

COUNTY OF  
RIVERSIDE  
STATE OF CALIFORNIA



COUNTY EXECUTIVE OFFICER'S

FY 2008-09  
FIRST-QUARTER  
BUDGET REPORT

October 28, 2008

Presented by

Bill Luna  
County Executive Officer

3.39



**Bill Luna**  
County Executive Officer

**Jay E. Orr**  
Assistant County Executive Officer

Executive Office, County of Riverside

October 22, 2008

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

**REQUIRES  
4/5 VOTE**

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***SUBJECT: FY 08/09 First-Quarter Budget Report***

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Board members:

With all economic indicators continuing their downside, I expect the county's tight budget situation to worsen before it improves. I have directed department heads to lower budget expectations and instructed staff to diligently monitor departmental spending. In June, departments relying on general fund support were directed to reduce general fund expenses by five percent this year and to expect additional cuts in subsequent years.

Given the further economic decline, those projected budget cuts must be revised. Our latest analysis indicates that, during this downturn, we will need to reduce general fund allocations by 25 percent, over a four year period, to maintain a structurally balanced budget. A general fund cut of at least 10 percent should be planned in FY 09/10. In the out years, the economic trend reflects the need for a 6.3 percent cut in FY 10/11 and a 3.3 percent cut in FY 11/12. We must integrate these financial realities with your support for public safety and capital facilities projects. We should resist backfilling budget shortfalls and allocate funds from contingency sparingly.

Many department heads have already implemented some cost containment measures – I applaud and support their efforts. I have directed my staff to work more closely with departments to maintain the county's overall budget health. Executive Office staff will expand their roles as department analysts, seeking new ways to support department managers as they face the challenge of providing services with shrinking resources. Other cost containment measures that I have initiated include closer scrutiny of both appropriation transfers and new position requests. I am also weighing the benefits of implementing several other cost saving measures before yearend to curtail overruns.

To ensure that core county services are protected next fiscal year, each department head shall – in time for the midyear budget report – submit to the Executive Office a comprehensive fiscal strategy for FY 09/10. These strategies should address, at the very least, planned reductions in general fund allocations and impacts of state cuts.

FISCAL PROCEDURES APPROVED  
ROBERT E. BYRD, AUDITOR-CONTROLLER

BY Samuel Wong 10/23/08  
SAMUEL WONG

Supplemental property tax revenue is down and I am cutting current year revenue estimates by \$2.9 million. The local housing market decline, the national credit crisis, and Wall Street volatility have created an economic crisis more severe and persistent than anyone predicted. Experts expect that recovery will be measured in years, not months. In the meantime, our challenge is to attain and then maintain structural balance, our high credit ratings, core services, and our plans to expand the correctional system.

Because of California's broad exposure to aggressive lending practices, many economists believe the economic crisis began in our state when the housing bubble burst. Some also believe the state's housing market might hit bottom before the rest of the nation and start to rebound sooner than in other states. As conditions change, I will update the Board on local fiscal impacts. Restraint remains the key and we should proceed cautiously.

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

\$ Millions

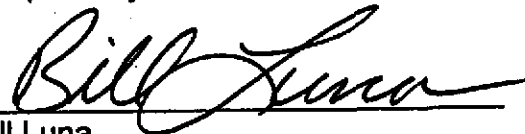
|             |   |
|-------------|---|
| 34.82       | FY 08/09 beginning budgeted balance             |
| (0.02)      | First-quarter activity                          |
| <u>2.55</u> | Aggregate of actions recommended in this report |
| 37.35       | Interim balance                                 |

Other attachments:

ATTACHMENT A Recommended budget adjustment summary  
ATTACHMENT B Resolution 440-8794 authorizing new positions  
ATTACHMENT C Human Resource's recruitment and vacancy report  
ATTACHMENT D Auditor-Controller's internal audit plan update

IT IS RECOMMENDED that the Board of Supervisors 1) receive and file this report, 2) approve the recommendations and associated budget adjustments in Attachment A, 3) approve Attachment B, Resolution 440-8794 authorizing new positions, 4) receive and file Attachment C and D, and 5) direct department heads to submit budget integrity strategies to the Executive Office for FY 09/10 by December 31, 2008.

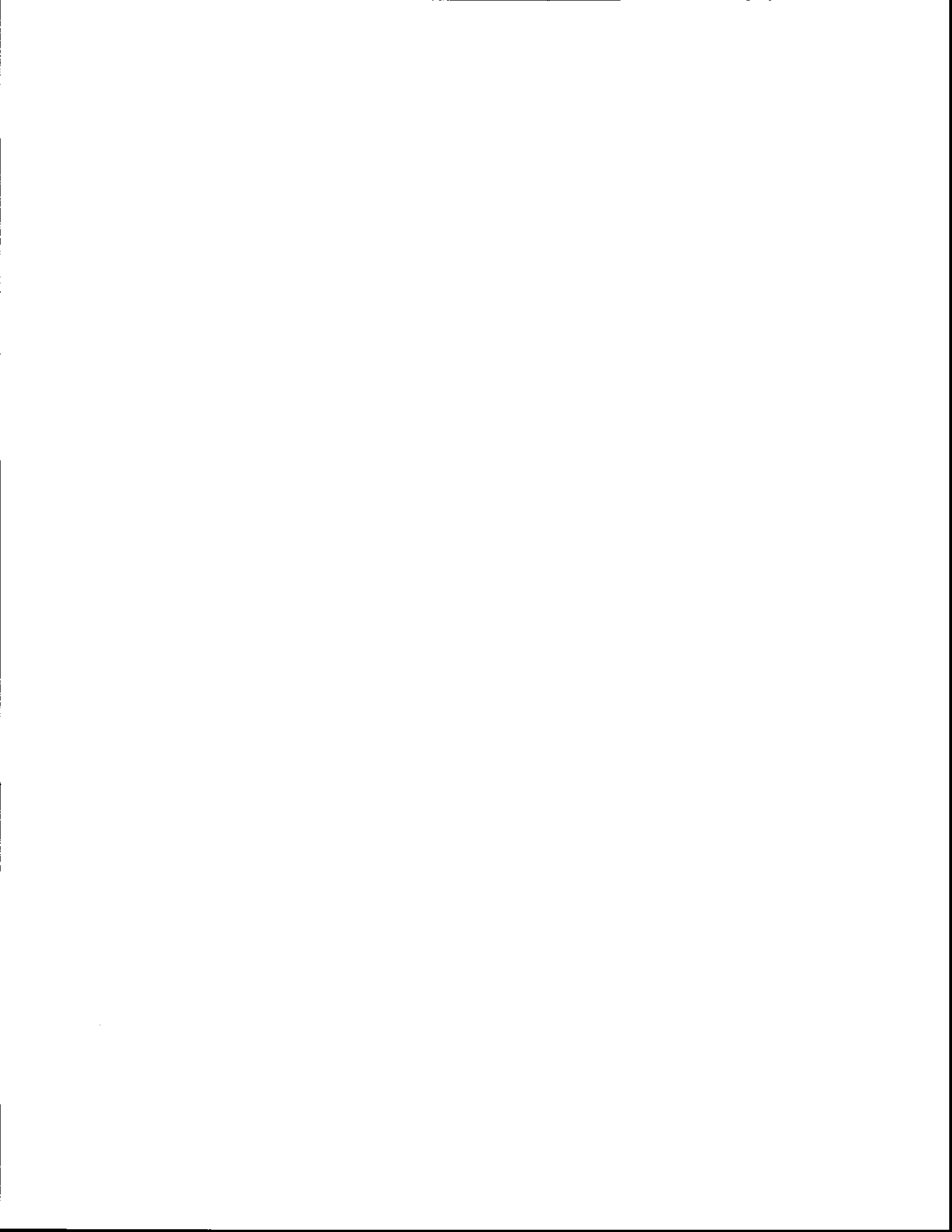
Respectfully submitted,



Bill Luna  
County Executive Officer

**COUNTY OF RIVERSIDE  
EXECUTIVE OFFICE  
FY 08/09  
FIRST-QUARTER BUDGET REPORT  
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## **A. COUNTY ECONOMIC OUTLOOK**

The Executive Office has updated the Board regularly on the slumping economy and its effects on local resources. The national credit crisis and the volatility on Wall Street added uncertainty to the recession's degree and duration. Locally, current data signal further property value declines tied to Proposition 8 reductions that will likely surpass any increase in assessed values for FY 09/10. Therefore, assessed values will likely be down next year. The multiple-year budget projection, presented on page three, has been updated to reflect these declines in discretionary revenue. Given current conditions, general fund allocations must be reduced about 25 percent cumulatively through FY 11/12 to avoid an unmanageable budget deficit.

For FY 09/10, we project that general fund departments will have a 10 percent reduction of general fund resources. This year, the Executive Office will require all departments, by December 31, 2008, to submit a budget compliance plan that reflects their strategies to meet this reduced funding target. Presenting a balanced budget for the coming year will be difficult and likely could require additional drawdowns on reserves or designations. Eliminating the current cyclical budget deficit within two years is planned, but not certain. Pulling funds from reserves to adjust for falling revenues or to backfill core functions is a short-term, and perhaps shortsighted, solution that could worsen the structural deficit and damage county credit ratings.

## **B. FY 08/09 BUDGET OUTLOOK**

### **1. FIRST-QUARTER HIGHLIGHTS**

It is critical that departments adhere to this year's Board-approved budget thresholds to avoid increasing the budget deficit. Department heads have been directed to continue reducing general fund costs (NCC) and to fill vacancies sparingly to protect core functions, but early results are mixed. Some county departments have successfully adjusted spending while others are struggling to meet this year's five percent reduction. To facilitate budget compliance, the Executive Office will restrict budget transfers and initiate more rigorous inspections of current year spending plans. Restrictions on hiring and capital asset purchasing might be needed before the end of the fiscal year.

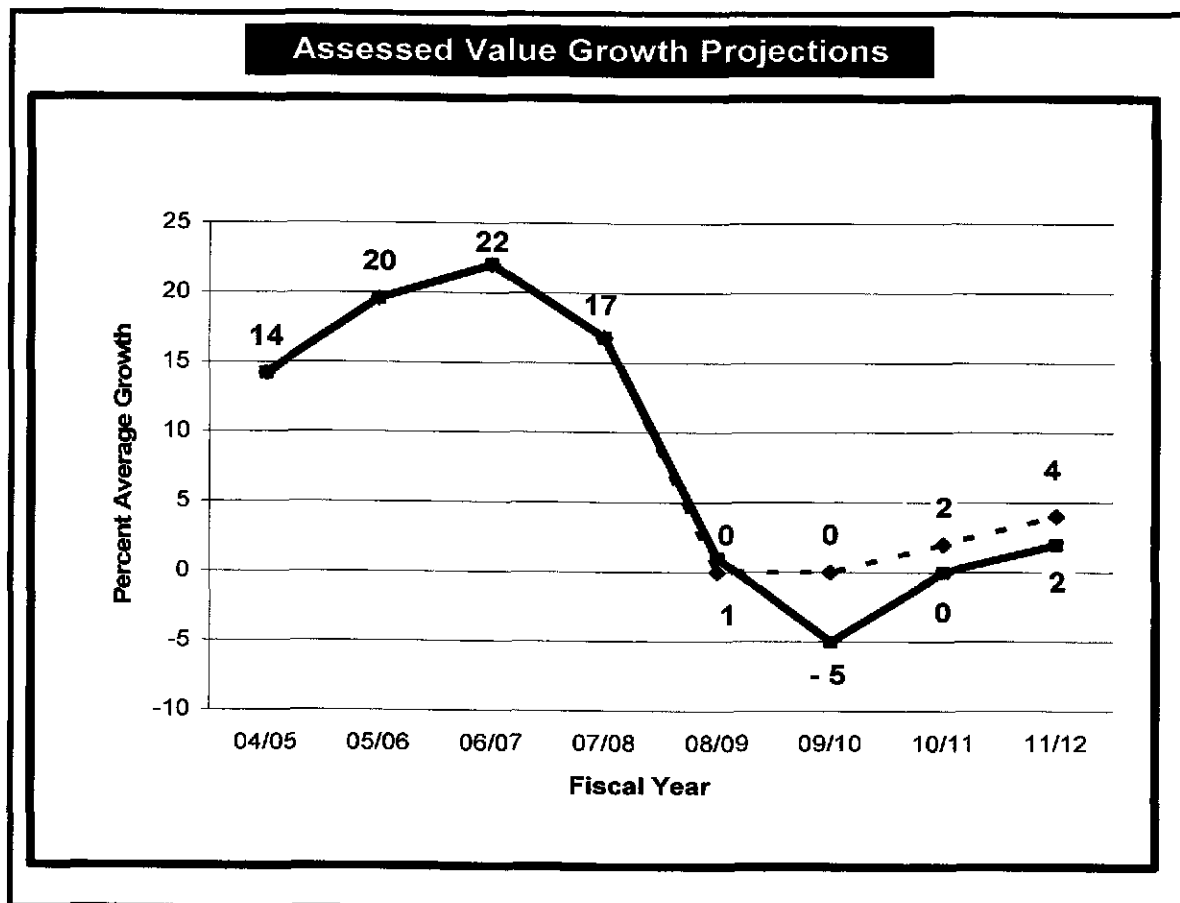
The declines in the real estate market continue to negatively impact the business of the Clerk-Recorder. The department reports that when comparing the first quarter of FY 08/09 to the first quarter of FY 07/08, the volume of documents recorded decreased by four percent and the number of pages recorded decreased by 27 percent. It is important to note that in comparison to the first quarter of FY 06/07, the decrease in the volume of documents recorded is 29 percent, and the decrease in the number of pages recorded is 58 percent. Based on current projections, the department anticipates this low volume to continue through the fiscal year.

Permit volume continues to decrease in Building and Safety. During the first quarter of FY 08/09, permit volume was down 37 percent compared to the first quarter of FY 07/08. The Planning Department reports a 28 percent drop in the total number of applications for the same time period and a 55 percent decline in major planning applications. Thirty percent fewer customers are coming to the Riverside, South County, and Desert Permit Assistance Centers for counter services.

## 2. PROPERTY TAX ASSESSED VALUE PROJECTIONS

The Assessor-Clerk-Recorder reports continued declines in the residential home market and a significant reduction in the amount of new construction throughout the county. Sales data indicate that as of October 2008, market values have fallen to the same levels as March 2003. This reduction in values, after adding current new construction, foretell an assessment roll reduction. Property transfers are currently on line to exceed the 80,000 transfers for FY 08/09; almost 60 percent of those transfers involve foreclosure and bank owned property sales, which further reduce assessed values. The rapid decline in property values and the level of foreclosure activity today far exceeds what was seen during the downturn of the 1990's.

The Assessor has a Proposition 8 software program that aids in the evaluation of the currently declining market; it indicates that over 321,000 properties are in the target range to be reviewed for possible reductions. This would include the 275,000 properties reviewed for FY 08/09, including over 219,000 that were reduced. Sales analysis as of October 2008 does not yet indicate a leveling of home values. Data suggest that property tax revenue through FY 11/12 will not meet the current growth projections (represented by the dashed line in following graph) used to estimate revenue as part of the county's long-range budget plan. Therefore, we are lowering projections for assessed value growth in the out years, as the heavy red line in the following graph represents, resulting in a projection of negative AV growth for FY 09/10.



