budget.

2. GENERAL GOVERNMENT

a) Board of Supervisors/Clerk of the Board

The current revenue projection for cable television fees is \$270,000 lower than budgeted. SB90 revenues of \$45,000 were included in the budget, however it is uncertain whether reimbursements will occur this year. The Executive Office will continue to monitor this department's budget and will report back later in the year if budget adjustments are necessary.

b) Executive Office – Capital Project Funds

During TRAns issuance a number of trust funds were identified as needing review. Investigation revealed that several funds contained holdover monies from completed capital projects. Because the projects are complete and the funds are inactive, the money can be transferred for general fund use and the funds closed. The transferred amount will be used to service existing capital project debt and already has been budgeted in the Executive Office debt service fund.

Recommended Motion: *That the Board: 1) approve the transfer of all monies from the trust funds listed below to 10000-1101200000 to be used for debt service; 2) direct that the funds listed below be closed after the transfers are complete; and 3) approve and direct the Auditor-Controller to make adjustments to several trust funds as follows:*

Increase Appropriation:		
30200-1100100000-561000	Residual Equity Transfer Out	\$81,067
30350-1100100000-561000	Residual Equity Transfer Out	\$590,000
30400-1100100000-561000	Residual Equity Transfer Out	\$2,183
32000-1100100000-561000	Residual Equity Transfer Out	\$429,768
32025-1100100000-561000	Residual Equity Transfer Out	\$524,501
32050-1100100000-561000	Residual Equity Transfer Out	<u>\$26,270</u>
	Total Appropriations Increase	1,653,789

There is unreserved fund balance available to offset these increases.

c) Executive Office - NPDES

The Executive Office is the project coordinator for the Non-Point Discharge Elimination System (NPDES) program in the unincorporated area. However, the Flood Control District is the principal for the three different permits issued by regional water boards for watersheds within the county. Those watersheds are: Santa Ana, Santa Margarita and Whitewater. Flood Control collects benefit assessments within the three watersheds to further clean water goals.

The county is negotiating a new permit with the San Diego Regional Water Quality Control Board for the Santa Margarita watershed. The Regional Board has indicated that the new permit, to be issued in early 2004, will require expanded duties, including commercial and industrial inspections, business database development and maintenance, land use/environmental review requirements, and significant new development requirements that include site-specific best management practices. Additional information relative to the new permit will be provided in the mid-year budget report.

The Santa Ana regional permit was renewed in October 2002. The permit included several new and expanded program areas. The Flood Control District is developing a program to comply with the permit requirements.

The Colorado River Regional Water Board issued a permit in fall 2001 for the Whitewater watershed. That permit will remain in effect for five years.

The trend among regional water boards in Southern California is to strengthen program requirements and expand permittees' responsibilities. These actions typically place an additional financial burden on the counties to comply. Flood Control and the Executive Office will keep the Board apprised of new program requirements and associated financial impacts.

The Executive Office monitors the cost of the NPDES program. CSA 152 previously funded permit fees and regional cost-sharing agreements. With available funds exhausted, the Executive Office will report back at mid-year with alternative funding options for the NPDES program.

The Executive Office recently submitted a proposal to the California Environmental Protection Agency and State Water Resources Control Board for grant funding under Proposition 13: Watershed Protection Program. The proposal is a collaborative effort among several county departments, Lake Elsinore-San Jacinto Watershed Authority (LESJWA), Santa Ana Watershed Project Authority (SAWPA), California Department of Fish and Game, and the San Jacinto Watershed Council (SJWC). At stake is \$3.1 million in grants for a pilot study to clean up pollutant sources and illegal dumping along the San Jacinto River. Matching funds include the purchase of critical habitat along the river. Any funding award will be presented to the Board for formal acceptance consideration.

d) Registrar of Voters

As reported to the Board in August 2003, the special statewide election held on October 7, 2003, caused unbudgeted expenditures for the Registrar of Voters. The department's latest analysis shows that expenses related to the special election will be about \$1.35 million.

The unplanned special election expenditures were generated by:

- Printing and mailing sample ballots to 659,000 registered voters
- Printing, processing and mailing absentee ballots to a record 168,000 voters
- Recruiting and training 2,000 poll workers
- Reserving 425 polling places
- Conducting early voting for eight days at three regional malls
- Preparing, delivering and retrieving election supplies and electronic voting equipment for polling places
- Employing 60 temporary county employees

The Executive Office recommends deferring budget adjustments until the mid-year report to give the Registrar more time to refine the special election costs.

e) Auditor-Controller

The County Auditor-Controller offered sufficient reductions in appropriations to accommodate the required 5.4 percent reduction in net county cost. However, he also has requested a \$352,000 appropriations increase to independently develop and implement financial reporting tools he views as essential for his department and the county at large.

The Board recently approved an OASIS work plan that dedicates resources towards the reports needed by the Auditor-Controller, though not within the Auditor's preferred time frame.

The Executive Office does not recommend an appropriations increase, but will continue to monitor the situation. The Executive Office will request additional funding should the need become critical.

f) Purchasing

To accommodate additional workload at the Community Health Agency, the Purchasing Department previously requested an additional position, which was approved. Purchasing now requests a budget adjustment and intrafund revenue transfer to accommodate this additional cost.

Recommended Motion: *That the Board approve and direct the Auditor-Controller to make adjustments to Appropriations for Purchasing, as follows:*

Increase Appropriations:		
10000-73001000000-510040	Salaries	\$25,752
10000-73001000000-518100	Benefits	7,590
10000-73001000000-523700	Office Supplies	6,677
10000-73001000000-572900	Intrafund Transfers – Personnel	<u>(40,019)</u>
	Total Appropriations Increase	0

3. HEALTH AND SANITATION

a) Healthy Kids Program

The Board of Supervisors established the Riverside County Healthy Kids Program on November 20, 2001 (Item 3.6). The Board committed \$2.5 million per year to provide medical insurance to 6,000 children in low-income families who do not qualify for other publicly funded programs such as Medi-Cal or Healthy Families. The program was approved by the state on August 23, 2002, and enrollment began at that time.

The county contributed \$2.5 million in FY01/02 and in FY02/03, for a total of \$5 million. Due to enrollment delays, a fund balance existed at the end of FY02/03 sufficient to cover funding for FY03/04. Therefore, the current budget did not include a \$2.5 million general fund contribution.

The Community Health Agency projects that the existing fund balance will be depleted by the end of this fiscal year, so that a \$2.5 million commitment will be required in FY04/05 to continue the program. The Executive Office has included the \$2.5 million contribution to the Healthy Kids Program in its long-range projections for FY04/05.

b) CHA - "Maddy" Revenue

"Maddy" funds are fines prescribed by Health and Safety Code §1797.98 to support emergency care for indigents. The funds are split among hospitals, physicians (after they have made an attempt to collect from other sources) and administrators.

Administration of the Maddy funds was transferred from the Medically Indigent Services Program to the Community Health Agency at the end of FY02/03, however estimated revenue and appropriations were not reflected in the FY03/04 budget during the transition. A budget

adjustment is now needed to complete the transfer of program responsibility. There will be no net county impact as a result of this adjustment.

Recommended Motion: *That the Board of Supervisors approve and direct the Auditor-Controller to adjust Appropriations and Estimated Revenue as follows:*

Increase Estimated Revenue:
11038-4200100000-774790 Uncompensated Emer. Med. Svcs. \$3,000,000

Increase Appropriations:
11038-4200100000-525440 Professional Services \$3,000,000

c) Riverside Community Regional Medical Center (RCRMC)

The new hospital director was appointed at the end of FY02/03 and commenced an evaluation of the hospital's fiscal position. The initial evaluation revealed that the budget might be affected by state and federal funding reductions or additional requirements, such as the state-implemented increases in the nurse-to-staffing ratio – increases that will translate into higher operating costs. In addition, the hospital and the Executive Office are evaluating a \$12.7 million reduction in net equity projected in the proposed budget to determine the potential impact on the general fund.

RCRMC is analyzing provisions on federal revenue ceilings to maximize current-year revenues and reimbursements. The hospital director will keep the Board apprised of progress in quarterly workshops and budget reports and will request budget adjustments, if necessary.

d) Detention Health Services

In FY02/03 Detention Health Services (DHS) fiscal expenditures exceeded appropriations by an estimated \$1.3 million. The current budget reflects a rollover of the FY02/03 budget and does not include adjustments made during the year. The current budget is insufficient to meet the needs of providing healthcare to the jail inmate population.

