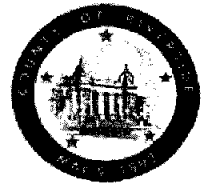


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

771



FROM: Purchasing and Fleet Services Department

SUBMITTAL DATE:
December 12, 2007

SUBJECT: APPROVAL OF FY2008-2009 SUPPLY SERVICES DELIVERY RATES

RECOMMENDED MOTION: That the Board of Supervisors:

Approve the proposed rate changes for Supply Services as outlined in Attachment A.

BACKGROUND: This Form 11 is for the purpose of setting Supply Services delivery rates for fiscal year 2009.

Each year Supply Services passes along delivery charges to customers in the form of rates. The basis for FY 2009 rates is the actual cost of delivery in FY 2007 spread by the percentage of sales to each customer.

Attachment

ROBERT J. HOWDY SHELL, Director
Purchasing and Fleet Services Department

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2009

SOURCE OF FUNDS:	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY:
Robert Tremaine

County Executive Office Signature

FISCAL PROCEDURES APPROVED
 ROBERT E. BYRD, AUDITOR-CONTROLLER
 BY:
 MICHAEL G. ALEXANDER
 12/13/07
 Departmental Concurrence

Policy
 Policy
 Consent
 Consent
 Dep't Recomm.:
 Per Exec. Ofc.:

Prev. Agn. Ref.: | District: | Agenda Number: **3.71**

Attachement A

County of Riverside
Supply Services Delivery Rates
For Fiscal Year 2009

Customer #	Customer Name	FY 2007 Sales	Percentage of Sales	Delivery Charge Allocation FY 2009	Delivery Charge Allocation FY 2008
	Total Costs to Allocate			\$ 242,408	\$ 215,965
10001	BOARD OF SUPERVISORS	22,861	0.25%	616	74
	District 1	-	0.00%	-	23
	District 2	-	0.00%	-	20
	District 3	-	0.00%	-	14
	District 4	-	0.00%	-	5
	District 5	-	0.00%	-	1
	Clerk of the Board	-	0.00%	-	499
	Youth Protection	-	0.00%	-	27
10002	ASSESSMENT APPEALS	681	0.01%	18	11
11001	COUNTY EXECUTIVE OFFICE	6,086	0.07%	164	184
11015	HOMEGARDENS LIBRARY	-	0.00%	-	
11092	OASIS-FINANCIALS	277	0.00%	7	141
11093	OASIS HRMS	4,648	0.05%	125	179
11301	PERSONNEL	237,831	2.64%	6,406	4,568
11302	HUMAN RESOURCES	-	0.00%	-	
11303	PERSONNEL-RIDESHARE	754	0.01%	20	56
11308	WORKERS COMP DIVISION	31,054	0.35%	836	534
11310	HR-RISK MANAGEMENT	38,007	0.42%	1,024	681
11313	HR-SAFETY OFFICE	30,095	0.33%	811	211
11318	HUMAN RESOURCES TAP	19,137	0.21%	515	986
11320	HUMAN RESOURCES EXCLUSIV	39,630	0.44%	1,067	680
11322	HUMAN RESOURCES/EAP	3,676	0.04%	99	193
11329	HR Occupational Hlth & W	18,967	0.21%	511	1,095
11501	EXECUTIVE OFFICE	-	0.00%	-	1
12001	ASSESSOR	150,709	1.67%	4,059	4,705
12002	COUNTY CLERK /RECORDER	126,052	1.40%	3,395	3,657
12003	CLERK RECORDER	8,772	0.10%	236	144
13001	AUDITOR CONTROLLER	60,497	0.67%	1,630	1,443
13002	AC INTERNAL AUDIT	315	0.00%	8	
14001	TREASURER-TAX COLLECTOR	60,029	0.67%	1,617	1,297
15001	COUNTY COUNSEL	34,682	0.39%	934	676
17001	REGISTRAR OF VOTERS	4,149	0.05%	112	151
19001	ECONOMIC DEV AGENCY	77,249	0.86%	2,081	1,591
19003	EDA REDEVELOPMENT	47,930	0.53%	1,291	1,482