### 3. GENERAL FUND MULTIPLE-YEAR PROJECTION

The multiyear projection displayed below incorporates expected declines in discretionary revenue this year and next. That trend requires a 10 percent budget cut in FY 09/10, a 6.3 percent cut in FY 10/11 and a 3.3 percent cut in FY 11/12. The model factors in Board priorities, such as developing and staffing expanded jail facilities, and maintaining public safety services. Reserves will be drawn down to fund capital projects underway, particularly jail expansions, the 800 MHz radio system upgrade, and other Board commitments.

#### General Fund Multiple-year Projection (in millions)

|  | FINAL  | PROJECTED ACTUAL |       |       |       |       |
|--|--------|------------------|-------|-------|-------|-------|
|  | BUDGET | 08/09            | 09/10 | 10/11 | 11/12 | 12/13 |
| <b>RESOURCES:</b>                        |        |                  |       |       |       |       |
| Adjusted fund balance                    | 38     | 46               | 29    | 28    | 28    | 28    |
| Ongoing discretionary revenue            | 725    | 722              | 697   | 697   | 711   | 739   |
| Use of reserves (to balance budget)      | 50     | 50               | 0     | 0     | 0     | 0     |
| Misc. one-time revenue                   | 3      | 3                | 0     | 0     | 0     | 0     |
|  | 815    | 820              | 726   | 725   | 738   | 768   |
| <b>APPROPRIATIONS:</b>                   |        |                  |       |       |       |       |
| Misc. ongoing NCC                        | 695    | 692              | 591   | 551   | 528   | 538   |
| Contingency funding                      | 35     | 38               | 28    | 28    | 28    | 30    |
| Misc. one-time costs                     | 0      | 2                | 0     | 0     | 0     | 0     |
| New jail staffing                        | 30     | 30               | 45    | 60    | 75    | 75    |
| Public safety COLA's                     | 14     | 14               | 27    | 40    | 53    | 66    |
| 800 MHz debt service                     | 5      | 5                | 5     | 5     | 12    | 12    |
| Sheriff unincorporated 1.2:1000 staffing | 2      | 2                | 4     | 6     | 8     | 10    |
| Capital project funding                  | 20     | 20               | 20    | 20    | 20    | 20    |
| Hospital subsidy                         | 10     | 10               | 10    | 10    | 10    | 10    |
| Added to reserves                        | 5      | 8                | 5     | 5     | 5     | 5     |
|  | 815    | 820              | 734   | 724   | 739   | 765   |
| Available for budget needs               | 0      | 0                | (8)   | 0     | 0     | 2     |
| Discretionary reserve totals             | 284    | 281              | 261   | 236   | 241   | 246   |

Note: Departments to absorb retirement benefit costs and cost-of-living allowances.

#### 4. BOND RATINGS AND BENCHMARKS

County staff met in August with all three rating agencies regarding the county's financial picture. As a result, the county's high ratings were reaffirmed by Moody's, Fitch, and S&P; however, Fitch placed the county on a negative outlook because of uncertainties with the state budget and the housing crisis. Each rating agency noted the county's strong management team and its discipline in setting aside reserves while the economy and housing market were strong.

The county's issuer ratings are at AA levels: Moody's (Aa3), S&P (AA) and Fitch (AA). Those ratings validate the budget benchmarks and financial controls we created and our adherence to those controls. To fund the FY 08/09 budget, it was necessary to draw on reserves, creating a slight structural budget imbalance. To retain our high credit ratings and maintain strong financial controls, we must develop plans to restore reserve levels and structural balance. Drawdowns from our substantial reserves in the Construction and Land-Banking account are planned for the Smith Correctional Facility expansion over the next two years.

| Riverside County's Budget Health Benchmarks |        |       |       |       |       |       |     |
|---|--------|-------|-------|-------|-------|-------|-----|
|   | Target | 03/04 | 04/05 | 05/06 | 06/07 | 07/08 | Now |
| Reserve for Economic Uncertainty            | 15%    | 10%   | 3%    | 20%   | 15%   | 15%   | 15% |
| Contingency                                 | 4%     | 3%    | 4%    | 4%    | 5%    | 4%    | 4%  |
| Structural Deficit                          | 0      | 3%    | 6%    | 1%    | 0%    | 0%    | 2%  |
| General Obligation Rating                   | AA+    | AA-   | AA-   | AA-   | AA-   | AA    | AA  |

|                    | Moody's | S&P  | Fitch |
|--------------------|---------|------|-------|
| Best Quality       | Aaa     | AAA  | AAA   |
| High Quality       | Aa1     | AA+  | AA+   |
|                    | Aa2     | AA   | AA    |
|                    | Aa3     | AA-  | AA-   |
| Upper Medium Grade | A1      | A+   | A+    |
|                    | A2      | A    | A     |
|                    | A3      | A-   | A-    |
| Medium Grade       | Baa1    | BBB+ | BBB+  |
|                    | Baa2    | BBB  | BBB   |
|                    | Baa3    | BBB- | BBB-  |

#### C. STATE BUDGET UPDATE

Governor Schwarzenegger did not sign the FY 08/09 state budget until September 23, a full 85 days beyond the constitutional deadline. The signing, and accompanying vetoes and line item reductions, came just four days after the Legislature amended a previously adopted budget in order to address the governor's concerns about an adequate "rainy day" fund and other budget reforms.

The incorporation of the so-called budget reforms (which along with the lottery securitization scheme require voter approval) does not mean that the state is out of the woods in terms of future spending plans. On the contrary, even the most optimistic projections assume the state will face a multi-billion dollar deficit next year. The size of the deficit could well grow to or

exceed this year's level if the economy continues to decline and expenditure demands (primarily health and human services) grow as a reflection of that decline. In addition, a pending court decision regarding inmate health and mental health services could result in additional expenditures totaling \$3.1 billion this fiscal year.

The Department of Finance in its monthly bulletin for October outlined revenues for the month of September. Unfortunately they were \$923 million below the estimate adopted in the budget. Personal income tax receipts were off by five percent or \$289 million, sales and use tax was down \$212 million or 9.4 percent, and corporation taxes were 19 percent or \$426 million lower than anticipated. These are the "big three" sources that make up the bulk of General Fund revenues. Income for FY 08/09 to-date is off by 4.7 percent or \$1,060 billion.

The Bulletin reports that the state lost payroll jobs for the sixth consecutive month in August and the unemployment rate rose again to 7.7 percent. This is the largest year over year increase in unemployment (from 5.5 percent a year ago) since July 1991.

The "Big Six", Governor Schwarzenegger, the four legislative leaders, and Senate Pro Tempore in waiting Darrell Steinberg, plan to meet regularly on budget issues.

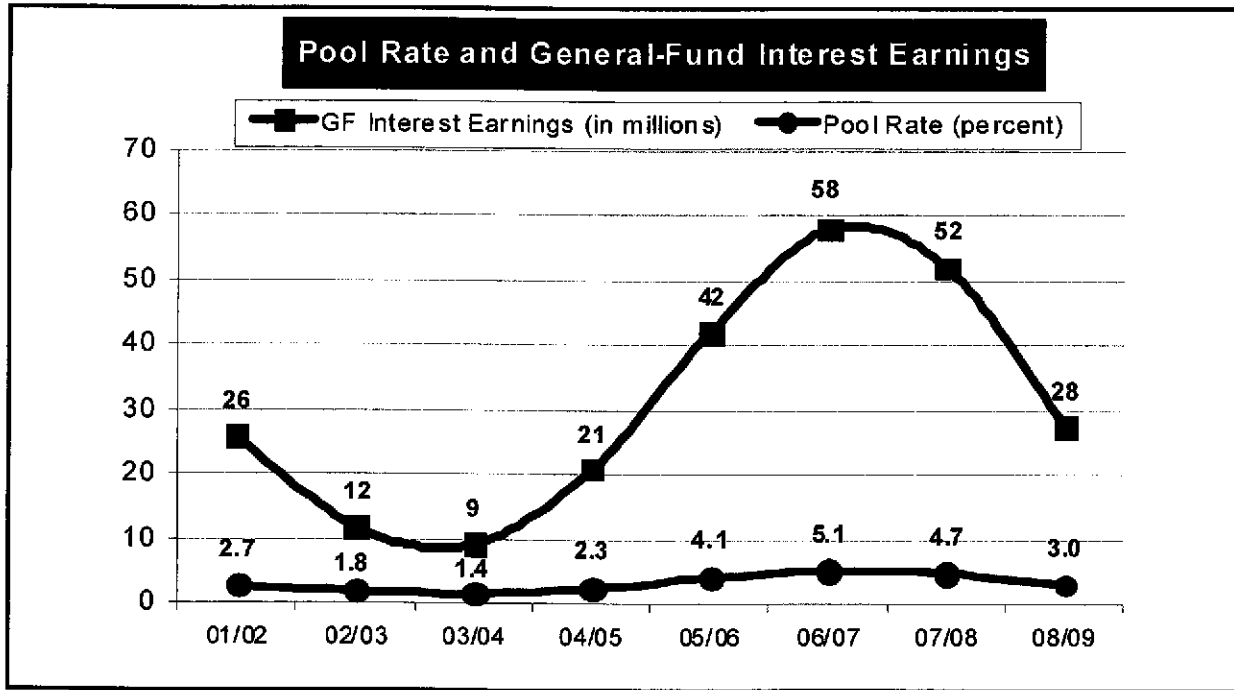
#### **D. FIRST-QUARTER ACTIVITY**

##### **1. INTEREST RATES AND POOL PERFORMANCE**

World financial markets have enforced an unprecedented period of turmoil. Central Banks have embarked upon a number of initiatives to address the crisis. Here in the US, the Fed has cut its benchmark overnight rate to 1.5 percent. Although credit spreads widened during September, they have narrowed in recent weeks.

The nationwide financial upheaval and the downgrade of most municipal bond insurers have increased the interest rates the county pays on variable-rate debt to unexpectedly high levels. The FY 08/09 budget anticipated an increase in interest rates because of the slowing economy; but the Lehman Brothers bankruptcy, the collapse and mergers of U.S. banks and the subsequent federal rescue plan could not have been predicted. With continuing interest rate increases, county interest payments will exceed budget predictions. Rates recently dropped below budget targets but unpredictable financial markets could drive up rates again. The Executive Office will continue to monitor this situation and will include any needed budget adjustments in the mid-year budget report.

Given the cumulative cuts over the last year, drawdowns that affect pool balances and potential delayed payments from the state, our current estimate for FY 08/09 interest revenue is \$27.5 million, down from last year's \$52 million. The following graph illustrates the relationship between the pool rate and interest revenue earnings, and depicts next year's anticipated fall in interest earnings. The Treasurer does not recommend changing the revenue estimate at this time, but will reevaluate at midyear.



## 2. ADDITIONAL BEGINNING FUND BALANCE

As the Auditor-Controller closes the books on FY 07/08, preliminary analysis indicates \$46.3 million in fund balance is available to bring forward into FY 08/09. Of that total, \$38.3 million has already been built into the new-year budget, so \$8 million remains uncommitted. This one-time resource should not support ongoing services and could be adjusted during review by our external auditors. The funds represent net departmental budget savings unspent and unreserved at yearend, and additional discretionary revenue received over budget. The Executive Office recommends placing these funds into contingency to offset existing and potential liabilities, as summarized in the contingency chart on page nine.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

Increase appropriations:

|                         |                                |             |
|-------------------------|--------------------------------|-------------|
| 10000-1109000000-581000 | Appropriations for contingency | \$8,000,000 |
|-------------------------|--------------------------------|-------------|

Expected offset:

|                         |                         |             |
|-------------------------|-------------------------|-------------|
| 10000-1000100000-325100 | Unreserved fund balance | \$8,000,000 |
|-------------------------|-------------------------|-------------|

## 3. QUARTERLY DISCRETIONARY REVENUE UPDATE

As a result of the sluggish housing market, projections for supplemental property-tax revenue at the end of the first quarter need to be reduced by \$3.5 million. As a partial offset, we can expect an additional \$800,000 in document transfer tax revenue, and \$817,000 in motor vehicle license fee revenue (in lieu). Property tax revenue should be reduced \$2.6 million;

however, contract redevelopment revenue should be increased \$1.6 million. It will be necessary to reduce appropriations for contingency in order to offset this net \$2.9 million loss.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                                  |                |
|-----------------------------|----------------------------------|----------------|
| Increase estimated revenue: |                                  |                |
| 10000-1200200000-712000     | Documentary transfer tax         | \$800,000      |
| 10000-1300100000-781000     | Contractual revenue              | 1,600,000      |
| 10000-1300100000-750200     | CA-Motor vehicle in-lieu         | <u>816,746</u> |
|                             | Total                            | \$3,216,746    |
| Decrease estimated revenue: |                                  |                |
| 10000-1300100000-704000     | Prop. tax – current supplemental | \$3,500,000    |
| 10000-1300100000-700020     | Prop. tax – current secured      | 2,423,447      |
| 10000-1300100000-701020     | Prop. tax – current unsecured    | <u>200,000</u> |
|                             | Total                            | \$6,123,447    |
| Decrease appropriations:    |                                  |                |
| 10000-1109000000-581000     | Appropriations for contingency   | \$2,906,701    |

The following chart summarizes total discretionary revenue for FY 08/09, but does not reflect expected revenue losses tied to safety sales tax and the incorporations of Menifee and Wildomar, which are discussed below.

| Summary of FY 08/09<br>General-Fund Discretionary Revenue (in millions) |                         |                      |                      |
|---|-------------------------|----------------------|----------------------|
| Source  | Current Budget Estimate | First-quarter Update | Variance from Budget |
| Property Taxes  | 337.6                   | 333.1                | (4.5)                |
| Motor Vehicle In Lieu   | 220.8                   | 221.6                | 0.8                  |
| Interest  | 27.5                    | 27.5                 | 0.0                  |
| Sales Tax *   | 38.0                    | 38.0                 | 0.0                  |
| Fines and Penalties   | 29.3                    | 29.3                 | 0.0                  |
| Documentary Transfer Tax  | 9.0                     | 9.8                  | 0.8                  |
| Tax Loss Reserve Fund-Overflow  | 45.0                    | 45.0                 | 0.0                  |
| Franchise Tax   | 7.6                     | 7.6                  | 0.0                  |
| Other (Prior Year & Miscellaneous)                                      | 7.3                     | 7.3                  | 0.0                  |
| Federal In-Lieu Taxes   | 1.8                     | 1.8                  | 0.0                  |
| Tipping Fees  | 1.8                     | 1.8                  | 0.0                  |
| Transient Occupancy Tax   | 1.6                     | 1.6                  | 0.0                  |
| <b>TOTALS</b>   | <b>727.4</b>            | <b>724.5</b>         | <b>(2.9)</b>         |

\* Does not include public safety sales tax revenue

Sales tax receipts are down about eight percent from last year. Safety sales tax (Proposition 172) receipts are also negative. A more comprehensive report will be provided midyear, possibly reducing current estimates several million dollars. Safety sales tax is not considered

discretionary revenue; however, it is a dedicated funding source for many public safety departments. Updated projections indicate safety sales tax (Prop. 172) will come in between \$8 million and \$12 million under target. A reserve was established to cover this year's shortage. At midyear, when a better current year estimate is available, the budget estimate should be adjusted downward offset by this reserve. This revenue will not meet current obligations until sales rebound. As this recovery might be several years away, a plan will be developed to bridge the gap. The Executive Office will consult with departments that receive Prop. 172 revenue and return midyear with a plan to address this issue.