The department projected a \$5.5 million shortfall in the FY03/04 proposed budget. As a precaution, the Executive Office set aside \$6 million in the contribution to other funds budget for health overruns. If needed, this allocation could offset the DHS shortfall. The department continues to evaluate expenditures and will report back at mid-year with a refined estimate and a request for budget adjustments.

4. PUBLIC PROTECTION

a) TLMA – Code Enforcement

During the FY03/04 budget hearings, the Board of Supervisors directed Code Enforcement to review departmental operations and develop ideas for restructuring, possibly including objective measurements or a monitoring system. As a result, the department has taken the following steps to increase efficiency:

- Job duties have been restructured.
- The department was reorganized to better use community and outside resources. Ultimately, this should help the public in achieving voluntary code compliance.

- TLMA is in the procurement process to replace the Land Management System. This new system will satisfy Code Enforcement's need for better-automated information.

The number of code enforcement cases opened in FY02/03 increased to 5,960, a 14 percent jump over cases opened in FY01/02.

During budget hearings, the Board approved five new code enforcement positions at an estimated annual cost of \$350,000 and deferred funding until the first-year cost was known. The department is in the process of hiring the new personnel and will request budget adjustments in the mid-year budget report.

Code Enforcement prepared a complete report of its activities, included as Attachment D.

b) District Attorney

Expenditures and revenue appear to be balanced at this time although grant amounts are uncertain. The Board was informed on September 9, 2003 (Item 3.6) that the District Attorney (DA) grant-related adjustments would be included in the first-quarter report. According to the DA, it is possible that the grants will be restored in January 2004. At this time no budget adjustments are recommended. The DA has identified a trust fund that may fund these grant programs for the remainder of this year. A follow-up report will be provided to the Board either during the third-quarter report or upon award of the grants.

During FY02/03 budget development, the DA submitted a two-phased plan for staffing the Southwest Justice Center. The first phase was approved and added 21 positions to the center. Phase two, which called for 21 additional positions, was deferred while the department analyzed employee workloads. The DA provided staffing and workload data for both Indio and Southwest and the Executive Office analyzed the data. Staff workload is much heavier at Southwest than in the Indio region. Also, a comparison of 10 large California counties revealed that Riverside has the worst ratio of felony filings to attorney staff.

The Executive Office does not agree that 21 new positions are needed now, but does recommend adding nine positions at Southwest to narrow these gaps. The DA commits to equalize workloads as attrition occurs. The DA maintains that shifting attorneys from Riverside to either Indio or Southwest is not a practical option. The DA does plan to request the addition of the remaining 12 positions in his FY04/05 budget. Three of the new positions will be investigators who will each need a new county vehicle.

The DA has sufficient trust fund monies to cover the cost of the new positions this year, however the general fund will cover the annual cost of \$850,000 beginning in FY04/05.

The Board approved on July 29, 2003 (Item 3.15) the addition of three investigator positions, however the department inadvertently omitted a request for needed new vehicles. The department now requests permission to add one vehicle for each investigator. No additional budget adjustment is needed.

SB90 estimated revenues of \$1.9 million were included in the DA's budget. It is uncertain whether reimbursements will occur this year.

Recommended Motion: *That the Board of Supervisors: 1) amend Ordinance No. 440 pursuant to Resolution No. 440-8518 included in this report as Attachment C; and 2) approve the department purchase of six unmarked vehicles.*

c) Fire Department

Two technical adjustments are necessary at this time. First, a FEMA grant of \$477,910, which was accepted and approved by the Board on September 10, 2002 (Item 3.21) resulted in unspent appropriations of \$240,054. FEMA approved the Fire Department's request to roll over this balance to FY03/04 for equipment purchases. Also, the City of La Quinta has requested that savings generated on structural fire tax revenues fund a new fire engine. Budget adjustments below will allow the Fire Department to purchase the equipment plus one fully equipped fire engine for the city.

During the FY03/04 budget hearings, the fire chief requested funding for three public communications dispatchers, and to upgrade certain firefighter II positions to paramedic positions. Adding the three new dispatch positions was approved on July 10, 2003. The positions are now filled.

The Board directed the Executive Office on July 22, 2003 (Item 3.2) to work with the Fire Department to evaluate using paramedics as the third person on the three-person fire teams. The Fire Department identified the fire stations needing upgrades as Cajalco, Pine Cove, Blythe, Ripley, Blythe Airbase, Valle Vista and Bear Creek. The Fire Department has agreed to use existing fire-tax reserves to fund these upgrades, as reflected in the budget adjustment below. Fire tax reserves have been used in the past to cover cost of living adjustments. The department intends to upgrade firefighter II positions to paramedic positions for Lakeview Village, Wildomar and Menifee without additional staffing.

Recommended Motions: *That the Board of Supervisors:*
 1) *Approve and direct the Auditor-Controller to adjust Appropriations and Estimated Revenues as shown below for the FEMA grant restoration and purchase of a fire engine for the City of La Quinta:*

Increase Appropriations:		
10000-2700200000-546260	Training – Equipment	\$147,634
10000-2700200000-527780	Special Program Expenses	\$ 92,420
10000-2700400000-546340	Vehicles Fire Trucks	<u>\$320,000</u>
	Total Appropriations Increase	560,054

Increase Estimated Revenue:		
10000-2700200000-767220	Federal – Other Grants	\$166,918
10000-2700200000-778120	Interfund – Fire Services	\$ 73,136
10000-2700400000-777520	Reimbursement for Services	<u>\$320,000</u>
	Total Estimated Revenue Increase	560,054

Increase Fund Transfer:		
21000-2700300000-536900	Interfund-Expenses	\$ 73,136

2) Approve the purchase of a fully equipped fire engine for the City of La Quinta.

3) Approve and direct the Auditor-Controller to adjust Appropriations and Estimated Revenues as detailed below to fund the paramedic upgrades:

Increase Appropriations:		
10000-2700200000-525440	Professional Services	\$136,850

Increase Estimated Revenue:		
10000-2700200000-778120	Interfund – Fire Services	\$136,850

Increase Fund Transfer:		
21000-2700300000-536900	Interfund-Expenses	\$136,850

There is unreserved fund balance available to offset these increases.

d) Probation Department

The Probation Department recently notified the Executive Office that its 14-year-old client management computer system is nearly obsolete and cannot be maintained by the manufacturer after 2007. Representatives from Probation, Information Technology and the Executive Office met and discussed system replacement options. The Probation Department will work with Information Technology and Purchasing to conduct an RFI to determine the cost of this replacement. In addition, Probation will explore funding sources, other than general fund support.

As previously reported, the FY03/04 allocation for Juvenile Justice Crime Prevention Act (JJCPA) was reduced by \$746,000. The reduction will affect the program in FY04/05. In addition, one-time funding of \$800,000 from the FY02/03 allocation, as approved by the Juvenile Justice Coordinating Council (JJCC), was used to support non-JJCPA youth accountability teams previously funded by local law enforcement block grants. The total reduction of over \$1.5 million could severely affect program services in FY04/05. Members of JJCC are working to streamline programs and identify areas that can be reduced with minimal impact to overall program goals.

The Probation Department's move to Franklin Street from the Criminal Justice Building and recovery from a computer virus have caused unbudgeted expenditures. The Executive Office will closely monitor expenditures and appropriations and will provide an update in the next quarterly budget report.

e) Public Defender

The Office of the Public Defender (PD) anticipates high leave payoff and employee settlement expenditures this year. The affect of these unanticipated expenditures is significant because the PD's budget is solely supported by the general fund. The Executive Office will closely monitor these activities and provide an update in the next quarterly budget report. The PD

also reports that its workload has increased dramatically as law enforcement and prosecution staffs grow, indicating that elements of the justice system might be approaching a critical imbalance.

f) Sheriff's Department

The Sheriff's Department projects a revenue shortfall of \$2.7 million consisting of \$772,000 in State Criminal Alien Assistance Program (SCAAP), \$450,000 in SB90, \$275,000 in Citizens Option for Public Safety (COPS) and \$1.2 million in trial-court funding. It is possible that federal legislators might increase funding for the SCAAP program in January 2004. As such, any budget adjustments for SCAAP should be made in the third-quarter report. The Executive Office will closely monitor the effect of these revenue shortfalls, especially the trial-court funding and COPS, and will report back to the Board with recommended adjustments, if needed.