Attachement A

County of Riverside
Supply Services Delivery Rates
For Fiscal Year 2009

Customer #	Customer Name	FY 2007 Sales	Percentage of Sales	Delivery Charge Allocation FY 2009	Delivery Charge Allocation FY 2008
19005	WORKFORCE DEVELOPMENT CT	51	0.00%	1	8
19107	EDA	-	0.00%	-	4
19201	NATIONAL DATE FESTIVAL	3,406	0.04%	92	73
19301	ECONOMIC DEVELOPMENT AGE	-	0.00%	-	2
22001	DISTRICT ATTORNEY	457,502	5.08%	12,323	10,395
23001	CHILD SUPPORT SERVICES	235,551	2.62%	6,345	7,310
24001	PUBLIC DEFENDER	57,082	0.63%	1,538	675
25001	SHERIFF-ADMINISTRATION	58,280	0.65%	1,570	690
25002	SHERIFF	159,987	1.78%	4,309	3,303
25003	SHERIFF	544,936	6.06%	14,678	11,632
25004	SHERIFF-ADMINISTRATION	358,421	3.98%	9,654	10,196
25005	SHERIFF COURT SERVICE-EA	19,792	0.22%	533	1,666
25006	SHERIFF -COURT SERVICES	6,598	0.07%	178	3
25007	RIVERSIDE COUNTY SHERIFF	42,793	0.48%	1,153	946
25008	SHERIFF DEPT NARCOTICS	5,070	0.06%	137	107
25009	SHERIFF	3,980	0.04%	107	151
25010	SHERIFF CORONER	14,985	0.17%	404	471
25011	SHERIFF-PUBLIC ADMINISTR	4,121	0.05%	111	105
25051	SHERIFF-CAL ID	24,875	0.28%	670	522
26001	PROBATION	92,882	1.03%	2,502	3,008
26002	PROBATION	258,547	2.87%	6,964	4,996
26007	PROBATION	54,257	0.60%	1,461	1,083
27001	FIRE DEPARTMENT-FP # HOM	2,016	0.02%	54	2
27002	FIRE DEPARTMENT	527,209	5.86%	14,201	11,250
27004	FIRE DEPARTMENT	204	0.00%	5	143
28001	AGRICULTURAL COMMISSIONE	23,204	0.26%	625	195
31001	TLMA	1,627	0.02%	44	83
31002	TLMA	8,306	0.09%	224	977
31003	TLMA	10,202	0.11%	275	489
31005	TLMA	840	0.01%	23	63
31101	BUILDING AND SAFETY	5,871	0.07%	158	535
31102	TLMA-CODE ENFORCEMENT	5,814	0.06%	157	600
31201	PLANNING	45,361	0.50%	1,222	1,081
31301	TLMA - TRANS CONST.	25,203	0.28%	679	1,433
31302	TLMA - SURVEY	1,802	0.02%	49	162
31307	TLMA	1,034	0.01%	28	36

Attachement A

County of Riverside
Supply Services Delivery Rates
For Fiscal Year 2009

Customer #	Customer Name	FY 2007 Sales	Percentage of Sales	Delivery Charge Allocation FY 2009	Delivery Charge Allocation FY 2008
41001	MENTAL HEALTH-PUBLIC GUA	15,815	0.18%	426	483
41002	MENTAL HEALTH	300,947	3.34%	8,106	6,537
41003	MENTAL HEALTH-DETENTION	11,413	0.13%	307	233
41004	MENTAL HALTH	91,795	1.02%	2,473	2,372
41005	MENTAL HEALTH	76,199	0.85%	2,052	2,119
42001	CHA	178,815	1.99%	4,817	5,088
42002	CHA	-	0.00%	-	15
42003	CHA	1,000,966	11.12%	26,962	25,748
42004	CHA	320	0.00%	9	46
42006	CHA	1,259	0.01%	34	8
43001	RCRMC	586,459	6.52%	15,797	14,243
43002	RCRMC - MEDICAL INDIGENT	5,411	0.06%	146	173
43003	RCRMC DETENTION HEALTH	9,745	0.11%	262	214
45001	WASTE MANAGEMENT	31,805	0.35%	857	903
51001	DPSS	1,963,764	21.82%	52,896	44,451
51006	DPSS HOMELESS	6,736	0.07%	181	
52001	DPSS-MATERIAL MANAGEMENT	20,614	0.23%	555	793
52002	COMMUNITY ACTION	1,901	0.02%	51	
52003	COMMUNITY ACTION	27	0.00%	1	
53001	OFFICE ON AGING	41,719	0.46%	1,124	1,572
54001	VETERANS SERVICES	16,238	0.18%	437	244
63001	COOPERATIVE EXT.	5,003	0.06%	135	35
72001	FACILITIES MANAGEMENT	103,906	1.15%	2,799	1,544
72002	FACILITIES MANAGEMENT	249,798	2.78%	6,729	5,804
72003	FACILITIES MANAGEMENT	4,283	0.05%	115	52
72004	FACILITIES MANAGEMENT	6,402	0.07%	172	67
72005	FACILITIES MANAGEMENT	2,193	0.02%	59	32
72006	FACILITIES MANAGEMENT	-	0.00%	-	
72007	FACILITIES MANAGEMENT	2,806	0.03%	76	43
72008	FACILITIES MANAGEMENT	-	0.00%	-	-
73001	PURCHASING	12,435	0.14%	335	
73003	PRINTING SERVICES		0.00%	-	
73005	FLEET SERVICES	8,736	0.10%	235	259
73006	CENTRAL MAIL	3,897	0.04%	105	33
74001	INFORMATION TECHNOLOGY	30,221	0.34%	814	712
74003	RCIT 800 Mhz Radio Project	12,702	0.14%	342	19