Four general fund discretionary revenue sources will be impacted by the incorporation of the cities in the areas of Wildomar and Menifee: fines and penalties, sales and use tax, documentary transfer tax, and transient occupancy tax. The total effect is an expected general fund revenue loss of about \$2.6 million. The Executive Office recommends deferring revenue adjustments until midyear when actual amounts can be more accurately estimated.

#### 4. BOARD DESIGNATIONS

Based on recommendations in this report, the following chart lists the \$281.4 million in general fund designates made by the Board. About \$75.3 million is being held for capital construction projects and land banking. Another \$108.7 million remains set aside to protect against looming adverse state budget actions and economic downturns. The remaining \$97.4 million is earmarked for specific needs reflected in the following chart. The chart does not depict the \$290 million in net proceeds received from tobacco securitization, which is in a separate fund.

| <b>Board Designations (in millions)</b> |                    |                         |                       |                      |
|---|--------------------|-------------------------|-----------------------|----------------------|
|   | Beginning Balances | Recommended Adjustments | Balance Upon Approval | Current Year Changes |
| Capital projects                        | 75.3               | 0.0                     | 75.3                  | 0.0                  |
| Economic uncertainty                    | 108.7              | 0.0                     | 108.7                 | 0.0                  |
| PSEC - 800 MHz                          | 27.1               | 0.0                     | 27.1                  | 0.0                  |
| DPSS - realignment growth               | 6.9                | 0.0                     | 6.9                   | 0.0                  |
| Correctional staffing                   | 11.0               | 0.0                     | 11.0                  | 0.0                  |
| Prop 172 - safety sales tax             | 12.2               | 0.0                     | 12.2                  | 0.0                  |
| SB90 deferred state revenue             | 10.0               | 0.0                     | 10.0                  | 0.0                  |
| Property tax system                     | 9.6                | 0.0                     | 9.6                   | 0.0                  |
| DPSS - CalWorks incentive               | 8.2                | 0.0                     | 8.2                   | 0.0                  |
| Probation                               | 5.8                | (1.4)                   | 4.3                   | (1.4)                |
| Community improvement                   | 5.0                | 0.0                     | 3.9                   | (1.1)                |
| Budget savings                          | 3.0                | 0.0                     | 3.0                   | 0.0                  |
| CAC maintenance                         | 1.2                | 0.0                     | 1.2                   | 0.0                  |
| Building and Safety                     | 0.3                | (0.3)                   | 0.0                   | (0.3)                |
| <b>TOTAL</b>                            | <b>284.2</b>       | <b>(1.7)</b>            | <b>281.4</b>          | <b>(2.5)</b>         |

## 5. APPROPRIATIONS FOR CONTINGENCY

The Board-approved contingency target is four percent of ongoing discretionary revenue. Current year general fund discretionary revenue is now estimated at \$721.7 million. This dictates a contingency target just under \$29 million. The target will adjust as revenue estimates change. At the beginning of this fiscal year, contingency was purposely funded above \$29 million to meet stated Board obligations. In this report, it is recommended that contingency funds be increased by \$8 million using additional beginning fund balance. These changes, along with newly identified departmental shortfalls tied to core services, are reflected in the following chart. Based on recommendations in this report, contingency funds total \$34.7 million.

Throughout this report, many departments have communicated their expectations to draw upon contingency to fund current year needs. Considering that new revenue will unlikely be available to backfill contingency, reserves or designations will have to be spent to re-establish contingency at the Board-approved target each year. Draws on contingency should be considered as draws on reserves. **Therefore, such draws should be scrutinized and used only to protect core services after departments have exhausted all other cost cutting efforts.**

| <b>FY 08/09 USE OF CONTINGENCY</b>                                 |      |             |             |               |         |  |
|--|------|-------------|-------------|---------------|---------|--|
|  | Cost | Adjust.     | Revenue     | Total         | Adjust. | Contingency  |
|  |      |             | Adjust.     |               |         | Status   |
| <b>Beginning balance:</b>  |      |             |             |               |         | <b>\$34,818,656</b>  |
| <b>First-quarter adjustments:</b>                                  |      |             |             |               |         |  |
| Item 3.105 on 07/01/08 Water Task Force funding                    |      | \$20,400    | \$0         | (\$20,400)    |         | \$34,798,256   |
| Item 3.22 on 9/30/08 ACO cash over/short                           |      | \$689       | \$0         | (\$689)       |         | \$34,797,567   |
| <b>Recommended actions (in this report) affecting contingency:</b> |      |             |             |               |         |  |
| Additional beginning fund balance (page 6)                         |      | \$0         | \$8,000,000 | \$8,000,000   |         | \$42,797,567   |
| Discretionary revenue reductions (page 6)                          |      | \$2,906,701 | \$0         | (\$2,906,701) |         | \$39,890,866   |
| Auditor Controller (page 12)                                       |      | \$75,000    | \$0         | (\$75,000)    |         | \$39,815,866   |
| Wildomar augmentation (page 13)                                    |      | \$237,579   | \$0         | (\$237,579)   |         | \$39,578,287   |
| FM maintenance (page 16)   |      | \$286,744   | \$0         | (\$286,744)   |         | \$39,291,543   |
| Registrar of Voters (page 17)                                      |      | \$600,000   | \$0         | (\$600,000)   |         | \$38,691,543   |
| Mental Health OASIS (page 26)                                      |      | \$499,278   | \$0         | (\$499,278)   |         | \$38,192,265   |
| Edward Dean Museum (page 29)                                       |      | \$10,000    | \$0         | (\$10,000)    |         | \$38,182,265   |
|  |      |             |             |               |         | <b>Contingency balance upon approval of this report = \$38,182,265</b>         |
| <b>Pending actions that will affect contingency:</b>               |      |             |             |               |         |  |
| Menifee augmentation (Item 3.11 10/7/08)                           |      | \$830,444   | \$0         | (\$830,444)   |         | \$37,351,821   |
|  |      |             |             |               |         | <b>Projected year-ending contingency = \$37,351,821</b>                        |
|  |      |             |             |               |         | <b>Contingency target (4% of ongoing discretionary revenue) = \$28,868,000</b> |

## E. FY 08/09 DEPARTMENTAL STATUS

### 1. INTERDEPARTMENTAL

#### a) Incorporations of Menifee and Wildomar

As a requirement of new city incorporations, the county is required to continue to provide certain municipal services on behalf of the city during a transition period. This transition period begins on the effective date of the city's incorporation and continues through the balance of the fiscal year. The new city can opt to assume responsibility for any of these services prior to the end of the transition period and must repay the net cost of services – actual cost of services less city revenues collected and retained by the county – within five years. Based on the comprehensive fiscal analysis of the impact of the incorporation of the cities of Wildomar and Menifee, the estimated net cost of services provided by the county during the transition period will be about \$3.1 million. A memorandum of understanding outlining the terms and conditions of repayment will be negotiated and executed between the county and the two cities by the end of the transition year.

#### b) 800 MHz Upgrade – Public Safety Enterprise Communications (PSEC)

The Public Safety Enterprise Communications project encompasses 70 sites. There are 25 on federal land in various stages of environmental review; escrow has opened on five land purchases, a draft agreement for a site on the Colorado River Tribe's land is being prepared, and there are pending agreements with the Corona Unified School District and three individual water districts. County Information Technology and Motorola are negotiating final system design. A proposal will be brought to the Board.

Many sites are accessible only by four-wheel drive vehicles and the PSEC team's current fleet of five vehicles is in constant use. Having sufficient vehicles for site visits is crucial and Motorola expects to have eight sites under construction soon. Project funds are sufficient to add two four-wheel drive vehicles, so Board approval of the purchase is requested.

**Recommended Motion:** *that the Board of Supervisors approve the purchase of two four-wheel drive vehicles.*

#### c) Capital Improvement Program

On July 29, 2008 (Item 3.56), the Board approved an upgrade to the automated parking management system for the County Administrative Center, 12<sup>th</sup> Street, and Riverside Centre structures. City of Riverside redevelopment pass-through funds were received for this project. A budget adjustment is needed to transfer the funds to the capital improvement program, so that Facilities Management can be reimbursed for work performed.

**Recommended Motion:** *that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:*

|                             |                        |           |
|-----------------------------|------------------------|-----------|
| Increase appropriations:    |                        |           |
| 31540-1101000000-551000     | Operating transfer out | \$750,000 |
| Increase estimated revenue: |                        |           |
| 31540-1101000000-781000     | Contractual revenue    | \$750,000 |

|                          |                                   |           |
|--------------------------|-----------------------------------|-----------|
| Increase appropriations: |                                   |           |
| 30700-1104200000-536780  | Interfund exp. – capital projects | \$750,000 |

|                             |                       |           |
|-----------------------------|-----------------------|-----------|
| Increase estimated revenue: |                       |           |
| 30700-1104200000-790500     | Operating transfer in | \$750,000 |

On July 1, 2008 (Item 3.99), the Board approved infrastructure upgrades at the Ben Clark Training Center as the first phase of providing adequate training facilities for the Sheriff's Department corrections staffing needs. Construction of road, power and water facilities is progressing rapidly and this phase should be completed ahead of schedule in the current fiscal year. An appropriations increase is requested to account for the project completion so that Facilities Management can be reimbursed for work performed.

***Recommended Motion:*** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                          |                                   |             |
|--------------------------|-----------------------------------|-------------|
| Increase appropriations: |                                   |             |
| 30700-1104200000-536780  | Interfund exp. – capital projects | \$6,600,000 |

|                             |                       |             |
|-----------------------------|-----------------------|-------------|
| Increase estimated revenue: |                       |             |
| 30700-1104200000-790500     | Operating transfer in | \$6,600,000 |

The Board approved the Mesa Verde Community and Child Care Center and Indio Hills Community Center July 1 and July 29, 2008, respectively, (Items 3.27 and 3.31). The projects' approved funding source is Capital Improvement Program funds, which will be reimbursed with Riverside County Palm Desert Finance Authority bond proceeds. An appropriations increase is requested to budget for these advances. Bond issuance is scheduled for November 2008 and reimbursement will follow soon.

***Recommended Motion:*** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                          |                                    |             |
|--------------------------|------------------------------------|-------------|
| Increase appropriations: |                                    |             |
| 30700-1104200000-536200  | Contributions to non-county agency | \$1,500,000 |

|                             |                       |             |
|-----------------------------|-----------------------|-------------|
| Increase estimated revenue: |                       |             |
| 30700-1104200000-790500     | Operating transfer in | \$1,500,000 |

## 2. GENERAL GOVERNMENT

### a) Assessor

The Assessor's FY 08/09 budget was balanced with supplemental property tax revenue fees, which could fall \$1 million short of budget projections by yearend. Assessor's reserves can cover the shortfall and while that action would defer layoffs, it also would impede planned capital project development. A more thorough analysis tied to reductions in general fund allocations on current and future service levels is forthcoming.

**b) Auditor Controller**

The Auditor-Controller's department reports it is unable to absorb increased Facility Management charges for both custodial and maintenance services. Since FY 06/07, these charges have risen about \$271,000 and annual budget requests for funding have been denied. In the absence of additional general fund support, yearend supply and services costs will be limited to the Board approved appropriation ceiling. Vendors and ISF departments requesting payments in the absence of additional appropriation authority will not be paid. Appropriation transfers are possible, but will only shift cost overruns into other budget areas.

The Auditor's operating budget ended the previous year with a \$64,126 surplus, but only after a \$264,720 third-quarter cash infusion from contingency. FY 08/09 funding was reduced \$322,041 in congruence with a five percent budget cut. Because of this cut and contingency funds not rolling forward into FY 08/09, the department is effectively facing a \$522,635 deficit, plus inflationary costs tied to FY 08/09 ISF rate increases and cost of living allowances.

The Auditor-Controller's Office provides core county functionality including county payroll, accounting, and disbursements. It has 103 positions of which three are currently vacant and unfunded in an effort to meet budget requirements. In an effort to manage costs, training, travel, and the use of temporary staff have all been reduced.

The Auditor-Controller is holding internal audit positions vacant to achieve an estimated \$342,000 in salary savings to net against operational overruns. The department requests \$456,000 in ongoing general fund support to avoid payment interruptions to vendors and internal service funds.

In addition, the Auditor-Controller's Office unexpectedly incurred legal fees tied to litigation. Current year costs are expected to be about \$75,000. The department requests one-time funding to cover these unexpected costs.

The Executive Office recommends funding litigation costs and deferring any additional general fund allocations until midyear when a more thorough analysis can be conducted assessing the ACO's strategies to meet current and future net-county-cost targets.

***Recommended Motion:*** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                                |          |
|--------------------------|--------------------------------|----------|
| Increase appropriations: |                                |          |
| 10000-1300100000-525440  | Professional services          | \$75,000 |
| Decrease appropriations: |                                |          |
| 10000-1109000000-581000  | Appropriations for contingency | \$75,000 |

Internal Audits Unit

The Board requested a quarterly update on the status of the Auditor-Controller's audit work plan. A summary of the full report (Attachment D) follows:

|                       |                               |                        |
|-----------------------|-------------------------------|------------------------|
| Reports issued = 0    | Reports in process = 7        | Audits in process = 10 |
| Audits scheduled = 16 | Audits not yet scheduled = 17 | Audits cancelled = 0   |

**c) County Counsel**

As the result of county-implemented programs, County Counsel requests authority to add a deputy county counsel IV position for the land-use division. The position's duties would include defending challenges to fee programs such as the Multi-Species Habitat Conservation Plan, helping to process necessary general plan amendments, zone changes, ordinance amendments, ordinance revisions, and enforcement of agreements and bonds for defaulted subdivision improvements. The position would be primarily fee-supported through developers' deposit-based fees, direct billings to departments and districts, and payments per indemnification and attorney fee provisions in conditions of approval and contracts entered into with the county.

Current economic conditions make adding new positions risky. The Executive Office is directing all departments to fill existing positions cautiously – allowing for planned general fund cuts – before requesting new positions.

**d) Executive Office**

Indian gaming revenue for administering the special distribution fund will be received later in the year, but the amount is not yet known. A budget adjustment will be brought to the Board later in the fiscal year. Also, a budget adjustment for unexpected personnel costs will be forthcoming.

Legislative and Administration

The recently approved operational review of the Registrar of Voters was not anticipated when the FY 08/09 budget was put together. The department's budget will be monitored throughout the year to determine if the cost can be absorbed. If an adjustment is necessary, it will be brought before the Board at midyear.