During the FY03/04 budget hearings, the Sheriff requested the following items:

- *Closing the budget gap* - The Executive Office will monitor this throughout the year and will provide quarterly updates.
- *Homeland Security Team* - The Board approved implementation of the Homeland Security Team on September 23, 2003 (Item 3.57), and directed the Executive Office to work with the Sheriff's Department to review existing trust accounts for any funds available to cover the \$652,000 additional cost for this program.
- *Smith Correctional Facility expansion* - The Board approved funding and construction for one 120-bed expansion on September 9, 2003 (Item 3.7). The second 120-bed expansion will be evaluated during the CIP team's annual call for projects.
- *Creating a warrant team* - the Board approved the creation of the Countywide Fugitive Apprehension program on September 9, 2003 (Items 9.2a-d)
- *Building sheriff's stations in Perris and Thermal* - This will be evaluated during the CIP team's annual call for projects.
- *Acquiring a third helicopter* - The Executive Office recommends reconsidering this purchase after the budget situation improves.
- *New maximum-security jail* - This will be evaluated during the CIP team's annual call for projects.

g) Department of Child Support Services

During budget hearings, the Department of Child Support Services (DCSS) director requested a one-time county match of \$939,000 to offset reduced state allocations. Since then, the department has curtailed staffing, services and supply expenditures. According to DCSS, there was a first-quarter gross savings of \$407,000. If this trend continues, the one-time general fund support required at the end of the year is projected to be \$385,000 instead of \$939,000. DCSS will continue to curtail costs to minimize its negative effects on the general fund.

h) Superior Court – Financial Services Division

The Superior Court Financial Services Division needs a front counter remodel in the Larson Justice Center to address safety and Americans with Disabilities Act issues. The adjustment has no effect on the general fund.

Recommended Motion: *That the Board of Supervisors approve and direct the Auditor-Controller to adjust Appropriations and Estimated Revenue as follows:*

Increase Appropriations:		
10000-2100200000-522310	Maint. Bldg. Improvements	\$15,444
Increase Estimated Revenue:		
10000-2100200000-777520	Reimbursement for services	\$15,444

i) Office on Aging

The department reports that two funding sources for the older workers' program were not renewed this year. They are the federal National Council on Aging and the county Workforce Investment Act, in the amounts of \$532,800 and \$187,3000, respectively. These programs provide about 50 percent of the department's employment services for older workers in the county.

In addition to impacting services, the grants absorb over \$100,000 in indirect costs charged to the department. Office on Aging will evaluate if the indirect charges can be allocated to other grants or programs and report the results and any necessary budget adjustments in the mid-year report.

5. PUBLIC ASSISTANCE

a) DPSS – State Budget Impact on Program Allocations

When the county budget was adopted, the FY03/04 state budget's affect on social-service programs was not known. A summary of those impacts follows:

Statewide funding for all three CalWORKS components (eligibility, child care and welfare-to-work) was reduced. Riverside County's reduction was \$4.1 million, with more than half of the reduction in the welfare-to-work program. Staff attrition and staff transfers among programs will mitigate about one-third of the reduction. The department is evaluating ways to reduce or modify program operations to absorb the remaining \$2.7 million shortfall. To the extent that CalWORKS incentive funding is available, program expenditures exceeding the single allocation can be covered with incentive funding. The department will report back at mid-year on the status of the CalWORKS incentive funding.

Funding for Medi-Cal Administration statewide increased 26 percent for FY02/03. For Riverside County, the \$13.5 million allocation increase (34 percent) over FY02/03 will fund an additional 104 eligibility technicians, some of whom have already been transferred from the CalWORKS program. This program does not require a county match.

Under the Board's direction, county funding to staff the Child Welfare Services (CWS) Program has significantly increased since the mid 1990s. In February 2003, the Board approved the Department's recommendation to add 32 social workers. This support displayed the Board's high commitment to Child Welfare Services, and moved staffing levels closed to those recommended in a FY99/00 independent study of the CWS program.

Funding for Child Welfare Services statewide increased slightly for FY03/04. Riverside County's increase was \$1.9 million (2.1 percent) over FY02/03. This increase does not keep pace with the county's continuing CWS caseload growth. Moreover, a county match is required to access the funding. Collectively, \$8.8 million in state and federal CWS funds are available in FY03/04. The county must fully utilize CWS basic funds (requiring a \$400,000 county match) to access \$6.6 million in CWS augmentation funds. The additional funding would support another 52 social workers. The department will present a plan to the Board within 60 days to cover the \$400,000 county match.

The Department of Finance (DOF) reports that sales tax receipts grew moderately in FY02/03 and projects that they will continue to grow in FY03/04. DPSS estimates the county's share of the related realignment growth revenue at \$2.6 million in FY02/03 and \$6 million in FY03/04.

b) DPSS - IN-HOME SUPPORTIVE SERVICES

In FY02/03, program growth in the In-Home Supportive Services (IHSS) program approached 20 percent. The department's projected increase in overall IHSS expenditures for FY03/4 will require an increase in county matching funds. In the proposed budget, the department estimated it would need an additional \$5 million in county matching funds if growth continued at the same pace. Based on current actual data, the IHSS program growth is consistent with initial projections. The department and the Executive Office will continue to monitor program growth and will report back at mid-year with budget adjustments, if necessary.

c) DPSS - DEPARTMENT OF COMMUNITY ACTION

The Department of Community Action is funded primarily by grants from state and federal agencies whose funding does not coincide with the county's fiscal year. Therefore, budget adjustments are needed to reflect the department's contract obligations.

The State Department of Energy funds were budgeted at \$60,562 less than the approved contract amount of \$198,430. In addition, the Low-Income Home Energy Assistance Program (LIHEAP) funds were budgeted at \$469,575 less than the approved contract amount of \$1,240,524. The \$530,137 in technical budget adjustments below will allow the department to fulfill its contract obligations.

Recommended Motion: *That the Board of Supervisors approve and direct the Auditor-Controller to make the following budget adjustments:*

Increase Appropriations:

21050-5200200000-510020	Regular Salaries	\$ 75,787
21050-5200200000-518100	Budgeted Benefits	\$ 26,627
21050-5200200000-523700	Office Supplies	\$ 4,667
21050-5200200000-524560	Auditing and Accounting	\$ 6,000
21050-5200200000-520200	Communication	\$ 10,131
21050-5200200000-526700	Building Rent/Lease	\$ 48
21050-5200200000-527780	Special Program Expense	\$57,597
21050-5200200000-527840	Training - Education/Tuition	\$ 2,000
21050-5200200000-529000	Misc. Travel Expense	\$ 5,470
21050-5200200000-530020	Board - Other	\$336,924

21050-5200200000-537240	Interfund Exp. Utilities	\$ 4,886
	Total Appropriation Increase	530,137

Increase Estimated Revenue:		
21050-5200200000-767140	Fed - Misc. Reimbursement	\$60,562
21050-5200200000-767220	Fed - Other Grants	\$469,575
	Total Estimated Revenue Increase	\$530,137

d) DPSS - Cold-Weather Shelter

The department projects that expenditures for operations and case management at the secured shelter, residential and non-residential sites will exceed appropriations. In addition, there are new Housing and Urban Development (HUD) requirements for auditing and monitoring homeless-grants appropriations. In the FY03/04 proposed budget, the department requested a \$700,000 general fund increase to cover these costs. It was recommended that the department seek funding from cities to offset the portion of costs associated with city residents. Discussions are ongoing with the City of Riverside to secure \$200,000 to help support the operational costs of the family and men's shelters. Moreover, the department is proposing a legislative change at the federal level that would provide additional administrative funding to support the new HUD requirements.

Based on anticipated cost increases to operate the cold-weather emergency shelters and to meet HUD's new requirements, the department now projects an \$800,000 shortfall. The department will report at mid-year on the status of discussions with the City of Riverside and with any revisions to the projected shortfall.

6. PUBLIC WAYS AND MEANS

a) TLMA - Transportation

In the FY02/03 third-quarter report, the Transportation Department apprised the Board that gas tax allocations could be suspended due to county programming issues that prevent reporting road fund revenues and expenditures to the state. Although Transportation, OASIS, Information Technology, and privately contracted consultants have made progress, the allocation still might be suspended. The state extended the submittal deadline to mid-October. A request for subsequent extension has been submitted but not yet approved. The department will keep the Board apprised of progress toward resolving programming issues with OASIS, and will notify the Board if the state issues a notice to withhold gas tax revenue.

b) TLMA – Integrated Plan

The Regional Conservation Agency (RCA) is assuming responsibility for implementing and maintaining the Western Riverside County Multiple Species Habitat Conservation Plan portion of the Integrated Plan. Implementation includes policy creation, environmental reports and documents review, and information and direction provision to members of the regional authority. As such, a technical staff position is needed. The classification requested is one ecological resources specialist. Funding for this position will come solely from development fees.