Attachement A

County of Riverside
Supply Services Delivery Rates
For Fiscal Year 2009

Customer #	Customer Name	FY 2007 Sales	Percentage of Sales	Delivery Charge Allocation FY 2009	Delivery Charge Allocation FY 2008
905830	WEST RVSD CNCIL GOVT.	235	0.00%	6	
924001	CONSOLIDATED COURTS	25,349	0.28%	683	
931108	RIVERSIDE COUNTY PARKS	118	0.00%	3	
931116	RIVERSIDE COUNTY PARKS	44	0.00%	1	1
931117	REGIONAL PARK DISTRICT	502	0.01%	14	7
931119	REGIONAL PARKS DISTRICT	134	0.00%	4	24
931220	Regional Parks District	51	0.00%	1	9
931222	PARKS MULTI SPEC HABITAT	276	0.00%	7	
931230	REGIONAL PARKS	5	0.00%	0	
931400	REGIONAL PARKS DISTRICT	23,122	0.26%	623	625
931500	RIV. CTY REGIONAL PARK	-	0.00%	-	20
931709	RIVERSIDE COUNTY REGION	415	0.00%	11	11
931710	REGIONAL PARKS DISTRICT	692	0.01%	19	3
933201	RIVERSIDE COUNTY TRANS COMM	2,169	0.02%	58	
934001	REDEVELOPEMENT AGENCY	-	0.00%	-	-
935001	TLMA-KARLENE HERNANDEZ	97	0.00%	3	64
935200	WRC-Regional Conservati	8,185	0.09%	220	125
935320	WDC-RCA	5,825	0.06%	157	
947140	FLOOD CONTROL	670	0.01%	18	
947200	FLOOD CONTROL	13,340	0.15%	359	664
947260	FLOOD CONTROL	-	0.00%	-	36
947280	FLOOD CONTROL	665	0.01%	18	30
947300	FLOOD CONTROL	8,712	0.10%	235	279
947320	FLOOD CONTROL	638	0.01%	17	16
947560	FLOOD CONTROL	15	0.00%	0	1
960001	RIVERSIDE COUNTY LAW LIBRARY	20	0.00%	1	
980501	PERRIS VALLEY CEMETERY	322	0.00%	9	21
985101	Public Authority Admin	17,608	0.20%	474	461
	Total	8,999,442.44	100.00%	242,408	215,965



Executive Office
County of Riverside

Larry Parrish
County Executive Officer

January 29, 2008

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

SUBJECT: FY 2008/09 Internal Service Fees

Annually, in accordance with Board Policy B-4, internal service department managers, the Auditor-Controller, and the Executive Office evaluate existing and proposed charges for services. Internal fees include those from departments that administer true Internal Service Funds (ISFs), as well as those, such as Human Resources and Records Management, that function much like an ISF. Also included this year are the productive hourly rates for Facilities Management.