Contributions to Other Funds

On July 15, 2008 (Item 3.12) the Board approved an agreement with the City of Wildomar that outlines the terms and conditions of the allocation of the county's net savings realized as a result of the city's incorporation. The first payment was made in full within 30 days of the effective date of the agreement. A budget adjustment is requested to account for this payment. It is necessary to reduce appropriations for contingency to offset the payment.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                                     |           |
|--------------------------|-------------------------------------|-----------|
| Increase appropriations: |                                     |           |
| 10000-1101000000-536200  | Contrib. to other non-county agency | \$237,579 |
| Decrease appropriations: |                                     |           |
| 10000-1109000000-581000  | Appropriations for contingency      | \$237,579 |

**e) Economic Development Agency**

Desert Expocenter

On June 17, 2008 (Item 3.53) the Board approved Fourth District Community Improvement Designation Funds for a paving project at the fairgrounds. A budget adjustment is requested to include the funding in the FY 08/09 budget.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                                  |           |
|-----------------------------|----------------------------------|-----------|
| Increase appropriations:    |                                  |           |
| 22200-1920100000-542120     | Improvements – Infrastructure    | \$267,871 |
| Increase estimated revenue: |                                  |           |
| 22200-1920100000-790600     | Contrib. from other county funds | \$267,871 |

Chiriaco Summit Construction and Land Acquisition

The following action is needed to establish a budget for FY 08/09.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                                   |                |
|-----------------------------|-----------------------------------|----------------|
| Increase appropriations:    |                                   |                |
| 22350-1910400000-525440     | Professional services             | \$5,000        |
| 22350-1910400000-537180     | Interfund expense – salary reimb. | 10,000         |
| 22350-1910400000-542040     | Buildings – capital projects      | <u>275,000</u> |
|                             | Total                             | \$290,000      |
| Increase estimated revenue: |                                   |                |
| 22350-1910400000-751230     | CA – state match                  | \$150,000      |
| 22350-1910400000-778200     | Interfund – miscellaneous         | <u>140,000</u> |
|                             | Total                             | \$290,000      |

Desert Center Construction & Land Acquisition

The following action is needed to establish a budget for FY 08/09.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                                   |                  |
|-----------------------------|-----------------------------------|------------------|
| Increase appropriations:    |                                   |                  |
| 22350-1910500000-525440     | Professional services             | \$30,000         |
| 22350-1910500000-537180     | Interfund expense – salary reimb. | 7,000            |
| 22350-1910500000-542040     | Buildings – capital projects      | <u>1,400,000</u> |
|                             | Total                             | \$1,437,000      |
| Increase estimated revenue: |                                   |                  |
| 22350-1910500000-740020     | Interest – invested funds         | \$37,721         |
| 22350-1910500000-767060     | Fed – airports improvements       | 1,365,150        |
| 22350-1910500000-751230     | CA – state match                  | <u>34,129</u>    |
|                             | Total                             | \$1,437,000      |

French Valley Construction and Land Acquisition

The department requests a budget adjustment to reflect additional revenue received for the French Valley project.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                           |          |
|-----------------------------|---------------------------|----------|
| Increase appropriations:    |                           |          |
| 22350-1910600000-525440     | Professional services     | \$75,000 |
| Increase estimated revenue: |                           |          |
| 22350-1910600000-778200     | Interfund – miscellaneous | \$75,000 |

**f) Facilities Management**

Administration

The department entered into an agreement with Purchasing for procurement services, pursuant to the Auditor-Controller's recommendation. A budget adjustment is needed to fund the agreement.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                         |           |
|-----------------------------|-------------------------|-----------|
| Increase appropriations:    |                         |           |
| 10000-7200100000-525440     | Professional services   | \$128,000 |
| Increase estimated revenue: |                         |           |
| 10000-7200100000-781680     | Administrative services | \$128,000 |

Custodial Services

The department entered into an agreement with the Sheriff's Department to provide custodial services at the Communications Center and Ben Clark Training Center. The department requests a budget adjustment and a total of eight custodian positions to provide these services.

Current economic conditions make adding new positions risky. The Executive Office is directing all departments to fill existing positions cautiously – allowing for planned general fund cuts – before requesting new positions.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                       |                  |
|--------------------------|-----------------------|------------------|
| Increase appropriations: |                       |                  |
| 10000-7200200000-510040  | Regular salaries      | \$141,509        |
| 10000-7200200000-518100  | Budgeted benefits     | 96,516           |
| 10000-7200200000-571700  | Intrafund – custodial | <u>(238,025)</u> |
|                          | Total                 | \$0              |

**Maintenance**

A budget adjustment is requested to correct an error included in the final budget recommendations. This adjustment will restore the division's net-county-cost allowance to the level approved by the Board in the proposed budget.

***Recommended Motion:*** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                         |           |
|--------------------------|-------------------------|-----------|
| Decrease appropriations: |                         |           |
| 10000-7200300000-572600  | Intrafund – maintenance | \$286,744 |

|                          |                                |           |
|--------------------------|--------------------------------|-----------|
| Decrease appropriations: |                                |           |
| 10000-1109000000-581000  | Appropriations for contingency | \$286,744 |

**Real Estate**

This fiscal year, the Board approved 17 minute orders that deferred budget adjustments to the first-quarter budget report. The following budget adjustment consolidates those requests.

***Recommended Motion:*** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                          |                                   |                  |
|--------------------------|-----------------------------------|------------------|
| Increase appropriations: |                                   |                  |
| 10000-7200400000-526700  | Rent-lease buildings              | \$816,542        |
| 10000-7200400000-522410  | Maintenance – tenant improvements | 597,277          |
| 10000-7200400000-529540  | Utilities                         | 117,005          |
| 10000-7200400000-525400  | Title and escrow                  | 49,600           |
| 10000-7200400000-524830  | Environmental CEQA                | 93,880           |
| 10000-7200400000-524660  | Consultants                       | 100,000          |
| 10000-7200400000-524550  | Appraisal                         | 30,250           |
| 10000-7200400000-525440  | Professional services             | 233,366          |
| 10000-7200400000-523300  | Moving expense                    | 319,850          |
| 10000-7200400000-572500  | Intrafund leases                  | (1,413,819)      |
| 10000-7200400000-573800  | Intrafund utilities               | <u>(117,005)</u> |
|                          | Total                             | \$826,946        |

|                             |  |                |
|-----------------------------|--|----------------|
| Increase estimated revenue: |  |                |
| 10000-7200400000-790600     | Contributions from other co. funds     | \$391,589      |
| 10000-7200400000-777550     | Right of way services                  | 215,992        |
| 10000-7200400000-778280     | Interfund – reimbursement for services | <u>219,365</u> |
|                             | Total                                  | \$826,946      |

**Capital Projects**

As the FY 07/08 yearend cleanup Form 11 discussed, Facilities Management noted some concerns during a recent internal review of the department's capital projects fund. As a result, Facilities Management and the Executive Office are conducting a thorough review of the fund and will present findings and recommendations in the mid-year budget report. Facilities Management's initial findings indicate the fund could be in a deficit position of \$5.1 to \$7.7 million and could require multiple years to resolve. Funds totaling \$3 million were set aside at the end of FY 07/08 pending the results of this audit.

In addition, the department proposes reprogramming the following deferred maintenance projects as a result of project completion or scope changes.

**Recommended Motion:** that the Board of Supervisors approve the proposed reprogramming of deferred maintenance projects as follows:

### DEFERRED MAINTENANCE REPROGRAMMING

The following projects are completed or had a scope change:

| Building# | Project Description  | Budget          |
|-----------|--|-----------------|
| 1207      | BCTC-Facility Asphalt and Mechanical repairs                     | \$(31,973)      |
| 905       | Riverside CAC-Parking Lots Stripe & Slurry                       | (20,000)        |
| 908       | Sheriff's Dispatch/911 Comm Center - Slurry & Stripe Parking Lot | (65,000)        |
| 920-922   | County Circle/County Farm-Parking Lots and Bldg sign             | (200,000)       |
| 1044      | Riverside Centre Roof Replacement                                | (210,000)       |
| 1307      | SW Central Plant - Replace Electrical ATS                        | (15,000)        |
| 1317      | SWJC-Repair Windows  | (90,000)        |
|           | SWJC-Reseal / Restripe Parking lots                              | (170,000)       |
|           | Temecula CAC-Reseal / Restripe Parking lots                      | (50,000)        |
| 602-603   | Hemet CAC-Install new exterior doors                             | (75,000)        |
| 701       | Indio CAC-HVAC/Chiller system repairs                            | (85,000)        |
| 701       | Indio CAC-Parking Lot Upgrades                                   | (50,000)        |
| 708       | DCMHC Miles-Install new fan coils, units, and ductwork           | (90,000)        |
| 703-704   | Indio Court Annex-Install Fire Alarm System                      | (150,000)       |
| 702       | Indio Jail-Repair/replace HVAC System Components                 | (100,000)       |
| 1101      | Palm Springs CAC-HVAC System Repairs and controls                | (100,000)       |
| 316       | Blythe-Reseal / Restripe Parking lots                            | <u>(55,000)</u> |
|           | Total  | \$(1,556,973)   |

Additional funding is requested for the following projects:

| Building# | Project Description                    | Budget           |
|-----------|--|------------------|
| 708       | Indio MH Generator and Chiller Project | \$280,000        |
| 711       | Indio Juv Hall Cooling Tower Repl      | 276,466          |
| Various   | Emergency Maintenance                  | <u>1,000,507</u> |
|           | Total                                  | \$1,556,973      |

#### **g) Registrar of Voters**

The department anticipates a budget shortfall resulting from the Consolidated General Election on November 4, 2008. The election's added costs result from increased voter registrations, printing costs, additional election officers, training and early voting facilities. The Executive Office recommends increasing the Registrar of Voters budget by \$600,000 to address this issue.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                         |           |
|--------------------------|-------------------------|-----------|
| Increase appropriations: |                         |           |
| 10000-1700100000-527780  | Special program expense | \$600,000 |

|                          |                                |           |
|--------------------------|--------------------------------|-----------|
| Decrease appropriations: |                                |           |
| 10000-1109000000-581000  | Appropriations for contingency | \$600,000 |

**3. PUBLIC PROTECTION**

**a) Agricultural Commissioner**

The Agricultural Commissioner's Office is relocating its Indio office into leased space. Funds are needed for *unforeseen* costs associated with the move, including an alarm system a high-speed T-1 data line connection, T-1 monthly costs, miscellaneous furniture, blinds, building signage, change orders and other minor details.

*Recommended Motion: the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:*

|                             |                       |              |
|-----------------------------|-----------------------|--------------|
| Increase appropriations:    |                       |              |
| 10000-2800100000-520800     | Household expenses    | \$25,000     |
| 10000-2800100000-520200     | Communications        | <u>5,000</u> |
|                             | Total                 | \$30,000     |
| Increase estimated revenue: |                       |              |
| 10000-2800100000-790500     | Operating transfer in | \$30,000     |

**b) Animal Control – Community Health Agency**

The department is generating less revenue than projected for animal adoptions and license fees, and payments from contract cities have been delayed. It is recommended that the department work closely with the cities to ensure revenue for services provided is received in a timely manner. To compensate for the revenue shortfall, the department has reduced other expenses. Vacant positions remain unfilled and operating expenses are being reduced where possible. In addition, staff is working closely with veterinarians countywide in an effort to increase license revenue. The department will continue to monitor expenses and revenue receipts, and will report back to the Board at midyear.

The department has identified funds to purchase two copiers and requests a budget adjustment and Board approval to purchase the copiers.

*Recommended Motion: that the Board of Supervisors approve the purchase of two copiers and direct the Auditor-Controller to adjust appropriations as follows:*

|                          |                        |          |
|--------------------------|------------------------|----------|
| Increase appropriations: |                        |          |
| 10000-4200600000-546140  | Equipment – office     | \$31,600 |
| Decrease appropriations: |                        |          |
| 10000-4200600000-524500  | Administrative support | \$31,600 |

**c) Building and Safety – TLMA**

In FY 07/08 an erroneous accounting entry recorded \$269,477 of restricted building permits fees as general purpose revenue. These funds were isolated at the end of FY 07/08 and need to be reallocated for proper use. A budget adjustment is requested to transfer the funds back to Building and Safety. In addition, the department requests a budget adjustment to reflect increased expenditures for employees recalled from layoffs to process permits. Revenue will come from deposits earned in processing building permits and the reserve of the general fund designation the Board approved on October 26, 2008.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                           |                |
|-----------------------------|---------------------------|----------------|
| Increase appropriations:    |                           |                |
| 10000-1101000000-551000     | Operating transfers out   | \$269,477      |
| Decrease designations:      |                           |                |
| 10000-1000100000-320102     | DFB – Building and Safety | \$269,477      |
| Increase appropriations:    |                           |                |
| 20250-3110100000-510040     | Regular salaries          | \$255,437      |
| 20250-3110100000-518100     | Budgeted benefits         | <u>104,729</u> |
|                             | Total                     | \$360,166      |
| Increase estimated revenue: |                           |                |
| 20250-3110100000-790500     | Operating transfer in     | \$269,477      |
| 20250-3110100000-771930     | Earned deposits           | <u>90,689</u>  |
|                             | Total                     | \$360,166      |

**d) Clerk-Recorder**

The economic downturn is having a direct impact on department revenue, and only through use of reserve funds collected in prior years, along with careful budgeting, has the department been able to maintain current operations. The Clerk-Recorder's Office anticipates that at current business levels it will deplete reserves by FY 10/11. The County Clerk-Recorder's Office does not plan to reduce its services in FY 08/09; however, services not mandated by law may experience reductions as early as FY 09/10.

The department requests adjustments to account for revenue at a more detailed level than established in the original budget.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust estimated revenue as follows:

|                             |                             |                |
|-----------------------------|-----------------------------|----------------|
| Increase estimated revenue: |                             |                |
| 10000-1200200000-774010     | Copies of official records  | \$210,000      |
| 10000-1200200000-774020     | Vitals recorder fees        | 480,000        |
| 10000-1200200000-774060     | No. chg/ownership R&T 480.3 | 175,560        |
| 10000-1200200000-774070     | Social security truncation  | 628,000        |
| 10000-1200200000-774080     | Electronic recording fees   | <u>628,000</u> |
|                             | Total                       | \$2,121,560    |

|                             |                        |                  |
|-----------------------------|------------------------|------------------|
| Decrease estimated revenue: |                        |                  |
| 10000-1200200000-774000     | Recording fees         | \$865,560        |
| 10000-1200200000-774050     | Recorder modernization | <u>1,256,000</u> |
|                             | Total                  | \$2,121,560      |

The department also requests a budget adjustment for the multi-county agreement for shared ownership and ongoing maintenance of the electronic recording delivery system. When the Board of Supervisors approved this agreement, budget adjustments were not requested. Recorder reserves are available to fund this expense.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                          |                         |           |
|--------------------------|-------------------------|-----------|
| Increase appropriations: |                         |           |
| 10000-1200200000-525440  | Professional services   | \$730,000 |
| Expected offset:         |                         |           |
| 11076-1200200000-325100  | Unreserved fund balance | \$730,000 |

**e) District Attorney**

The District Attorney does not request any budget adjustments at this time. However, preliminary analysis indicates that certain state and federal revenue could come in below target. The loss, if realized, would lead to budget shortfalls by yearend. The department and the Executive Office will monitor revenue and recommend budget adjustments in the midyear report, if necessary.