Recommended Motion: That the Board of Supervisors: 1) Authorize the Human Resources Director to amend Ordinance 440, pursuant to Resolution No. 440-8518 (Attachment C), to add one position to the RCA, under the Riverside County Integrated Plan; and 2) Approve and direct the Auditor-Controller to adjust Appropriations and Estimated Revenue as follows:

Increase Appropriations:		
20200-3100400000-510040	Regular Salaries	\$27,827
20200-3100400000-518100	Budgeted Benefits	<u>\$ 8,626</u>
	Total Appropriations Increase	36,453

Increase Estimated Revenue:		
20200-3100400000-777180	Development Fees	\$36,453

c) TLMA -Planning

During budget hearings, the Board approved three new planning positions at an estimated annual cost of \$310,000 and deferred funding until the first-year cost was known. The department is in the process of hiring the new personnel and will request budget adjustments in the mid-year budget report.

d) Facilities Management - Administration

A budget adjustment is needed to reflect current revenue estimates. The adjustment has no net impact on the general fund.

Recommended Motion: That the Board of Supervisors approve and direct the Auditor-Controller to adjust Appropriations and Estimated Revenue as follows:

Increase Appropriations:		
10000-7200100000-572400	Intra-Internal Charges	\$445,000

Increase Estimated Revenue:		
10000-7200100000-781360	Other Misc. Revenue	\$445,000

e) Facilities Management – Maintenance

A review of deferred maintenance and capital construction projects has identified savings totaling \$1,376,058 from completed and closed projects. Facilities Management proposes reprogramming this balance among eight additional maintenance projects.

Recommended Motion: That the Board of Supervisors approve reprogramming a total of \$1,376,058 for additional maintenance projects as follows:

Completed & Closed Jobs

Mur SW CP troubleshoot and repair chiller#1	(57,054.00)
Riv CAC Install card access system	(10,671.29)
Riv CAC Card readers	(2,545.75)
Riv CAC Annex equipment	(1,830.40)
Riv CAC Replace exhaust fans	(1,440.00)
Riv CF Re-coat/repair parking lots	(1,440.00)

Ban CAC Asbestos remediation	(900.00)
Riv AOJ Replace broken concrete	(511.50)
Riv AOJ Replace fence	(263.05)
Riv CAC HVAC system upgrades, flrs 4-14	(216.00)
Riv CAC Clean duct work	(72.00)
Riv TORO Pave parking lot	(54.00)
Riv FM Fire sprinkler work	2.00
Riv CAC Annex interior upgrades	10.00
Riv MUNI CRT Remodel basement	42.51
Riv CAC Annex Lobby Install security desk	96.00
Riv CAC Annex Replace signage	182.53
Riv PDC Repair roll-up door	346.00
Riv CAC Annex WRCOG furniture	364.25
Riv MHT Waterproof concrete and replace carpet	798.71
Riv CAC Annex Build smokers shelter in garage	850.00
Riv LAWLIB Replace and add exit signs	1,024.71
Riv FM Remodel conference room	1,033.00
Riv CAC Annex Wallpaper 5th flr BOS	1,242.00
Riv TORO Repair roof joists by A/C	1,538.00
Mur SWCJC CP Replace heat exchanger	3,561.50
Riv COMM A&B Replace air cooled chiller	3,867.33
Riv CAC Annex IT upgrades	5,211.71
Riv CAC Air quality analysis	5,479.23
Riv LAWLIB Seismic strapping for shvlg	6,276.00
Riv JUV CRT Mold hazard	6,758.47
Riv CAC Hook-up elevator smoke alarm	6,763.50
Riv DA Replace air conditioning system	8,173.20
Riv LIB ADMIN Sagging floor	12,398.00
Ind SHRF STN Upgrade ext. door	14,106.47
Riv CAC Annex Brdrm remodel desktop	17,266.51
Riv DA Bldg elevators	18,023.29
Riv CAC Replace transfer switch	18,276.12
Riv 12 St Parking Struct. Equipment upgrades	22,771.60
Riv AOJ Replace roof	45,965.00
Riv FM Roof replacement over shop	79,391.00
Riv CAC Rebuild absorption burners	74,684.00
Riv CJB Emergency exit hardware	20,097.00
Riv Jail Fire door upgrades	97,617.00
Riv LAWLIB Fire door and hardware upgrades	74,286.00
Hem CAC Bldgs B&C Chiller replacement	85,000.00
Riv Fleet Restroom and shower upgrade	1,667.20
Ind Jail Replace and add exit signs	16,686.71
Ind DCHMC Grade corrections/landscape	40,154.34
Riv Purch HVAC print shop	100,000.00
Riv CAC Annex telephones	146,237.50
Riv Comm Replace chiller system	72,710.00
Riv CJB Replace chiller system	73,048.80
Ban CAC Reseal glass entry	3,083.00
Riv DA Replace carpet	860.43
Riv CF Parking lot repairs	124,451.00
Riv CAC Replace fire alarm	185,000.00
Tem CAC Parking lot repairs	13,654.68

Energy Projects Debt Service	42,000.00
Total available	1,376,058.31

Proposed New Jobs

Riv DPSS Arlington Chiller replacement	200,000.00
Safety Emergency Allocation	88,546.31
Indio CAC Replace exhaust fans	28,512.00
Juv Prob Chiller replacement	236,000.00
VAR UST Testing/Permitting	223,000.00
Indio CAC Upgrade fire alarm	180,000.00
Riv Parking Lot Downtown	100,000.00
Riv CAC Chiller replacement	300,000.00
Banning CAC Waterproofing	20,000.00
	1,376,058.31

7. INTERNAL SERVICE FUNDS

a) Information Technology

In order to maintain FY02/03 rates in FY03/04, Information Technology (IT) reduced its operating costs by approximately \$2.8 million. IT was able to accomplish this through reorganization, attrition, a hiring freeze, consolidation of staff to existing facilities and transferring the IT training center to Human Resources.

IT continues to explore opportunities to reduce operating costs as it prepares for further economic uncertainties in the next fiscal year. Any additional savings could be used to help offset anticipated costs for the 800 MHz radio plan. As directed by the Board, IT will return to the Board with monthly progress reports on the radio action plan.

8. SPECIAL DISTRICTS

a) Parks District – Regional Parks District Operating Fund

The Regional Parks District operating fund requires adjustments to reflect increased revenue estimates, a one-time adjustment to its net county cost, and expenditure increases for staffing, telecommunications improvements, repairs to the department headquarters and patrolling for off-highway vehicles on open-space lands. The parks district's unreserved fund balance and increased revenues will be used to fund the appropriations increases. The budget adjustments do not require additional general fund support.

Recommended Motion: *That the Board of Supervisors approve and direct the Auditor-Controller to adjust Appropriations and Estimated Revenue as follows:*

Increase Appropriations:		
51540-931104-510040	Regular Salaries	\$34,200
51540-931104-518100	Budgeted Benefits	\$10,800
51540-931104-520330	Communication Services	\$19,000
51540-931104-522310	Maint-Building Improvements	\$60,000
51540-931104-522320	Maint-Grounds	\$ 7,000
51540-931104-524560	Auditing and Accounting	\$50,000

51540-931104-525440	Professional Services	\$ 4,000
51540-931104-526960	Small Tools and Instruments	\$10,000
51540-931104-527660	Operational Marketing	\$20,000
51540-931104-527780	Special Program Expense	\$40,600
51540-931104-543160	Equipment	\$20,000

Decrease Appropriations:

51540-931104-529500	Electricity	\$23,973
51540-931104-529550	Water	<u>\$50,000</u>
	Total Appropriations Increase	201,627

Increase Estimated Revenues:

51540-931104-741360	Concessions	\$24,000
51540-931104-755190	Off Highway Vehicle Park & Rec	\$40,600
51540-931104-776740	Recreation Fees	\$59,000
51540-931104-777520	Reimbursement for Services	\$ 6,000
51540-931104-777540	Reimbursement for Salaries	\$31,500

Decrease Estimated Revenues:

51540-931104-781540	Contributions from Other Funds	<u>\$23,973</u>
	Total Estimated Revenue Increase	137,127

There is unreserved fund balance available to offset these increases.

b) Parks - Jensen Ranch Trust

Trees in the park and historical core of Jensen Ranch require maintenance by an arborist to lower liability risks. The parks district's unreserved fund balance will cover this cost, which will not require additional general fund support.