Following this memo are department proposals for next year's rates, to be incorporated into the proposed budget. Overall, charges to departments will be slightly lower than in the current year, although some departments will pay more. Below is a summary of the rate changes, in millions of dollars, requested by service departments and recommended by this office.

Internal Service	FY 08/09 Recommended Changes in Charges
Central Mail	0.2
Facilities Management	1.9
Fleet Services	0
Human Resources	0.8
Information Technology	2.2
Liability Insurance	(1.1)
Medical Malpractice	(0.2)
OASIS	0
Printing Services	0
Property Insurance	0
Records Management	0.1
Supply Services	0
Unemployment Insurance	0
Workers Compensation	(4.2)
TOTAL CHANGE (in millions)	(\$0.3)

OASIS rates remain unchanged, although an increase in the number of county employees will lead to a small increase in revenue to the department.

There will be no increase in Fleet or Printing Service charges. Central Mail shows a small increase due to cost increases in U.S. Postal rates and employee salaries. There is also a marginal increase in Supply Services, due primarily to fuel costs.

The Records Management and Archive program shows a minimal increase, primarily due to increased production costs and employee salaries.

The Information Technology department has proposed to increase several rates, while a few more are proposed to decrease. Fifty new rates reflect emerging technologies, newly-requested services and the splitting of existing rates into smaller components. Based on historical trends, RCIT expects some growth in their requests for service, despite shrinking department budgets. Their initial budget recommendation, however, will match the current year budget's staffing and estimated charges to departments. If actual revenue does trend above initial estimates, positions and appropriations can be increased during the fiscal year.

The Human Resources rate per employee will decrease by 5.9% with the per capita cost in FY 07/08 of \$1,070 reduced to \$1,013 in FY 08/09. Overall revenue will increase by 4.3% based on an increase in the total number of county employees.

The proposed risk management rates were developed to attain a 70% confidence level, consistent with current practice (in other words, there is a 70% probability that the fund would be able to cover projected claims). The proposed reduction of 17.3% in Workers Compensation rates is a result of continued implementation of cost savings programs, fraud identification, the Medical Provider Network, the return-to-work program and Injury Intervention Therapy to treat repetitive motion injuries. The proposed decrease in General Liability costs is primarily due to the better-than-expected results from the county's claims management efforts. The proposed Medical Malpractice rate decrease reflects a reduction in the number of Medical Malpractice claims, combined with Riverside County Regional Medical Center's performance improvement efforts. Unemployment Insurance is a self-funded benefit program required by the State of California; the annual review of this fund indicates that the rate and fund reserve are adequate and do not require any change. The Short-Term Disability rate and fund reserve also are adequate do not require any change. Long-Term disability insurance will see a reduction in the rate to meet the rate guarantee level and determined through negotiations with the standard insurance company. The Property Insurance program costs are estimated to remain the same as last year and will require no adjustment, although some departments will see their charges rise or fall.

The Facilities Management Department has developed maintenance rates based on the square footage of buildings serviced. This is a major change to their rate structure that more accurately reflects their costs. The overall estimated revenue increase for maintenance is due primarily to an increased number of buildings serviced, and maintenance of county parking structures. The rates for real estate services and custodial services have remained

Honorable Board of Supervisors

January 29, 2008

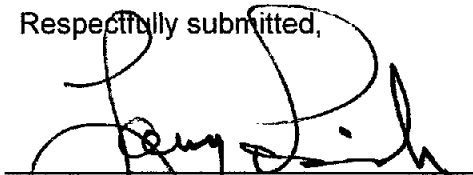
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mostly unchanged from the prior fiscal year, although there is a new rate for pre-leasing services. Project management is proposed to be charged on an hourly basis instead of as an indirect overhead percentage.

It should be noted that during this time of a declining economy, county departments may not purchase all anticipated additional services, which may reduce the overall revenue to the departments providing these services. Such departments have been instructed to curb personnel increases until revenues are more certain.

It is, therefore, recommended that the Board of Supervisors approve each of the attached rate-related proposals from OASIS, Supply Services, Central Mail, Records Management, Information Technology and Human Resources (Including; Workers Comp, Property Insurance, Liability Insurance, Medical Malpractice and Unemployment Insurance) and Facilities Management.

Respectfully submitted,



LARRY PARRISH
County Executive Officer