**f) Probation Department**

Overall, the Probation Department reports that expenditures will be within appropriations and net-county-cost targets at yearend. The Board set aside just over \$5.7 million from Probation's budget savings at yearend to fund various high-priority safety projects. A memorandum of understanding with Facilities Management has been ratified to document these projects. First-quarter charges from Facilities Management total approximately \$1 million for the probation administration building remodel, Indio Field Services leased facilities upgrades, and replacement of the air conditioning system at the Van Horn Youth Center. The department requests that \$1,425,000 be released from designations to offset current expenditures.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to decrease designations and adjust appropriations as follows:

|                          |                               |             |
|--------------------------|-------------------------------|-------------|
| Decrease designations:   |                               |             |
| 10000-1000100000-320107  | DFB – Probation               | \$1,425,000 |
| Increase appropriations: |                               |             |
| 10000-2600100000-522310  | Building maintenance projects | \$129,100   |
| 10000-2600100000-537040  | Interfund expense maintenance | 400,000     |
| 10000-2600200000-522310  | Building maintenance projects | 58,700      |

|                         |                                   |                |
|-------------------------|-----------------------------------|----------------|
| 10000-2600700000-523680 | Office equipment non-fixed assets | 387,200        |
| 10000-2600700000-522410 | Maintenance tenant improvement    | <u>450,000</u> |
|                         | Total                             | \$1,425,000    |

The department incorrectly budgeted for the Youthful Offender Program aftercare component, which should be within the field services unit. The following budget adjustment is requested to properly align program appropriations with expenditures.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                       |                |
|--------------------------|-----------------------|----------------|
| Increase appropriations: |                       |                |
| 10000-2600200000-510040  | Regular salaries      | \$506,000      |
| 10000-2600200000-518100  | Budgeted benefits     | 222,000        |
| 10000-2600200000-523230  | Miscellaneous expense | <u>144,000</u> |
|                          | Total                 | \$872,000      |
| Decrease appropriations: |                       |                |
| 10000-2600100000-510040  | Regular salaries      | \$728,000      |
| 10000-2600100000-523230  | Miscellaneous expense | <u>144,000</u> |
|                          | Total                 | \$872,000      |

At the end of FY 07/08, the department inadvertently posted Youthful Offender Program expenditures to the general fund instead of using funds set aside for this particular purpose. The following adjustment is requested to align state Youthful Offender Program allocations with the expenditures and relieve this burden from the general fund. This is a balance sheet adjustment and will not affect the department's FY 08/09 budget.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust reclassify general fund equity as follows:

|                         |                          |           |
|-------------------------|--------------------------|-----------|
| Increase fund balance:  |                          |           |
| 10000-1000100000-325100 | Unreserved fund balance  | \$757,000 |
| Decrease fund balance:  |                          |           |
| 11126-2600100000-308101 | Restricted program money | \$757,000 |

**g) Public Defender**

The Public Defender assumed 10 percent salary savings in order to meet this year's five percent net-county-cost target. To achieve such savings for the entire year, currently unfilled positions would have to remain vacant. If caseloads grow, the Public Defender might be unavailable to accept appointment and the conflict panel will handle the cases at a higher cost. Given that the District Attorney is expected to add 72 new positions in the last quarter of this fiscal year, including 18 attorneys, it seems likely that the Public Defender's workload and related expenses will grow. The Executive Office will monitor the situation.

## **h) Sheriff's Department**

The department has undergone a major restructuring since the Sheriff was appointed by the Board one year ago. With the support of the Board and the Executive Office, there is a renewed emphasis on jail expansion, recruiting, and training. The department has partnered with county Human Resources (HR) to assist with recruiting efforts. HR is helping the department post ads and develop recruiting videos on the internet and social networking sites. This collaboration is working. The department is hiring ahead of schedule and filling vacant positions for the Smith Correctional Facility jail expansion.

The budget outlook for the first quarter projects a net-county-cost shortfall of ten to fifteen percent. Causes for the shortfall include: hiring to staff the expansion of Smith Correctional Facility, mandated cuts in net county cost (five percent), expansion of the Ben Clark Training Center, a shortfall in contract city revenues due to a number of contracts cutting service levels, unanticipated overtime costs, shortfalls in Proposition 172 revenue, and Facility Management rate increases.

The department plans to implement several cost containment measures to mitigate the projected shortfall. Overtime cost will be reviewed and employee schedules will be adjusted accordingly. Vacant positions tied to jail and training-center expansion will be phased in closer to the funding date. The number of proposed training academies might be reduced if there is a delay in jail expansion projects. Discussions are underway to address the unfunded liabilities related to the expansion of the Ben Clark Training Center. A funding request will be forthcoming.

The Sheriff's Department is working proactively to define the department's core functions. These core functions will provide a framework as the Executive Office and the Sheriff's Department work to identify all possible solutions to close the budget gap. An update will be provided to the Board at midyear.

Additionally, the department requests the following appropriation transfers between budget units. Allowing these transfers will ensure that adequate funding is available across all line items.

Funding for a tribal liaison lieutenant position was erroneously placed in the Patrol budget unit. The department requests funding be transferred to the Administration budget unit.

***Recommended Motion:*** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

Increase appropriations:

|                         |                             |              |
|-------------------------|-----------------------------|--------------|
| 10000-2500100000-510040 | Regular salaries            | \$93,638     |
| 10000-2500100000-518100 | Budgeted benefits           | 37,750       |
| 10000-2500100000-520115 | Uniforms – replacement      | 500          |
| 10000-2500100000-523640 | Computer equipment          | 3,000        |
| 10000-2500100000-523680 | Office equipment            | 4,000        |
| 10000-2500100000-527460 | Firearm equip. and supplies | 500          |
| 10000-2500100000-528920 | Car pool expense            | 8,640        |
| 10000-2500100000-546060 | Equip. communication        | <u>4,200</u> |
|                         | Total                       | \$152,228    |

|                          |                  |           |
|--------------------------|------------------|-----------|
| Decrease appropriations: |                  |           |
| 10000-2500300000-510040  | Regular salaries | \$152,228 |

The department requests reallocation of net county cost to reimburse Facilities Management for firing range construction cost. Additional booking fee revenue has been identified for Corrections.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                               |           |
|-----------------------------|-------------------------------|-----------|
| Increase appropriations:    |                               |           |
| 10000-2500700000-537080     | Interfnd exp. – miscellaneous | \$500,000 |
| Increase estimated revenue: |                               |           |
| 10000-2500400000-731260     | Other fines                   | \$500,000 |

Funding for jail expansion support positions was erroneously placed in the Patrol budget unit. The department requests appropriation transfers from Patrol to the Support budget unit.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                                   |               |
|--------------------------|-----------------------------------|---------------|
| Decrease appropriations: |                                   |               |
| 10000-2500300000-510040  | Regular salaries                  | \$391,693     |
| Increase appropriations: |                                   |               |
| 10000-2500200000-510040  | Regular salaries                  | \$219,453     |
| 10000-2500200000-518100  | Budgeted benefits                 | 95,240        |
| 10000-2500200000-523640  | Computer equip. – non fixed asset | 33,000        |
| 10000-2500200000-523680  | Office equip. – non fixed asset   | <u>44,000</u> |
|                          | Total                             | \$391,693     |

Funding approved by the Board in the final budget to facilitate hiring and recruitment for jail expansion was erroneously appropriated in the Sheriff's Support budget unit. Because Human Resource services are billed to budget units based on personnel count, budget adjustments are requested to align funding to the appropriate cost centers.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                    |                |
|--------------------------|--------------------|----------------|
| Decrease appropriations: |                    |                |
| 10000-2500200000-510040  | Regular salaries   | \$383,643      |
| 10000-2500200000-518100  | Budgeted benefits  | <u>164,419</u> |
|                          | Total              | \$548,062      |
| Increase appropriations: |                    |                |
| 10000-2500100000-525140  | Personnel services | \$8,340        |
| 10000-2500200000-525140  | Personnel services | 45,035         |
| 10000-2500300000-525140  | Personnel services | 265,343        |

|                         |                    |              |
|-------------------------|--------------------|--------------|
| 10000-2500400000-525140 | Personnel services | 182,502      |
| 10000-2500500000-525140 | Personnel services | 24,880       |
| 10000-2500600000-525140 | Personnel services | 417          |
| 10000-2500700000-525140 | Personnel services | 7,228        |
| 10000-2500800000-525140 | Personnel services | 139          |
| 10000-2501000000-525140 | Personnel services | 8,201        |
| 10000-2501100000-525140 | Personnel services | 2,224        |
| 10000-2505100000-525140 | Personnel services | <u>3,753</u> |
|                         | Total              | \$548,062    |

#### 4. PUBLIC WAYS AND FACILITIES

##### a) Transportation and Land Management Agency (TLMA)

The Transportation and Land Management Agency, with assistance from Human Resources, has worked to reduce effects of the economic downturn by reassigning staff and leaving some positions vacant. TLMA departments are working with the Building Industry Association to address its concerns about fees and case review procedures. TLMA will continue to monitor permit activity and report to the Board regularly.

#### 5. HEALTH AND SANITATION

##### a) Community Health Agency (CHA)

The recently adopted state budget reduced revenue for many of the agency's programs. In addition, the economic slowdown has affected realignment revenue from sales tax and vehicle license fees, further reducing program revenue. The agency has adjusted the current budget to cover the reductions. The most significant cuts affect the California Children's Services (CCS) Program. The full impact is unknown, but Public Health has identified 12.5 positions that will be defunded, and will work closely with Human Resources, making every effort to move displaced staff to other funded positions within the agency. The agency will continue to closely monitor the funding situation and will report back at midyear.

The department reports that the state's lack of compliance with federal family planning regulations jeopardizes \$3 - 4 million in county clinic and laboratory revenue. The department is closely monitoring the situation and will provide updates as needed.

The Emergency Preparedness and Response Branch purchased equipment and supplies to setup and operate point-of-dispensing sites for distributing medication during public health emergencies. Distribution to the sites has been addressed in the western county but not the eastern county. The department requests approval to purchase two tandem-axle trailers to facilitate distribution in the eastern county. Grant funds are available and no new general funds are needed.

In working with the Sheriff's Office, acute care hospitals and funeral directors throughout the county, staff has identified the need for portable mass fatality cold storage in the event of an emergency. The department requests approval to purchase two mortuary enhanced remains cooling (MERC) systems. The department has identified grant funds for the purchase.

The department allocated sufficient funds in FY 08/09 for three vehicles and now requests approval for the purchase. In addition, the department requests approval to purchase a centrifuge for the laboratory as well as budget adjustments to align with current activity.

**Recommended Motion:** that the Board of Supervisors approve the purchase of three vehicles for CHA Admin; a centrifuge, two tandem-axle trailers and two MERC systems for Public Health; and, approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                           |                |
|-----------------------------|---------------------------|----------------|
| Increase appropriations:    |                           |                |
| 10000-4200100000-546160     | Equipment other           | \$30,600       |
| Decrease appropriations:    |                           |                |
| 10000-4200100000-525440     | Professional services     | \$8,800        |
| 10000-4200100000-522860     | Medical dental supplies   | 21,800         |
| 10000-4200100000-572800     | Intrafund – miscellaneous | <u>100,000</u> |
|                             | Total                     | \$130,600      |
| Decrease estimated revenue: |                           |                |
| 10000-4200100000-751680     | CA – grant revenue        | \$100,000      |
| Increase appropriations:    |                           |                |
| 21750-4200100000-546160     | Equipment – other         | \$92,000       |
| Decrease appropriations:    |                           |                |
| 21750-4200100000-525440     | Professional services     | \$92,000       |

#### Environmental Health

The department reports that revenue budgeted in FY 08/09 was overstated by approximately \$682,000. A portion of refuse collection permit fees will be directed to the cities of Menifee and Wildomar earlier than previously determined. It is recommended that the department immediately reduce expenses to adjust to the decreased revenue and work with the Executive Office to develop a strategy to minimize the effect on services. The department will report back to the Board at midyear.

The department requests Board approval for a budget adjustment to better reflect current revenue and expenditures.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                          |                              |                  |
|--------------------------|------------------------------|------------------|
| Increase appropriations: |                              |                  |
| 10000-4200400000-551100  | Contributions to other funds | \$67,000         |
| Decrease appropriations: |                              |                  |
| 10000-4200400000-526700  | Rent lease buildings         | \$67,000         |
| 10000-4200400000-572800  | Intrafund miscellaneous      | <u>(130,000)</u> |
|                          | Total                        | (63,000)         |



**Recommended Motion:** that the Board of Supervisors approve the purchase of three copiers and approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                                   |               |
|-----------------------------|-----------------------------------|---------------|
| Increase appropriations:    |                                   |               |
| 10000-4100200000-530280     | Private care provider             | \$499,275     |
| 10000-4100200000-546160     | Equipment other                   | <u>30,000</u> |
|                             | Total                             | \$529,275     |
| Decrease appropriations:    |                                   |               |
| 10000-1109000000-581000     | Appropriations for contingency    | \$499,275     |
| Increase estimated revenue: |                                   |               |
| 10000-4100200000-751040     | CA-mental health services         | \$30,000      |
| Increase estimated revenue: |                                   |               |
| 10000-1101000000-781660     | Redevelopment pass thru           | \$700,000     |
| Increase appropriations:    |                                   |               |
| 10000-1101000000-551000     | Operating transfers out           | \$700,000     |
| Increase appropriations:    |                                   |               |
| 30700-1104200000-536780     | Interfund exp. – capital projects | \$700,000     |
| Increase estimated revenue: |                                   |               |
| 30700-1104200000-790500     | Operating transfers in            | \$700,000     |

## 6. PUBLIC ASSISTANCE

### a) Department of Public Social Services (DPSS)

The state's adopted budget significantly reduced funding for DPSS. In addition, realignment revenue – generated from sales tax and vehicle license fees – has decreased and is less than projected. Realignment revenue was down by \$1.5 million in FY 07/08 which reduced base funding by a like amount for FY 08/09. Realignment is not expected to grow, therefore additional funds are not expected to be available to reinvest in the DPSS Realignment Designation.

Foster Care placement costs have decreased as a result of ongoing emphasis on improving Child Welfare Services (CWS) caseloads. Maintaining CWS current staffing levels continues to be a priority but sustaining these levels without additional funding will be challenging.

The department reports funding cuts to Adult Protective Services and CalWORKs. In-Home Supportive Services, Child Care, CalWORKs Eligibility and Welfare to Work, Food Stamps, Medi-Cal and Adoption Assistance all have grown significantly in the last 12 months. The department projects that costs for county funded foster care might exceed the FY 08/09 budget by \$700,000.

DPSS continues to explore options for savings: reduce expenses, work more efficiently and prioritize workload to ease the effects on clients. The department will continue to monitor expenditures and revenue and report back to the Board at midyear.