Recommended Motion: *That the Board of Supervisors approve and direct the Auditor-Controller to increase Appropriations for Jensen Ranch as follows:*

Increase Appropriations		
25570-931113-522320	Maintenance – Grounds	\$10,000

Unreserved fund balance is available to offset these increases.

c) County Service Area 152

County Service Area 152 appropriations for street sweeping must be increased to comply with prevailing-wage requirements, which impact this contracted service. No general fund impact will result from the adjustment.

Recommended Motion: *That the Board of Supervisors approve and direct the Auditor-Controller to increase Appropriations for County Service Area 152 as follows:*

Increase Appropriations:		
24625-915201-527780	Special Program Expense	\$100,000

Unreserved fund balance is available to offset these increases.

d) Waste Management Department

The Waste Management Department is an enterprise operation supported by user fees. It will be able to fund the following requests either from additional anticipated disposal fees or from prior-year revenues retained as unreserved net assets. Neither budget adjustment will require general-fund support.

A budget adjustment is requested to facilitate the initiation of the bark beetle project in the Idyllwild area.

Recommended Motion: That the Board of Supervisors approve and direct the Auditor-Controller to make the following budget adjustments:

Increase Appropriations:		
40200-4500100000-528380	Disposal Fee	\$700,000
Increase Estimated Revenue:		
40200-4500100000-772130	Reversion to Acreage	\$700,000

A budget adjustment is requested to complete construction of a landfill liner, purchase equipment and purchase acreage adjacent to the Badlands Landfill needed for expansion.

Recommended Motion: That the Board of Supervisors approve and direct the Auditor-Controller to make the following budget adjustments:

Increase Appropriations:		
40200-4500100000-540040	Land	\$460,000
40200-4500100000-540061	Improvements-Environmental	\$3,000,000
40200-4500100000-546300	Vehicles Buses/Heavy Trucks	<u>\$250,000</u>
	Total Appropriations Increase	3,710,000

Unreserved fund balance is available to offset these increases.

D. DETAIL OF IMPACT ON GENERAL FUND

FY03/04 USE OF CONTINGENCY

		Cost Adjust.	Revenue Adjust.	Total Adjust.	Contingency
Final Budget Balance:					\$13,145,300
First-Quarter Adjustments:					
3.74 of 8/19/03	Cash Shortage Fund	\$3,164		(\$3,164)	\$13,142,136
3.54 of 8/26/03	Cash Shortage Fund	\$959		(\$959)	\$13,141,177
3.57 of 9/23/03	COPS Grant Acceptance	\$544,654		(\$544,654)	\$12,596,523
Recommended Actions Affecting Contingency:					
None	N/A			\$0	\$12,596,523

Contingency at end of First Qtr. = \$12,596,523

Pending Actions That May Affect Contingency

	Election Costs	\$1,350,000		(\$1,350,000)	\$11,246,523
	Code Positions Cost	\$350,000		(\$350,000)	\$10,896,523
	Planning Positions Cost	\$310,000		(\$310,000)	\$10,586,523
	DCSS Support	\$385,000		(\$385,000)	\$10,201,523
	IHSS Program Growth	\$5,000,000		(\$5,000,000)	\$5,201,523

Projected Second Qtr. Contingency = \$5,201,523

ATTACHMENT A: RECOMMENDATIONS

This section repeats the recommendations contained in the main document. There is no new information in Attachment A.

- **EXECUTIVE OFFICE – CAPITAL PROJECT FUNDS**

Recommended Motion: *That the Board: 1) approve the transfer of all monies from the trust funds listed below to 10000-1101200000 to be used for debt service; 2) direct that the funds listed below be closed after the transfers are complete; and 3) approve and direct the Auditor-Controller to make adjustments to several trust funds as follows:*

Increase Appropriation:		
30200-1100100000-561000	Residual Equity Transfer Out	\$81,067
30350-1100100000-561000	Residual Equity Transfer Out	\$590,000
30400-1100100000-561000	Residual Equity Transfer Out	\$2,183
32000-1100100000-561000	Residual Equity Transfer Out	\$429,768
32025-1100100000-561000	Residual Equity Transfer Out	\$524,501
32050-1100100000-561000	Residual Equity Transfer Out	<u>\$26,270</u>
	Total Appropriations Increase	1,653,789

There is unreserved fund balance available to offset these increases.

- **PURCHASING**

Recommended Motion: *That the Board approve and direct the Auditor-Controller to make adjustments to Appropriations for Purchasing, as follows:*

Increase Appropriations:		
10000-73001000000-510040	Salaries	\$25,752
10000-73001000000-518100	Benefits	7,590
10000-73001000000-523700	Office Supplies	6,677
10000-73001000000-572900	Intrafund Transfers – Personnel	<u>(40,019)</u>
	Total Appropriations Increase	0

- **CHA – “MADDY” REVENUE**

Recommended Motion: *That the Board of Supervisors approve and direct the Auditor-Controller to adjust Appropriations and Estimated Revenue as follows:*

Increase Estimated Revenue:		
11038-4200100000-774790	Uncompensated Emer. Med. Svcs.	\$3,000,000
Increase Appropriations:		
11038-4200100000-525440	Professional Services	\$3,000,000

• **PUBLIC PROTECTION**

Recommended Motion: *That the Board of Supervisors: 1) amend Ordinance No. 440 pursuant to Resolution No. 440-8518 included in this report as Attachment C; and 2) approve the department purchase of six unmarked vehicles.*

• **FIRE DEPARTMENT**

Recommended Motions: *That the Board of Supervisors:
 1) Approve and direct the Auditor-Controller to adjust Appropriations and Estimated Revenues as shown below for the FEMA grant restoration and purchase of a fire engine for the City of La Quinta:*

Increase Appropriations:		
10000-2700200000-546260	Training – Equipment	\$147,634
10000-2700200000-527780	Special Program Expenses	\$92,420
10000-2700400000-546340	Vehicles Fire Trucks	<u>\$320,000</u>
	Total Appropriations Increase	560,054

Increase Estimated Revenue:		
10000-2700200000-767220	Federal – Other Grants	\$166,918
10000-2700200000-778120	Interfund – Fire Services	\$73,136
10000-2700400000-777520	Reimbursement for Services	<u>\$320,000</u>
	Total Estimated Revenue Increase	560,054

Increase Fund Transfer:		
21000-2700300000-536900	Interfund-Expenses	\$73,136

2) Approve the purchase of a fully equipped fire engine for the City of La Quinta.

3) Approve and direct the Auditor-Controller to adjust Appropriations and Estimated Revenues as detailed below to fund the paramedic upgrades:

Increase Appropriations:		
10000-2700200000-525440	Professional Services	\$136,850

Increase Estimated Revenue:		
10000-2700200000-778120	Interfund – Fire Services	\$136,850

Increase Fund Transfer:		
21000-2700300000-536900	Interfund-Expenses	\$136,850

There is unreserved fund balance available to offset these increases.

• **SUPERIOR COURT – FINANCIAL SERVICES DIVISION**

Recommended Motion: *That the Board of Supervisors approve and direct the Auditor-Controller to adjust Appropriations and Estimated Revenue as follows:*

Increase Appropriations:		
10000-2100200000-522310	Maint. Bldg. Improvements	\$15,444
Increase Estimated Revenue:		
10000-2100200000-777520	Reimbursement for services	\$15,444

• **DPSS - DEPARTMENT OF COMMUNITY ACTION**

Recommended Motion: *That the Board of Supervisors approve and direct the Auditor-Controller to make the following budget adjustments:*

Increase Appropriations:		
21050-5200200000-510020	Regular Salaries	\$ 75,787
21050-5200200000-518100	Budgeted Benefits	\$ 26,627
21050-5200200000-523700	Office Supplies	\$ 4,667
21050-5200200000-524560	Auditing and Accounting	\$ 6,000
21050-5200200000-520200	Communication	\$ 10,131
21050-5200200000-526700	Building Rent/Lease	\$ 48
21050-5200200000-527780	Special Program Expense	\$57,597
21050-5200200000-527840	Training - Education/Tuition	\$2,000
21050-5200200000-529000	Misc. Travel Expense	\$5,470
21050-5200200000-530020	Board - Other	\$336,924
21050-5200200000-537240	Interfund Exp. Utilities	<u>\$ 4,886</u>
	Total Appropriation Increase	530,137
Increase Estimated Revenue:		
21050-5200200000-767140	Fed - Misc. Reimbursement	\$ 60,562
21050-5200200000-767220	Fed - Other Grants	<u>\$469,575</u>
	Total Estimated Revenue Increase	\$530,137

• **TLMA – Integrated Plan**

Recommended Motion: *That the Board of Supervisors: 1) Authorize the Human Resources Director to amend Ordinance 440, pursuant to Resolution No. 440-8518 (Attachment C), to add one position to the RCA, under the Riverside County Integrated Plan; and 2) Approve and direct the Auditor-Controller to adjust Appropriations and Estimated Revenue as follows:*

Increase Appropriations:		
20200-3100400000-510040	Regular Salaries	\$27,827
20200-3100400000-518100	Budgeted Benefits	<u>\$ 8,626</u>
	Total Appropriations Increase	36,453

Increase Estimated Revenue:		
20200-3100400000-777180	Development Fees	\$36.453

• **FACILITIES MANAGEMENT - ADMINISTRATION**

Recommended Motion: That the Board of Supervisors approve and direct the Auditor-Controller to adjust Appropriations and Estimated Revenue as follows:

Increase Appropriations:		
10000-7200100000-572400	Intra-Internal Charges	\$445.000

Increase Estimated Revenue:		
10000-7200100000-781360	Other Misc. Revenue	\$445.000

• **FACILITIES MANAGEMENT – MAINTENANCE**

Recommended Motion: That the Board of Supervisors approve reprogramming a total of \$1,376,058 for additional maintenance projects as follows:

Completed & Closed Jobs

Mur SW CP troubleshoot and repair chiller #1	(57,054.00)
Riv CAC Install card access system	(10,671.29)
Riv CAC Card readers	(2,545.75)
Riv CAC Annex equipment	(1,830.40)
Riv CAC Replace exhaust fans	(1,440.00)
Riv CF Re-coat/repair parking lots	(1,440.00)
Ban CAC Asbestos remediation	(900.00)
Riv AOJ Replace broken concrete	(511.50)
Riv AOJ Replace fence	(263.05)
Riv CAC HVAC system upgrades, flrs 4-14	(216.00)
Riv CAC Clean duct work	(72.00)
Riv TORO Pave parking lot	(54.00)
Riv FM Fire sprinkler work	2.00
Riv CAC Annex interior upgrades	10.00
Riv MUNI CRT Remodel basement	42.51
Riv CAC Annex Lobby Install security desk	96.00
Riv CAC Annex Replace signage	182.53
Riv PDC Repair roll-up door	346.00
Riv CAC Annex WRCOG furniture	364.25
Riv MHT Waterproof concrete and replace carpet	798.71
Riv CAC Annex Build smokers shelter in garage	850.00
Riv LAWLIB Replace and add exit signs	1,024.71
Riv FM Remodel conference room	1,033.00
Riv CAC Annex Wallpaper 5th flr BOS	1,242.00
Riv TORO Repair roof joists by A/C	1,538.00
Mur SWCJC CP Replace heat exchanger	3,561.50
Riv COMM A&B Replace air cooled chiller	3,867.33
Riv CAC Annex IT upgrades	5,211.71
Riv CAC Air quality analysis	5,479.23
Riv LAWLIB Seismic strapping for shvlg	6,276.00

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Riv JUV CRT Mold hazard	6,758.47
Riv CAC Hook-up elevator smoke alarm	6,763.50
Riv DA Replace air conditioning system	8,173.20
Riv LIB ADMIN Sagging floor	12,398.00
Ind SHRF STN Upgrade ext. door	14,106.47
Riv CAC Annex Brdrm remodel desktop	17,266.51
Riv DA Bldg elevators	18,023.29
Riv CAC Replace transfer switch	18,276.12
Riv 12 St Parking Struct. Equipment upgrades	22,771.60
Riv AOJ Replace roof	45,965.00
Riv FM Roof replacement over shop	79,391.00
Riv CAC Rebuild absorption burners	74,684.00
Riv CJB Emergency exit hardware	20,097.00
Riv Jail Fire door upgrades	97,617.00
Riv LAWLIB Fire door and hardware upgrades	74,286.00
Hem CAC Bldgs B&C Chiller replacement	85,000.00
Riv Fleet Restroom and shower upgrade	1,667.20
Ind Jail Replace and add exit signs	16,686.71
Ind DCHMC Grade corrections/landscape	40,154.34
Riv Purch HVAC print shop	100,000.00
Riv CAC Annex telephones	146,237.50
Riv Comm Replace chiller system	72,710.00
Riv CJB Replace chiller system	73,048.80
Ban CAC Reseal glass entry	3,083.00
Riv DA Replace carpet	860.43
Riv CF Parking lot repairs	124,451.00
Riv CAC Replace fire alarm	185,000.00
Tem CAC Parking lot repairs	13,654.68
Energy Projects Debt Service	42,000.00
Total available	1,376,058.31

Proposed New Jobs

Riv DPSS Arlington Chiller replacement	200,000.00
Safety Emergency Allocation	88,546.31
Indio CAC Replace exhaust fans	28,512.00
Juv Prob Chiller replacement	236,000.00
VAR UST Testing/Permitting	223,000.00
Indio CAC Upgrade fire alarm	180,000.00
Riv Parking Lot Downtown	100,000.00
Riv CAC Chiller replacement	300,000.00
Banning CAC Waterproofing	20,000.00
	1,376,058.31

• **PARKS DISTRICT – REGIONAL PARKS DISTRICT OPERATING FUND**

Recommended Motion: That the Board of Supervisors approve and direct the Auditor-Controller to adjust Appropriations and Estimated Revenue as follows:

Increase Appropriations:

51540-931104-510040	Regular Salaries	\$34,200
51540-931104-518100	Budgeted Benefits	\$10,800
51540-931104-520330	Communication Services	\$19,000
51540-931104-522310	Maint-Building Improvements	\$60,000
51540-931104-522320	Maint-Grounds	\$ 7,000
51540-931104-524560	Auditing and Accounting	\$50,000
51540-931104-525440	Professional Services	\$ 4,000
51540-931104-526960	Small Tools and Instruments	\$10,000
51540-931104-527660	Operational Marketing	\$20,000
51540-931104-527780	Special Program Expense	\$40,600
51540-931104-543160	Equipment	\$20,000

Decrease Appropriations:

51540-931104-529500	Electricity	\$23,973
51540-931104-529550	Water	<u>\$50,000</u>
	Total Appropriations Increase	201,627

Increase Estimated Revenues:

51540-931104-741360	Concessions	\$24,000
51540-931104-755190	Off Highway Vehicle Park & Rec	\$40,600
51540-931104-776740	Recreation Fees	\$59,000
51540-931104-777520	Reimbursement for Services	\$ 6,000
51540-931104-777540	Reimbursement for Salaries	\$31,500

Decrease Estimated Revenues:

51540-931104-781540	Contributions from Other Funds	<u>\$23,973</u>
	Total Estimated Revenue Increase	137,127

There is unreserved fund balance available to offset these increases.

• **PARKS - JENSEN RANCH TRUST**

Recommended Motion: That the Board of Supervisors approve and direct the Auditor-Controller to increase Appropriations for Jensen Ranch as follows:

Increase Appropriations		
25570-931113-522320	Maintenance – Grounds	\$10,000

Unreserved fund balance is available to offset these increases.

• **COUNTY SERVICE AREA 152**

Recommended Motion: That the Board of Supervisors approve and direct the Auditor-Controller to increase Appropriations for County Service Area 152 as follows:

Increase Appropriations:		
24625-915201-527780	Special Program Expense	\$100,000

Unreserved fund balance is available to offset these increases.

• **WASTE MANAGEMENT DEPARTMENT**

Recommended Motion: That the Board of Supervisors approve and direct the Auditor-Controller to make the following budget adjustments:

Increase Appropriations:		
40200-4500100000-528380	Disposal Fee	\$700,000

Increase Estimated Revenue:		
40200-4500100000-772130	Reversion to Acreage	\$700,000

Recommended Motion: That the Board of Supervisors approve and direct the Auditor-Controller to make the following budget adjustments:

Increase Appropriations:		
40200-4500100000-540040	Land	\$460,000
40200-4500100000-540061	Improvements-Environmental	\$3,000,000
40200-4500100000-546300	Vehicles Buses/Heavy Trucks	<u>\$250,000</u>
	Total Appropriations Increase	3,710,000

Unreserved fund balance is available to offset these increases.