**b) Office on Aging**

The adopted state budget has affected the Office on Aging, which is awaiting final direction from its oversight agency, the California Department on Aging. The bulk of the state cuts affected the Long-Term Care Ombudsman program and the Senior Community Employment Program. The State Department on Aging reports that onetime only funds can be used to "backfill" some state cuts; however, the senior employment program is not eligible for the one-time funds.

The Office on Aging will not be able to fully assess the remedial impact of one-time funding until money is allocated and a contract from the state is received. To date, clear direction about how to apply for these funds has not been plainly communicated.

The department plans to cut participants' hours in the senior employment programs and reduce the ombudsman program to coincide with the loss of state funding. The department will monitor the situation closely and report back at midyear.

**c) Workforce Development – EDA**

The department requests a budget adjustment to reflect additional federal Workforce Investment Act funds, which will be used for training and equipment.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                                  |                |
|-----------------------------|----------------------------------|----------------|
| Increase appropriations:    |                                  |                |
| 21550-1900300000-525440     | Professional services            | \$86,400       |
| 21550-1900300000-523680     | Office equipment non-fixed asset | 320,340        |
| 21550-1900300000-530300     | Training provider                | 587,789        |
| 21550-1900300000-530440     | Client services                  | <u>565,609</u> |
|                             | Total                            | \$1,560,138    |
| Increase estimated revenue: |                                  |                |
| 21550-1900300000-765000     | Fed-WIA                          | \$1,560,138    |

**7. EDUCATION, RECREATION, AND CULTURE**

**a) Cooperative Extension**

The Cooperative Extension Office is relocating its Indio office into leased space. Funding is needed for furniture and other unforeseen items, including an alarm system, the cost of connecting a high-speed T-1 data line, T-1 monthly costs, blinds, building signs, change orders and other minor details. In addition, custodial and maintenance costs for unused space in the Blythe office were not accounted for. An additional \$19,792 for janitorial services is requested.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                                    |               |
|-----------------------------|------------------------------------|---------------|
| Increase appropriations:    |                                    |               |
| 10000-6300100000-520800     | Household expense                  | \$84,186      |
| 10000-6300100000-520200     | Communications                     | 5,000         |
| 10000-6300100000-520820     | Janitorial services                | 34,639        |
| 10000-6300100000-522310     | Maint. – building and improvements | <u>14,846</u> |
|                             | Total                              | \$138,671     |
| Increase estimated revenue: |                                    |               |
| 10000-6300100000-790500     | Operating transfer in              | \$138,671     |

**b) Edward Dean Museum – EDA**

During FY 08/09 budget preparation, the Economic Development Agency elected to maintain Edward Dean Museum’s net county cost and apply the museum’s deduction to another division. Both divisions, however, inadvertently made deductions. A budget adjustment is needed to restore the museum’s budget.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                                |          |
|--------------------------|--------------------------------|----------|
| Increase appropriations: |                                |          |
| 10000-1930100000-528500  | Project cost expenses          | \$10,000 |
| Decrease appropriations: |                                |          |
| 10000-1109000000-581000  | Appropriations for contingency | \$10,000 |

**8. ENTERPRISE FUNDS**

**a) Riverside County Regional Medical Center (RCRMC)**

RCRMC reports that expenditures and revenue are in line with projections through the first quarter. The hospital information system is in the implementation phase and is expected to be completed ahead of schedule. The infusion center, a recently completed capital improvement project, is now serving patients. Several approved capital projects are in the architectural and design phase. RCRMC is prepared to fund these projects with existing reserves but is working with the Executive Office to explore financing alternatives that would limit use of reserves, leaving them available for other needs. The hospital continues to monitor Medi-Cal funding and currently projects reduced revenue of nearly \$2 million. RCRMC has sufficient reserves to cover the projected revenue shortfall.

**b) Waste Management District**

Several ordered pieces of equipment did not arrive last fiscal year and the department requests that those items be reprogrammed within the current budget. The items include three pickup trucks, an office trailer, two chemical storage buildings and infrastructure improvements. In addition, the department request authority to make new purchases to acquire a dozer, tractor-cab retrofits, leachate tanks, and a sport utility vehicle.

**Recommended Motion:** that the Board of Supervisors authorize the purchase of three pickup trucks, one office trailer, two chemical storage buildings and infrastructure improvements, one dozer, tractor-cab retrofits, leachate tanks and one sport utility vehicle for the Waste Management Department, and approve and direct the Auditor-Controller to increase appropriations as follows:

Increase appropriations:

|                         |                               |                    |
|-------------------------|-------------------------------|--------------------|
| 40200-4500100000-535560 | Depreciation – equipment      | \$1,000,000        |
| 40200-4500100000-542120 | Improvements – infrastructure | 381,521            |
| 40200-4500100000-546160 | Equipment – other             | 70,500             |
| 40200-4500100000-546220 | Equipment – storage tanks     | 28,000             |
| 40200-4500100000-546320 | Vehicles – cars/light trucks  | 144,000            |
| 40200-4500100000-546360 | Vehicles – heavy equipment    | 850,000            |
| 40200-4500100000-572800 | Intra – miscellaneous         | (1,000,000)        |
|                         | <b>Total</b>                  | <b>\$1,474,021</b> |
| Expected offset:        |                               |                    |
| 40200-4500100000-380100 | Unrestricted net assets       | \$1,474,021        |

## 9. INTERNAL SERVICE FUNDS

### a) Information Technology (RCIT)

Growing demand for services and facilities countywide has prompted the department to reevaluate rates and adjustments are requested. These adjustments are made due to the continued storage services provided to OASIS, new on-line fax services, a new server and an application developer rate. The Auditor-Controller's Office has reviewed these rates.

|                             | <u>Current Rate</u> | <u>New Rate</u> |                          |                  |
|-----------------------------|---------------------|-----------------|--------------------------|------------------|
| Oracle Server (BSUd-Oracle) | New for FY08/09     | \$1,220.24      | Per server per month     |                  |
| On-line fax service         | New for FY08/09     | \$0.02          | Per page                 |                  |
| BUS                         | New for FY08/09     | \$6.37          | Per connection per month |                  |
| MB-Archive No License       | New for FY08/09     | \$0.00013       | Per MB per month         |                  |
| MB-Archive Offsite          |                     | \$0.00055       | \$0.00028                | Per MB per month |
| MB-Backup                   |                     | \$0.00378       | \$0.00198                | Per MB per month |
| MB-Backup No License        | New for FY08/09     | \$0.00018       | Per MB per month         |                  |
| MB-Backup Offsite           |                     | \$0.00098       | \$0.00028                | Per MB per month |
| Specialized Apps. Developer | New for FY08/09     | \$148.77        | Per hour                 |                  |

Additionally, the department requests approval to add three vehicles to the fleet. No appropriation adjustments are needed to acquire the vehicles.

**Recommended Motion:** that the Board of Supervisors approve the addition of three vehicles, adopt the above referenced rates, and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                                  |                |
|--------------------------|----------------------------------|----------------|
| Increase appropriations: |                                  |                |
| 45500-7400100000-520220  | County radio systems             | \$122,000      |
| 45500-7400100000-521340  | Maint. communications equipment  | 250,000        |
| 45500-7400100000-521460  | Maint. microwave equipment       | 103,000        |
| 45500-7400100000-522310  | Maint. building and improvements | 670,000        |
| 45500-7400100000-521640  | Maint. Software                  | 24,070         |
| 45500-7400100000-523680  | Office equip. non-fixed assets   | 80,000         |
| 45500-7400100000-525440  | Professional services            | 188,000        |
| 45500-7400100000-546060  | Equipment – communication        | 778,000        |
| 45500-7400100000-546280  | Capitalized software             | 165,000        |
| 45500-7400100000-546400  | Capital assets – system          | <u>500,000</u> |
|                          | Total                            | \$2,880,070    |
| Expected offset:         |                                  |                |
| 45500-7400100000-380100  | Unrestricted net assets          | \$2,880,070    |

**b) Record Management and Archives (RMAP)**

Requests for service are declining as microfilming is supplanted by document scanning, a service the department is not equipped to provide. In order to provide indispensable services, new document scanning equipment is needed. The department requests budget adjustments, utilizing fund equity to acquire document scanning equipment, software and new record-storage shelving. It is anticipated these investments will produce returns in the last two quarters of the fiscal year.

*Recommended Motion: that the Board of Supervisors approve the purchase of a microfilm scanner, a document scanner, and record storage shelving; and, direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:*

|                             |                         |                |
|-----------------------------|-------------------------|----------------|
| Increase appropriations:    |                         |                |
| 45100-1200300000-521560     | Maintenance – other     | \$9,000        |
| 45100-1200300000-521640     | Maintenance – software  | 1,300          |
| 45100-1200300000-527880     | Training – other        | 4,750          |
| 45100-1200300000-521560     | Equipment – other       | <u>112,895</u> |
|                             | Total                   | \$127,945      |
| Increase estimated revenue: |                         |                |
| 45100-1200300000-777350     | Micrographic fees       | \$36,290       |
| Expected offset:            |                         |                |
| 45100-1200300000-380100     | Unrestricted net assets | \$91,655       |

**c) Supply Services**

Supply Services requests a procurement contract specialist position to be assigned exclusively for its purchasing needs. The purpose of this position is to ensure government code regulations are applied consistently to the purchasing process.

Current economic conditions make adding new positions risky. The Executive Office is directing all departments to fill existing positions cautiously – allowing for planned general fund cuts – before requesting new positions.

**Recommendation Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                            |               |
|-----------------------------|----------------------------|---------------|
| Increase appropriations:    |                            |               |
| 10000-7300100000-510040     | Regular salaries           | \$40,784      |
| 10000-7300100000-518100     | Budgeted benefits          | <u>16,454</u> |
|                             | Total                      | \$57,238      |
| Increase estimated revenue: |                            |               |
| 10000-7300100000-777520     | Reimbursement for services | \$57,238      |

## 10. SPECIAL DISTRICTS

### a) Flood Control District

The Flood Control and Water Conservation District's mapping service fund is an internal service fund that provides services to support the district's zone projects within the county. Similarly, the district's photography fund has historically provided the same type of service not only to support the district's zone projects but also to support other governmental agencies. Over time the demand for photography services has diminished due to economic decline, competitive pricing and improved technology. Consequently the need for two separate funds, mapping services and photography, is no longer necessary.

The district requests a budget adjustment to consolidate the appropriations for both the mapping services fund and the photography fund into one fund. Once this budget adjustment has been approved by the Board then the photography fund will be officially closed by the Auditor-Controller's Office.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                                 |            |
|-----------------------------|---------------------------------|------------|
| Increase appropriations:    |                                 |            |
| 48060-947300-510040         | Regular salaries                | \$94,200   |
| 48060-947300-510420         | Overtime                        | 2,500      |
| 48060-947300-518100         | Budgeted benefits               | 38,500     |
| 48060-947300-521560         | Maintenance – other             | 10,000     |
| 48060-947300-523720         | Photocopying                    | 300        |
| 48060-947300-524500         | Administrative support – direct | 23,570     |
| 48060-947300-524760         | Data processing services        | 13,000     |
| 48060-947300-525160         | Photography services            | 3,500      |
| 48060-947300-525440         | Professional services           | 700        |
| 48060-947300-526960         | Small tools and instruments     | 18,000     |
| 48060-947300-527180         | Operational supplies            | 25,000     |
| 48060-947300-528920         | Car pool expense                | 1,000      |
| 48060-947300-535560         | Depreciation – equipment        | 11,000     |
| 48060-947300-546180         | Equipment – photo               | 15,000     |
| 48060-947300-551100         | Contributions to other funds    | <u>320</u> |
|                             | Total                           | \$256,590  |
| Increase estimated revenue: |                                 |            |
| 48060-947300-772010         | Topo. sales – fees              | \$75,000   |

|                     |                                 |              |
|---------------------|---------------------------------|--------------|
| 48060-947300-772070 | Photo sales – services          | 28,000       |
| 48060-947300-772080 | Flight photo surcharge          | 4,000        |
| 48060-947300-780040 | Sale of miscellaneous materials | 100,000      |
| 48060-947300-740020 | Interest – invested funds       | <u>8,000</u> |
|                     | Total                           | \$215,000    |
| Expected offset:    |                                 |              |
| 48060-947300-380100 | Unrestricted net assets         | \$41,590     |

**b) Regional Parks and Open Space District**

Parks

The district needs additional staff for special events, reservations and new recreation venues to facilitate use of public park facilities. Two park attendants will take over the reception and reservations functions to assist with increased use of Park District facilities countywide. Also, one recreation coordinator will assist with new demands for public outreach programs, use of the carriage house, a boxing club, and future soccer and aquatics centers.

Additionally, the district requests replacement of a truck used to haul a carpenter's mobile work trailer in the mountain area parks. A heavier truck capable of towing the trailer will be purchased. The existing truck has been repaired and was moved for use in the western parks district. A heavier truck is currently on loan from the maintenance program to provide consistent service from park carpenters.

Lastly, the district requests permission to replace a 1989 boom lift for park maintenance. The equipment lacks current safety protections and replacement parts are no longer available. The old equipment would be removed from county inventory and scrapped.

**Recommended Motion:** that the Board of Supervisors authorize the purchase of one heavy-duty truck, one boom lift for the Parks District, approve Resolution 440-8794, adding two Park Attendants and one Recreational Coordinator to the District, and approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                           |               |
|-----------------------------|---------------------------|---------------|
| Increase appropriations:    |                           |               |
| 25400-931104-510040         | Regular salaries          | \$70,717      |
| 25400 931104 546200         | Equipment – shop and yard | 45,000        |
| 25400 931104 546300         | Vehicles – heavy trucks   | <u>45,000</u> |
|                             | Total                     | \$160,717     |
| Increase estimated revenue: |                           |               |
| 25400-931104-776760         | Reservation fees          | \$70,717      |
| Expected offset:            |                           |               |
| 25400-931104-320100         | Designated fund balance   | \$90,000      |

Historical Commission

The Historical Commission prints historical books and brochures for public benefit. During the first quarter, design and printing of the brochure, "Historic Riverside County Adventures" used available appropriations for FY 08/09.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                         |         |
|--------------------------|-------------------------|---------|
| Increase appropriations: |                         |         |
| 25400-931111-523800      | Printing and binding    | \$5,000 |
| Expected offset:         |                         |         |
| 25400-931111-320100      | Designated fund balance | \$5,000 |

**Habitat and Open Space Management**

Commitments for the Habitat & Open Space Management District require an increase to replace the Valley Hi Park fencing destroyed in the Esperanza Fire of 2006. Appropriation increases are necessary to provide for the replacement of the Valley Hi Park fencing with insurance proceeds received in 2008.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                         |           |
|--------------------------|-------------------------|-----------|
| Increase appropriations: |                         |           |
| 25520-931170-522320      | Maintenance of grounds  | \$129,753 |
| Expected offset:         |                         |           |
| 25520-931170-325100      | Unreserved fund balance | \$129,753 |

**Santa Ana River Mitigation Bank**

The State Fish and Game Department has agreed that the mitigation bank can provide support for the environmental education program at the Louis Robidoux Nature Center, which will include a full-time interpreter and supplies.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |  |          |
|--------------------------|--|----------|
| Increase appropriations: |  |          |
| 25550-931101-537180      | Interfund expense – salary reimbursement | \$71,000 |
| Expected offset:         |  |          |
| 25550-931101-320100      | Designated fund balance                  | \$71,000 |

**c) County Services Areas**

For various county service areas, actual operating expenses will exceed previous estimates. Additional appropriations are needed to pay increased costs for interfund salaries, temporary staff, grounds maintenance, streetlights, utilities and special events. Budget adjustments are necessary to provide additional appropriations to pay for the increased operational costs. No general fund impact will result from these budget adjustments.