ATTACHMENT B: DEPARTMENT SAVINGS BUDGET ADJUSTMENTS

Increase Reserve or
 Designation:

Fund	Department	Account Description	Amount
10000	1100100000	320110 Reserve for Economic Uncertainty	\$10,123,510

Decrease Appropriations:

Fund	Department	Account Description	Amount
10000	1000100000	510040 Regular Salaries	\$29,000
10000	1000100000	510440 Administrative Leave	\$75,500
10000	1000100000	521380 Maint-Copier Machines	\$20,000
10000	1000200000	510040 Regular Salaries	\$13,117
10000	1100100000	510040 Regular Salaries	\$67,632
10000	1100100000	510200 Payoff Permanent-Seasonal	\$15,000
10000	1100100000	510440 Administrative Leave	\$10,000
10000	1101000000	551100 Contribution To Other Funds	\$1,435,794
10000	1101100000	530220 Support & Care-Persons	\$3,860
10000	1103300000	525020 Legal Services	\$32,400
10000	1109900000	523720 Photocopying	\$1,300
10000	1109900000	525020 Legal Services	\$140,183
10000	1109900000	526420 Advertising	\$500
10000	1109900000	526720 Rent-Lease Storage	\$12,000
10000	1109900000	527760 Special Investigation Account	\$200,000
10000	1109900000	528140 Conference/Registration Fees	\$2,000
10000	1300100000	510040 Regular Salaries	\$27,945
10000	1300100000	521600 Maint-Service Contracts	\$50,000
10000	1300100000	523640 Computer Equip-Non Fixed Asset	\$20,000
10000	1300100000	523700 Office Supplies	\$20,000
10000	1300100000	524760 Data Processing Services	\$70,000
10000	1300100000	525440 Professional Services	\$92,750
10000	1300100000	527280 Awards/Recognition	\$688
10000	1300100000	527840 Training-Education/Tuition	\$15,000
10000	1300100000	528900 Air Transportation	\$2,000
10000	1700100000	510040 Regular Salaries	\$149,951
10000	1700100000	518100 Budgeted Benefits	\$49,985
10000	2400100000	510040 Regular Salaries	\$94,521
10000	2400100000	518100 Budgeted Benefits	\$44,169
10000	2400100000	523620 Books/Publications	\$10,000
10000	2400100000	523640 Computer Equip-Non Fixed Asset	\$75,000
10000	2400100000	523680 Office Equip Non Fixed Assets	\$50,000
10000	2400100000	525440 Professional Services	\$20,000
10000	2500100000	510420 Overtime	\$10,715
10000	2500100000	518080 Other Budgeted Benefits	\$1,285
10000	2500100000	523640 Computer Equip-Non Fixed Asset	\$12,554
10000	2500100000	523800 Printing/Binding	\$8,000
10000	2500100000	546080 Equipment-Computer	\$13,000

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10000	2500200000	510320	Temporary Salaries	\$163,418
10000	2500200000	518080	Other Budgeted Benefits	\$19,610
10000	2500300000	528920	Car Pool Expense	\$712,836
10000	2500400000	510420	Overtime	\$717,371
10000	2500400000	518080	Other Budgeted Benefits	\$86,085
10000	2500500000	510040	Regular Salaries	\$45,441
10000	2500500000	518100	Budgeted Benefits	\$15,904
10000	2500600000	523640	Computer Equip-Non Fixed Asset	\$4,701
10000	2500600000	527780	Special Program Expense	\$1,700
10000	2500700000	529540	Utilities	\$38,738
10000	2501000000	520115	Uniforms-Replacement Clothing	\$3,500
10000	2501000000	520260	Computer Lines	\$1,000
10000	2501000000	520300	Pager Service	\$1,500
10000	2501000000	521400	Maint-Diesel Equip/Truck/Bus	\$500
10000	2501000000	523100	Memberships	\$2,000
10000	2501000000	523620	Books/Publications	\$500
10000	2501000000	523660	Computer Supplies	\$2,000
10000	2501000000	523720	Photocopying	\$500
10000	2501000000	525100	Medical-Lab Services	\$14,000
10000	2501000000	525120	Micrographic Services	\$2,000
10000	2501000000	525540	Non-Co Transcription Services	\$2,500
10000	2501000000	526900	Instrument-Minor Medic Equip	\$6,000
10000	2501000000	526930	Flashlights/Batteries/Bulbs	\$1,000
10000	2501000000	528140	Conference/Registration Fees	\$3,000
10000	2501000000	528220	Photography Expense	\$1,000
10000	2501000000	528960	Lodging	\$5,000
10000	2501000000	529540	Utilities	\$10,915
10000	3110200000	510040	Regular Salaries	\$26,188
10000	3110200000	510420	Overtime	\$22,890
10000	3110200000	518100	Budgeted Benefits	\$8,825
10000	3110200000	520105	Protective Gear	\$4,000
10000	3110200000	520115	Uniforms-Replacement Clothing	\$1,477
10000	3110200000	520200	Communications	\$3,875
10000	3110200000	520230	Cellular Phone	\$4,289
10000	3110200000	523100	Memberships	\$1,000
10000	3110200000	523620	Books/Publications	\$1,375
10000	3110200000	523680	Office Equip Non Fixed Assets	\$31,854
10000	3110200000	523700	Office Supplies	\$1,125
10000	3110200000	525440	Professional Services	\$33,691
10000	3110200000	526420	Advertising	\$1,500
10000	3110200000	527820	Towing-Non County Vehicle	\$28,926
10000	3110200000	527840	Training-Education/Tuition	\$3,592
10000	3110200000	527880	Training-Other	\$1,300
10000	3110200000	528920	Car Pool Expense	\$18,024
10000	3120100000	510040	Regular Salaries	\$36,712
10000	3120100000	537260	Interfnd Exp-GIS	\$10,000
10000	3120100000	546160	Equipment-Other	\$25,000
10000	3130200000	510040	Regular Salaries	\$1,400

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10000	3130200000	518100	Budgeted Benefits	\$514
10000	4100100000	510040	Regular Salaries	\$37,880
10000	4100200000	523230	Miscellaneous Expense	\$14,993
10000	4100300000	510040	Regular Salaries	\$18,272
10000	4100500000	510040	Regular Salaries	\$15,582
10000	4200100000	510040	Regular Salaries	\$65,000
10000	4200100000	510240	Per Diem Salaries	\$22,000
10000	4200100000	510500	Standby Pay	\$50,000
10000	4200100000	510520	Bilingual Pay	\$25,000
10000	4200100000	518100	Budgeted Benefits	\$20,000
10000	4200100000	520270	County Delivery Services	\$115,000
10000	4200100000	523640	Computer Equip-Non Fixed Asset	\$15,000
10000	4200100000	523680	Office Equip Non Fixed Assets	\$10,000
10000	4200100000	523700	Office Supplies	\$50,000
10000	4200100000	524500	Administrative Support-Direct	\$122,532
10000	4200100000	527780	Special Program Expense	\$10,000
10000	4200100000	528920	Car Pool Expense	\$25,000
10000	4200100000	532660	Capital Leases-Other	\$100,000
10000	4200200000	510040	Regular Salaries	\$61,000
10000	4200200000	518100	Budgeted Benefits	\$30,000
10000	4300200000	530260	Medical Services	\$94,987
10000	5100400000	530520	Co Funded Assistance	\$91,142
10000	5400100000	521360	Maint-Computer Equip	\$692
10000	7200200000	510040	Regular Salaries	\$165,597
10000	7200300000	510040	Regular Salaries	\$186,632
10000	7200400000	510040	Regular Salaries	\$16,111
10000	7200500000	510040	Regular Salaries	\$3,350
10000	7200600000	529540	Utilities	\$376,701
10000	7300100000	510440	Administrative Leave	\$15,320
10000	7300100000	520230	Cellular Phone	\$630
10000	7300100000	520260	Computer Lines	\$318
10000	7300100000	521360	Maint-Computer Equip	\$286
10000	7300100000	521560	Maint-Other	\$1,854
10000	7300100000	523620	Books/Publications	\$730
10000	7300100000	523640	Computer Equip-Non Fixed Asset	\$1,588
10000	7300100000	523700	Office Supplies	\$2,540
10000	7300100000	523760	Postage-Mailing	\$635
10000	7300100000	523780	Printed Forms	\$216
10000	7300100000	523800	Printing/Binding	\$953
10000	7300100000	523840	Computer Equipment-Software	\$537
10000	7300100000	524660	Consultants	\$8,182
10000	7300100000	524840	Fingerprinting Services	\$64
10000	7300100000	525060	Medical Examinations-Physicals	\$191
10000	7300100000	525340	Temporary Help Services	\$3,689
10000	7300100000	525500	Salary/Benefit Reimbursement	\$11,167
10000	7300100000	528140	Conference/Registration Fees	\$1,429
10000	7300100000	528900	Air Transportation	\$2,000
10000	7300100000	528960	Lodging	\$318

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10000	7300100000	528980	Meals	\$439
10000	7300100000	572900	Intra-Personnel	\$40,019
10000	7300200000	510040	Regular Salaries	\$19,054
10000	7300200000	518100	Budgeted Benefits	\$7,410
10000	7300200000	520115	Uniforms-Replacement Clothing	\$836
10000	7300200000	525500	Salary/Benefit Reimbursement	\$1,578
10000	7300200000	526700	Rent-Lease Bldgs	\$18,709
10000	7300200000	527880	Training-Other	\$145
10000	7300200000	528140	Conference/Registration Fees	\$550
10000	7300200000	528920	Car Pool Expense	\$217
Total General Fund Decreased Appropriations				\$6,910,200

Increase Appropriations:

Fund	Department	Account	Description	Amount
10000	1500100000	572000	Intra-DPSS	(\$229,654)
			Temporary Help	
10000	7300200000	525340	Services	\$22,710
10000	7300100000	510040	Regular Salaries	\$12,656
10000	7300100000	518100	Budgeted Benefits	\$6,334
10000	7300100000	522320	Maint-Grounds	\$5,400
10000	7300200000	522320	Maint-Grounds	\$5,332
10000	7300100000	523300	Moving Expense	\$3,000
			Maint-Building and	
10000	7300100000	522310	Improvement	\$1,000
			Miscellaneous Travel	
10000	7300100000	529000	Expense	\$1,000
Total General Fund Increased Appropriations				(\$172,222)

Fund	Department	Account	Description	Amount
			Reimbursement For	
10000	1100100000	777520	Services	\$92,632
10000	1109900000	781120	Rebates & Refunds	\$60,000
			Supplemental 5%	
10000	1200100000	770070	Charge	\$260,323
10000	1200100000	770100	Special Assessments	\$57,265
10000	1200200000	774000	Recording Fees	\$8,832
			Costs On Delinquent	
10000	1400100000	733020	Taxes	\$190,623
10000	1930100000	741320	Misc Event Charges	\$8,100
			Real Estate Fraud	
10000	2200100000	777050	Prosecution	\$409,799
			Pa Stat Commn Xtraord	
10000	2501100000	773010	PC7660	\$32,675
10000	2600200000	767280	Fed-Federal Revenue	\$1,642,431
10000	2700200000	778120	Interfnd -Fire Services	\$271,657
10000	4200100000	762020	Fed-SB 910 MAA MAC	\$92,660
10000	5400100000	755060	Ca-Cdva Sb1556	\$10,064
			CA-Veteran Svc Officer	
10000	5400100000	755100	Reimb	\$20,064

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Increased Revenues:

Fund	Department	Account	Description	Amount
10000	1100100000	777520	Reimbursement For Services	\$92,632
10000	1109900000	781120	Rebates & Refunds Supplemental 5% Charge	\$60,000
10000	1200100000	770070	Special Assessments	\$260,323
10000	1200100000	770100	Recording Fees	\$57,265
10000	1200200000	774000	Costs On Delinquent Taxes	\$8,832
10000	1400100000	733020	Misc Event Charges	\$190,623
10000	1930100000	741320	Real Estate Fraud Prosecution	\$8,100
10000	2200100000	777050	Pa Stat Commn Xtraord	\$409,799
10000	2501100000	773010	PC7660	\$32,675
10000	2600200000	767280	Fed-Federal Revenue	\$1,642,431
10000	2700200000	778120	Interfnd -Fire Services	\$271,657
10000	4200100000	762020	Fed-SB 910 MAA MAC	\$92,660
10000	5400100000	755060	Ca-Cdva Sb1556	\$10,064
10000	5400100000	755100	CA-Veteran Svc Officer Reimb	\$20,064
General Fund Total Increased Revenue				<u>\$3,157,125</u>

Decreased Revenue:

Fund	Department	Account	Description	Amount
10000	1400100000	777470	Reimb Moneymax Admin	(\$116,037)
General Fund Total Decreased Revenue				<u>(\$116,037)</u>

Decreased Appropriations

Fund	Department	Account	Description	Amount
40050	4300100000	510040	Regular Salaries	\$90,000
40050	4300100000	510240	Per Diem Salaries	\$429,517
40050	4300100000	518100	Budgeted Benefits	\$43,623
Total Decreased Appropriations				<u>\$563,140</u>

Increase Appropriations

Fund	Department	Account	Description	Amount
21000	2700300000	536900	Interfund Exp-Fire Service	\$271,657
Total Increased Appropriations				<u>\$271,657</u>

Decreased Estimated Revenue

Fund	Department	Account	Description	Amount
40050	4300100000	781540	Contribution From Other Funds	\$563,140
Total Decreased Estimated Revenue				<u>\$563,140</u>

Increase Estimated Revenue

Fund	Department	Account	Description	Amount
21000	2700300000	700020	Prop Tax Current Secured	\$271,657
Total Decreased Estimated Revenue				<u>\$271,657</u>



ATTACHMENT C: RESOLUTION 440-8518

RESOLUTION NO. 440 8476

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on October 28 2003, that pursuant to Section 5.A of Ordinance No. 440, the Assistant County Executive Officer of Ordinance No. 440, is authorized to make the following listed change(s), operative on the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
85060	+1	3100400000	Ecological Resources Specialist
13931	+3	2200100000	Legal Transcriber II
37664	+3	2200100000	Senior District Attorney Investigator
78534	+3	2200100000	Deputy District Attorney IV

/kc
10/17/03
440 Resolutions\KC

ATTACHMENT D: CODE ENFORCEMENT REPORT



**COUNTY OF RIVERSIDE
TRANSPORTATION AND LAND MANAGEMENT
AGENCY
BUILDING AND SAFETY DEPARTMENT**



James J. Miller
Director

Report on Increasing the Efficiency of Code Enforcement

As a follow up to the Board of Supervisors June 9, 2003, interest in the efficiency of code-enforcement operations the department has conducted internal reviews and brainstorming sessions. As a result:

1. Job duties have been restructured to increase efficiency. The most difficult and sensitive code-enforcement cases will be reassigned from the code enforcement officer II positions and assigned to the senior code enforcement officer in each office. This will increase the code enforcement officer II's productivity. It also will allow the senior code enforcement officers to confer with elected officials, their staffs and other agencies, which will result in quicker and more knowledgeable responses to inquiries and a higher level of case completion. The department recently filled two senior code enforcement officer positions, which will provide one senior officer in each of the regional offices and the Rubidoux Village office.
2. Code enforcement has been reorganized to better apply community and outside resources to help the public comply with codes voluntarily. The department has asked to swap five vacant code enforcement officers II positions for development specialist II positions. These positions located in each office would work to leverage community and other resources to facilitate voluntary compliance with building and land-use codes and coordinate neighborhood cleanup and beautification efforts. These new positions would focus on voluntary compliance and not issue citations or conduct investigations. The development specialist II positions would leverage community resources, coordinate grant activities and advocate for and assist property and mobile-home park owners in achieving voluntary compliance.
3. The Executive Office, with department staff, has reviewed management operations. The review found that the department hires well-qualified staff, maintains written procedures, administers its budget effectively, has an active in-service training program, maintains current cost recovery fee rates and has

effective equipment and vehicles. This review found the division operates within reasonable indicators of efficiency with the exception of needing a more robust automated information system. Last fiscal year, the department had consultants map and streamline manual processes for eventual automation.

4. TLMA is in the procurement process to replace the Land Management System
5. (LMS) with an upgraded system for the entire agency and its departments and code enforcement information needs are included as a part of the new system specifications. Projections for replacing the LMS system anticipate implementation in summer 2004. It is not economically feasible and it would be operationally disadvantageous to separate out a system specifically for code enforcement that is not integrated with the rest of TLMA. During the interim period, code enforcement will use existing LMS and MSOffice desktop applications and paper files to track its processes and cases. The department has a policy of minimum required training for; management, supervisory, customer service and computer training for staff TLMA recently won an Award from HR for most utilization of the HR Career Development center of which the Building and Safety department played a large role.
6. The number of code enforcement cases opened in FY02/03 was 5,960, a 14 percent increase over the 5,231 cases opened in FY01/02.