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|  |                                       |               |
|--|---------------------------------------|---------------|
| Increase appropriations:<br>23850-908501-537180    | Interfund exp. – salary reimbursement | \$20,000      |
| Increase estimated revenue:<br>23850-908501-781360 | Other miscellaneous revenue           | \$20,000      |
| Increase appropriations:<br>40400-912211-522320    | Maintenance – grounds                 | \$20,000      |
| Increase estimated revenue:<br>40400-912211-781360 | Other miscellaneous revenue           | \$20,000      |
| Increase appropriations:<br>24400-913201-529530    | Streetlights                          | \$90,000      |
| Increase estimated revenue:<br>24400-913201-781360 | Other miscellaneous revenue           | \$90,000      |
| Increase appropriations:<br>24575-914501-523270    | Special events                        | \$30,000      |
| 24575-914501-525140                                | Personnel services                    | 20,000        |
| 24575-914501-529530                                | Streetlights                          | 50,000        |
| 24575-914501-529550                                | Water                                 | <u>50,000</u> |
|  | Total                                 | \$150,000     |
| Increase estimated revenue:<br>24575-914501-781360 | Other miscellaneous revenue           | \$150,000     |
| Increase appropriations:<br>24630-915201-523230    | Miscellaneous expense                 | \$20,000      |
| 24630-915201-529540                                | Utilities                             | <u>50,000</u> |
|  | Total                                 | \$70,000      |
| Increase estimated revenue:<br>24630-915201-781360 | Other miscellaneous revenue           | \$70,000      |
| Increase appropriations:<br>33200-915201-529530    | Streetlights                          | \$180,000     |
| Increase estimated revenue:<br>33200-915201-781360 | Other miscellaneous revenue           | \$180,000     |

## ATTACHMENT A: RECOMMENDATION SUMMARY

For convenience, this section repeats the recommendations contained in the main document. There is no new information in Attachment A.

### Cover letter

IT IS RECOMMENDED that the Board of Supervisors 1) receive and file this report, 2) approve the recommendations and associated budget adjustments in Attachment A, 3) approve Attachment B, Resolution 440-8794 authorizing new positions, 4) receive and file Attachment C, and D, and 5) direct department heads to submit budget integrity strategies to the Executive Office for FY 09/10 by December 31, 2008.

### Additional Beginning Fund Balance

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                                  |                |
|-----------------------------|----------------------------------|----------------|
| Increase estimated revenue: |                                  |                |
| 10000-1200200000-712000     | Documentary transfer tax         | \$800,000      |
| 10000-1300100000-781000     | Contractual revenue              | 1,600,000      |
| 10000-1300100000-750200     | CA-Motor vehicle in-lieu         | <u>816,746</u> |
|                             | Total                            | \$3,216,746    |
| Decrease estimated revenue: |                                  |                |
| 10000-1300100000-704000     | Prop. tax – current supplemental | \$3,500,000    |
| 10000-1300100000-700020     | Prop. tax – current secured      | 2,423,447      |
| 10000-1300100000-701020     | Prop. tax – current unsecured    | <u>200,000</u> |
|                             | Total                            | \$6,123,447    |
| Decrease appropriations:    |                                  |                |
| 10000-1109000000-581000     | Appropriations for contingency   | \$2,906,701    |

### Quarterly Discretionary Revenue

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                                |             |
|--------------------------|--------------------------------|-------------|
| Increase appropriations: |                                |             |
| 10000-1109000000-581000  | Appropriations for contingency | \$8,000,000 |
| Expected offset:         |                                |             |
| 10000-1000100000-325100  | Unreserved fund balance        | \$8,000,000 |

### Interdepartmental

#### **800 MHz Upgrade – Public Safety Enterprise Communications (PSEC)**

**Recommended Motion:** that the Board of Supervisors approve the purchase of two four-wheel drive vehicles.

### Capital Improvement Program

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                                   |           |
|-----------------------------|-----------------------------------|-----------|
| Increase appropriations:    |                                   |           |
| 31540-1101000000-551000     | Operating transfer out            | \$750,000 |
| Increase estimated revenue: |                                   |           |
| 31540-1101000000-781000     | Contractual revenue               | \$750,000 |
| Increase appropriations:    |                                   |           |
| 30700-1104200000-536780     | Interfund exp. – capital projects | \$750,000 |
| Increase estimated revenue: |                                   |           |
| 30700-1104200000-790500     | Operating transfer in             | \$750,000 |

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                                   |             |
|-----------------------------|-----------------------------------|-------------|
| Increase appropriations:    |                                   |             |
| 30700-1104200000-536780     | Interfund exp. – capital projects | \$6,600,000 |
| Increase estimated revenue: |                                   |             |
| 30700-1104200000-790500     | Operating transfer in             | \$6,600,000 |

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                                    |             |
|-----------------------------|------------------------------------|-------------|
| Increase appropriations:    |                                    |             |
| 30700-1104200000-536200     | Contributions to non-county agency | \$1,500,000 |
| Increase estimated revenue: |                                    |             |
| 30700-1104200000-790500     | Operating transfer in              | \$1,500,000 |

## **GENERAL GOVERNMENT**

### **Auditor Controller**

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                                |          |
|--------------------------|--------------------------------|----------|
| Increase appropriations: |                                |          |
| 10000-1300100000-525440  | Professional services          | \$75,000 |
| Decrease appropriations: |                                |          |
| 10000-1109000000-581000  | Appropriations for contingency | \$75,000 |

### **Executive Office**

#### Contributions to Other Funds

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                                     |           |
|--------------------------|-------------------------------------|-----------|
| Increase appropriations: |                                     |           |
| 10000-1101000000-536200  | Contrib. to other non-county agency | \$237,579 |

|                          |                                |           |
|--------------------------|--------------------------------|-----------|
| Decrease appropriations: |                                |           |
| 10000-1109000000-581000  | Appropriations for contingency | \$237,579 |

**Economic Development Agency**

Desert ExpoCenter

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                          |                               |           |
|--------------------------|-------------------------------|-----------|
| Increase appropriations: |                               |           |
| 22200-1920100000-542120  | Improvements – Infrastructure | \$267,871 |

|                             |                                 |           |
|-----------------------------|---------------------------------|-----------|
| Increase estimated revenue: |                                 |           |
| 22200-1920100000-790600     | Contrib from other county funds | \$267,871 |

Chiriaco Summit Construction and Land Acquisition

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                          |                                   |                |
|--------------------------|-----------------------------------|----------------|
| Increase appropriations: |                                   |                |
| 22350-1910400000-525440  | Professional services             | \$5,000        |
| 22350-1910400000-537180  | Interfund expense – salary reimb. | 10,000         |
| 22350-1910400000-542040  | Buildings – capital projects      | <u>275,000</u> |
|                          | Total                             | \$290,000      |

|                             |                           |                |
|-----------------------------|---------------------------|----------------|
| Increase estimated revenue: |                           |                |
| 22350-1910400000-751230     | CA – state match          | \$150,000      |
| 22350-1910400000-778200     | Interfund – miscellaneous | <u>140,000</u> |
|                             | Total                     | \$290,000      |

Desert Center Construction & Land Acquisition

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                          |                                   |                  |
|--------------------------|-----------------------------------|------------------|
| Increase appropriations: |                                   |                  |
| 22350-1910500000-525440  | Professional services             | \$30,000         |
| 22350-1910500000-537180  | Interfund expense – salary reimb. | 7,000            |
| 22350-1910500000-542040  | Buildings – capital projects      | <u>1,400,000</u> |
|                          | Total                             | \$1,437,000      |

|                             |                             |               |
|-----------------------------|-----------------------------|---------------|
| Increase estimated revenue: |                             |               |
| 22350-1910500000-740020     | Interest – invested funds   | \$37,721      |
| 22350-1910500000-767060     | Fed – airports improvements | 1,365,150     |
| 22350-1910500000-751230     | CA – state match            | <u>34,129</u> |
|                             | Total                       | \$1,437,000   |

French Valley Construction and Land Acquisition

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                          |                       |          |
|--------------------------|-----------------------|----------|
| Increase appropriations: |                       |          |
| 22350-1910600000-525440  | Professional services | \$75,000 |

|                             |                           |          |
|-----------------------------|---------------------------|----------|
| Increase estimated revenue: |                           |          |
| 22350-1910600000-778200     | Interfund – miscellaneous | \$75,000 |

**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: |                       |           |
| 10000-7200100000-525440  | Professional services | \$128,000 |

|                             |                         |           |
|-----------------------------|-------------------------|-----------|
| Increase estimated revenue: |                         |           |
| 10000-7200100000-781680     | Administrative services | \$128,000 |

Custodial Services

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                       |                  |
|--------------------------|-----------------------|------------------|
| Increase appropriations: |                       |                  |
| 10000-7200200000-510040  | Regular salaries      | \$141,509        |
| 10000-7200200000-518100  | Budgeted benefits     | 96,516           |
| 10000-7200200000-571700  | Intrafund – custodial | <u>(238,025)</u> |
|                          | Total                 | \$0              |

Maintenance

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                         |           |
|--------------------------|-------------------------|-----------|
| Decrease appropriations: |                         |           |
| 10000-7200300000-572600  | Intrafund – maintenance | \$286,744 |

|                          |                                |           |
|--------------------------|--------------------------------|-----------|
| Decrease appropriations: |                                |           |
| 10000-1109000000-581000  | Appropriations for contingency | \$286,744 |

Real Estate

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                          |                                   |           |
|--------------------------|-----------------------------------|-----------|
| Increase appropriations: |                                   |           |
| 10000-7200400000-526700  | Rent-lease buildings              | \$816,542 |
| 10000-7200400000-522410  | Maintenance – tenant improvements | 597,277   |
| 10000-7200400000-529540  | Utilities                         | 117,005   |
| 10000-7200400000-525400  | Title and escrow                  | 49,600    |
| 10000-7200400000-524830  | Environmental CEQA                | 93,880    |
| 10000-7200400000-524660  | Consultants                       | 100,000   |

|                         |                       |                  |
|-------------------------|-----------------------|------------------|
| 10000-7200400000-524550 | Appraisal             | 30,250           |
| 10000-7200400000-525440 | Professional services | 233,366          |
| 10000-7200400000-523300 | Moving expense        | 319,850          |
| 10000-7200400000-572500 | Intrafund leases      | (1,413,819)      |
| 10000-7200400000-573800 | Intrafund utilities   | <u>(117,005)</u> |
|                         | Total                 | \$826,946        |

Increase estimated revenue:

|                         |  |                |
|-------------------------|--|----------------|
| 10000-7200400000-790600 | Contributions from other co. funds     | \$391,589      |
| 10000-7200400000-777550 | Right of way services                  | 215,992        |
| 10000-7200400000-778280 | Interfund – reimbursement for services | <u>219,365</u> |
|                         | Total                                  | \$826,946      |

Capital Projects

**Recommended Motion:** that the Board of Supervisors approve the proposed reprogramming of deferred maintenance projects as follows:

**Registrar of Voters**

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

Increase appropriations:

|                         |                         |           |
|-------------------------|-------------------------|-----------|
| 10000-1700100000-527780 | Special program expense | \$600,000 |
|-------------------------|-------------------------|-----------|

Decrease appropriations:

|                         |                                |           |
|-------------------------|--------------------------------|-----------|
| 10000-1109000000-581000 | Appropriations for contingency | \$600,000 |
|-------------------------|--------------------------------|-----------|

**PUBLIC PROTECTION**

**Agricultural Commissioner**

**Recommended Motion:** the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

Increase appropriations:

|                         |                    |              |
|-------------------------|--------------------|--------------|
| 10000-2800100000-520800 | Household expenses | \$25,000     |
| 10000-2800100000-520200 | Communications     | <u>5,000</u> |
|                         | Total              | \$30,000     |

Increase estimated revenue:

|                         |                       |          |
|-------------------------|-----------------------|----------|
| 10000-2800100000-790500 | Operating transfer in | \$30,000 |
|-------------------------|-----------------------|----------|

**Animal Control – Community Health Agency**

**Recommended Motion:** that the Board of Supervisors approve the purchase of two copiers and direct the Auditor-Controller to adjust appropriations as follows:

Increase appropriations:

|                         |                    |          |
|-------------------------|--------------------|----------|
| 10000-4200600000-546140 | Equipment – office | \$31,600 |
|-------------------------|--------------------|----------|

Decrease appropriations:

|                         |                        |          |
|-------------------------|------------------------|----------|
| 10000-4200600000-524500 | Administrative support | \$31,600 |
|-------------------------|------------------------|----------|

**Building and Safety – TLMA**

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                           |                |
|-----------------------------|---------------------------|----------------|
| Increase appropriations:    |                           |                |
| 10000-1101000000-551000     | Operating transfers out   | \$269,477      |
| Decrease designations:      |                           |                |
| 10000-1000100000-320102     | DFB – Building and Safety | \$269,477      |
| Increase appropriations:    |                           |                |
| 20250-3110100000-510040     | Regular salaries          | \$255,437      |
| 20250-3110100000-518100     | Budgeted benefits         | <u>104,729</u> |
|                             | Total                     | \$360,166      |
| Increase estimated revenue: |                           |                |
| 20250-3110100000-790500     | Operating transfer in     | \$269,477      |
| 20250-3110100000-771930     | Earned deposits           | <u>90,689</u>  |
|                             | Total                     | \$360,166      |

**Clerk-Recorder**

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust estimated revenue as follows:

|                             |                             |                  |
|-----------------------------|-----------------------------|------------------|
| Increase estimated revenue: |                             |                  |
| 10000-1200200000-774010     | Copies of official records  | \$210,000        |
| 10000-1200200000-774020     | Vitals recorder fees        | 480,000          |
| 10000-1200200000-774060     | No. chg/ownership R&T 480.3 | 175,560          |
| 10000-1200200000-774070     | Social security truncation  | 628,000          |
| 10000-1200200000-774080     | Electronic recording fees   | <u>628,000</u>   |
|                             | Total                       | \$2,121,560      |
| Decrease estimated revenue: |                             |                  |
| 10000-1200200000-774000     | Recording fees              | \$865,560        |
| 10000-1200200000-774050     | Recorder modernization      | <u>1,256,000</u> |
|                             | Total                       | \$2,121,560      |

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                          |                         |           |
|--------------------------|-------------------------|-----------|
| Increase appropriations: |                         |           |
| 10000-1200200000-525440  | Professional services   | \$730,000 |
| Expected offset:         |                         |           |
| 11076-1200200000-325100  | Unreserved fund balance | \$730,000 |

**Probation Department**

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to decrease designations and adjust appropriations as follows:

|                         |                 |             |
|-------------------------|-----------------|-------------|
| Decrease designations:  |                 |             |
| 10000-1000100000-320107 | DFB – Probation | \$1,425,000 |

|                          |                                   |                |
|--------------------------|-----------------------------------|----------------|
| Increase appropriations: |                                   |                |
| 10000-2600100000-522310  | Building maintenance projects     | \$129,100      |
| 10000-2600100000-537040  | Interfund expense maintenance     | 400,000        |
| 10000-2600200000-522310  | Building maintenance projects     | 58,700         |
| 10000-2600700000-523680  | Office equipment non-fixed assets | 387,200        |
| 10000-2600700000-522410  | Maintenance tenant improvement    | <u>450,000</u> |
|                          | Total                             | \$1,425,000    |

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                       |                |
|--------------------------|-----------------------|----------------|
| Increase appropriations: |                       |                |
| 10000-2600200000-510040  | Regular salaries      | \$506,000      |
| 10000-2600200000-518100  | Budgeted benefits     | 222,000        |
| 10000-2600200000-523230  | Miscellaneous expense | <u>144,000</u> |
|                          | Total                 | \$872,000      |

|                          |                       |                |
|--------------------------|-----------------------|----------------|
| Decrease appropriations: |                       |                |
| 10000-2600100000-510040  | Regular salaries      | \$728,000      |
| 10000-2600100000-523230  | Miscellaneous expense | <u>144,000</u> |
|                          | Total                 | \$872,000      |

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust reclassify general fund equity as follows:

|                         |                         |           |
|-------------------------|-------------------------|-----------|
| Increase fund balance:  |                         |           |
| 10000-1000100000-325100 | Unreserved fund balance | \$757,000 |

|                         |                          |           |
|-------------------------|--------------------------|-----------|
| Decrease fund balance:  |                          |           |
| 11126-2600100000-308101 | Restricted program money | \$757,000 |

**Sheriff's Department**

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                             |              |
|--------------------------|-----------------------------|--------------|
| Increase appropriations: |                             |              |
| 10000-2500100000-510040  | Regular salaries            | \$93,638     |
| 10000-2500100000-518100  | Budgeted benefits           | 37,750       |
| 10000-2500100000-520115  | Uniforms – replacement      | 500          |
| 10000-2500100000-523640  | Computer equipment          | 3,000        |
| 10000-2500100000-523680  | Office equipment            | 4,000        |
| 10000-2500100000-527460  | Firearm equip. and supplies | 500          |
| 10000-2500100000-528920  | Car pool expense            | 8,640        |
| 10000-2500100000-546060  | Equip. communication        | <u>4,200</u> |
|                          | Total                       | \$152,228    |

|                          |                  |           |
|--------------------------|------------------|-----------|
| Decrease appropriations: |                  |           |
| 10000-2500300000-510040  | Regular salaries | \$152,228 |

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                               |           |
|-----------------------------|-------------------------------|-----------|
| Increase appropriations:    |                               |           |
| 10000-2500700000-537080     | Interfnd exp. – miscellaneous | \$500,000 |
| Increase estimated revenue: |                               |           |
| 10000-2500400000-731260     | Other fines                   | \$500,000 |

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                                   |               |
|--------------------------|-----------------------------------|---------------|
| Decrease appropriations: |                                   |               |
| 10000-2500300000-510040  | Regular salaries                  | \$391,693     |
| Increase appropriations: |                                   |               |
| 10000-2500200000-510040  | Regular salaries                  | \$219,453     |
| 10000-2500200000-518100  | Budgeted benefits                 | 95,240        |
| 10000-2500200000-523640  | Computer equip. – non fixed asset | 33,000        |
| 10000-2500200000-523680  | Office equip. – non fixed asset   | <u>44,000</u> |
|                          | Total                             | \$391,693     |

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                    |                |
|--------------------------|--------------------|----------------|
| Decrease appropriations: |                    |                |
| 10000-2500200000-510040  | Regular salaries   | \$383,643      |
| 10000-2500200000-518100  | Budgeted benefits  | <u>164,419</u> |
|                          | Total              | \$548,062      |
| Increase appropriations: |                    |                |
| 10000-2500100000-525140  | Personnel services | \$8,340        |
| 10000-2500200000-525140  | Personnel services | 45,035         |
| 10000-2500300000-525140  | Personnel services | 265,343        |
| 10000-2500400000-525140  | Personnel services | 182,502        |
| 10000-2500500000-525140  | Personnel services | 24,880         |
| 10000-2500600000-525140  | Personnel services | 417            |
| 10000-2500700000-525140  | Personnel services | 7,228          |
| 10000-2500800000-525140  | Personnel services | 139            |
| 10000-2501000000-525140  | Personnel services | 8,201          |
| 10000-2501100000-525140  | Personnel services | 2,224          |
| 10000-2505100000-525140  | Personnel services | <u>3,753</u>   |
|                          | Total              | \$548,062      |

#### **PUBLIC WAYS AND FACILITIES**

No adjustments requested.

#### **HEALTH AND SANITATION**

##### **Community Health Agency (CHA)**

**Recommended Motion:** that the Board of Supervisors approve the purchase of three vehicles for CHA Admin; a centrifuge, two tandem-axle trailers and two MERC systems for

*Public Health; and, approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:*

|                             |                           |                |
|-----------------------------|---------------------------|----------------|
| Increase appropriations:    |                           |                |
| 10000-4200100000-546160     | Equipment other           | \$30,600       |
| Decrease appropriations:    |                           |                |
| 10000-4200100000-525440     | Professional services     | \$8,800        |
| 10000-4200100000-522860     | Medical dental supplies   | 21,800         |
| 10000-4200100000-572800     | Intrafund – miscellaneous | <u>100,000</u> |
|                             | Total                     | \$130,600      |
| Decrease estimated revenue: |                           |                |
| 10000-4200100000-751680     | CA – grant revenue        | \$100,000      |
| Increase appropriations:    |                           |                |
| 21750-4200100000-546160     | Equipment – other         | \$92,000       |
| Decrease appropriations:    |                           |                |
| 21750-4200100000-525440     | Professional services     | \$92,000       |

#### Environmental Health

*Recommended Motion: that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:*

|                             |                              |                  |
|-----------------------------|------------------------------|------------------|
| Increase appropriations:    |                              |                  |
| 10000-4200400000-551100     | Contributions to other funds | \$67,000         |
| Decrease appropriations:    |                              |                  |
| 10000-4200400000-526700     | Rent lease buildings         | \$67,000         |
| 10000-4200400000-572800     | Intrafund miscellaneous      | <u>(130,000)</u> |
|                             | Total                        | (63,000)         |
| Increase estimated revenue: |                              |                  |
| 10000-4200400000-771860     | NPDES planning eng.          | \$130,000        |

#### Mental Health

*Recommended Motion: that the Board of Supervisors approve the purchase of three copiers and approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:*

|                             |                                |               |
|-----------------------------|--------------------------------|---------------|
| Increase appropriations:    |                                |               |
| 10000-4100200000-530280     | Private care provider          | \$499,275     |
| 10000-4100200000-546160     | Equipment other                | <u>30,000</u> |
|                             | Total                          | \$529,275     |
| Decrease appropriations:    |                                |               |
| 10000-1109000000-581000     | Appropriations for contingency | \$499,275     |
| Increase estimated revenue: |                                |               |
| 10000-4100200000-751040     | CA-mental health services      | \$30,000      |

|                             |                                   |           |
|-----------------------------|-----------------------------------|-----------|
| Increase estimated revenue: |                                   |           |
| 10000-1101000000-781660     | Redevelopment pass thru           | \$700,000 |
| Increase appropriations:    |                                   |           |
| 10000-1101000000-551000     | Operating transfers out           | \$700,000 |
| Increase appropriations:    |                                   |           |
| 30700-1104200000-536780     | Interfund exp. – capital projects | \$700,000 |
| Increase estimated revenue: |                                   |           |
| 30700-1104200000-790500     | Operating transfers in            | \$700,000 |

## **PUBLIC ASSISTANCE**

### **Workforce Development – EDA**

*Recommended Motion: that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:*

|                             |                                  |                |
|-----------------------------|----------------------------------|----------------|
| Increase appropriations:    |                                  |                |
| 21550-1900300000-525440     | Professional services            | \$86,400       |
| 21550-1900300000-523680     | Office equipment non-fixed asset | 320,340        |
| 21550-1900300000-530300     | Training provider                | 587,789        |
| 21550-1900300000-530440     | Client services                  | <u>565,609</u> |
|                             | Total                            | \$1,560,138    |
| Increase estimated revenue: |                                  |                |
| 21550-1900300000-765000     | Fed-WIA                          | \$1,560,138    |

## **EDUCATION, RECREATION, AND CULTURE**

### **Cooperative Extension**

*Recommended Motion: that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:*

|                             |                                    |               |
|-----------------------------|------------------------------------|---------------|
| Increase appropriations:    |                                    |               |
| 10000-6300100000-520800     | Household expense                  | \$84,186      |
| 10000-6300100000-520200     | Communications                     | 5,000         |
| 10000-6300100000-520820     | Janitorial services                | 34,639        |
| 10000-6300100000-522310     | Maint. – building and improvements | <u>14,846</u> |
|                             | Total                              | \$138,671     |
| Increase estimated revenue: |                                    |               |
| 10000-6300100000-790500     | Operating transfer in              | \$138,671     |

### **Edward Dean Museum - EDA**

*Recommended Motion: that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:*

|                          |                                |          |
|--------------------------|--------------------------------|----------|
| Increase appropriations: |                                |          |
| 10000-1930100000-528500  | Project cost expenses          | \$10,000 |
| Decrease appropriations: |                                |          |
| 10000-1109000000-581000  | Appropriations for contingency | \$10,000 |

## ENTERPRISE FUNDS

### Waste Management District

**Recommended Motion:** that the Board of Supervisors authorize the purchase of three pickup trucks, one office trailer, two chemical storage buildings and infrastructure improvements, one dozer, tractor-cab retrofits, leachate tanks and one sport utility vehicle for the Waste Management Department, and approve and direct the Auditor-Controller to increase appropriations as follows:

|                          |                               |                    |
|--------------------------|-------------------------------|--------------------|
| Increase appropriations: |                               |                    |
| 40200-4500100000-535560  | Depreciation – equipment      | \$1,000,000        |
| 40200-4500100000-542120  | Improvements – infrastructure | 381,521            |
| 40200-4500100000-546160  | Equipment – other             | 70,500             |
| 40200-4500100000-546220  | Equipment – storage tanks     | 28,000             |
| 40200-4500100000-546320  | Vehicles – cars/light trucks  | 144,000            |
| 40200-4500100000-546360  | Vehicles – heavy equipment    | 850,000            |
| 40200-4500100000-572800  | Intra – miscellaneous         | <u>(1,000,000)</u> |
|                          | Total                         | \$1,474,021        |
| Expected offset:         |                               |                    |
| 40200-4500100000-380100  | Unrestricted net assets       | \$1,474,021        |

## INTERNAL SERVICE FUNDS

### Information Technology (RCIT)

**Recommended Motion:** that the Board of Supervisors approve the addition of three vehicles, adopt the above referenced rates, and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                                  |                |
|--------------------------|----------------------------------|----------------|
| Increase appropriations: |                                  |                |
| 45500-7400100000-520220  | County radio systems             | \$122,000      |
| 45500-7400100000-521340  | Maint. communications equipment  | 250,000        |
| 45500-7400100000-521460  | Maint. microwave equipment       | 103,000        |
| 45500-7400100000-522310  | Maint. building and improvements | 670,000        |
| 45500-7400100000-521640  | Maint. Software                  | 24,070         |
| 45500-7400100000-523680  | Office equip. non-fixed assets   | 80,000         |
| 45500-7400100000-525440  | Professional services            | 188,000        |
| 45500-7400100000-546060  | Equipment – communication        | 778,000        |
| 45500-7400100000-546280  | Capitalized software             | 165,000        |
| 45500-7400100000-546400  | Capital assets – system          | <u>500,000</u> |
|                          | Total                            | \$2,880,070    |
| Expected offset:         |                                  |                |
| 45500-7400100000-380100  | Unrestricted net assets          | \$2,880,070    |

### Record Management and Archives (RMAP)

**Recommended Motion:** that the Board of Supervisors approve the purchase of a microfilm scanner, a document scanner, and record storage shelving; and, direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                          |                        |         |
|--------------------------|------------------------|---------|
| Increase appropriations: |                        |         |
| 45100-1200300000-521560  | Maintenance – other    | \$9,000 |
| 45100-1200300000-521640  | Maintenance – software | 1,300   |

|                             |                         |                |
|-----------------------------|-------------------------|----------------|
| 45100-1200300000-527880     | Training – other        | 4,750          |
| 45100-1200300000-521560     | Equipment – other       | <u>112,895</u> |
|                             | Total                   | \$127,945      |
| Increase estimated revenue: |                         |                |
| 45100-1200300000-777350     | Micrographic fees       | \$36,290       |
| Expected offset:            |                         |                |
| 45100-1200300000-380100     | Unrestricted net assets | \$91,655       |

### Supply Services

**Recommendation Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                            |               |
|-----------------------------|----------------------------|---------------|
| Increase appropriations:    |                            |               |
| 10000-7300100000-510040     | Regular salaries           | \$40,784      |
| 10000-7300100000-518100     | Budgeted benefits          | <u>16,454</u> |
|                             | Total                      | \$57,238      |
| Increase estimated revenue: |                            |               |
| 10000-7300100000-777520     | Reimbursement for services | \$57,238      |

### SPECIAL DISTRICTS

#### Flood Control District

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                             |                                 |              |
|-----------------------------|---------------------------------|--------------|
| Increase appropriations:    |                                 |              |
| 48060-947300-510040         | Regular salaries                | \$94,200     |
| 48060-947300-510420         | Overtime                        | 2,500        |
| 48060-947300-518100         | Budgeted benefits               | 38,500       |
| 48060-947300-521560         | Maintenance – other             | 10,000       |
| 48060-947300-523720         | Photocopying                    | 300          |
| 48060-947300-524500         | Administrative support-direct   | 23,570       |
| 48060-947300-524760         | Data processing services        | 13,000       |
| 48060-947300-525160         | Photography services            | 3,500        |
| 48060-947300-525440         | Professional services           | 700          |
| 48060-947300-526960         | Small tools and instruments     | 18,000       |
| 48060-947300-527180         | Operational supplies            | 25,000       |
| 48060-947300-528920         | Car pool expense                | 1,000        |
| 48060-947300-535560         | Depreciation – equipment        | 11,000       |
| 48060-947300-546180         | Equipment – photo               | 15,000       |
| 48060-947300-551100         | Contributions to other funds    | <u>320</u>   |
|                             | Total                           | \$256,590    |
| Increase estimated revenue: |                                 |              |
| 48060-947300-772010         | Topo. sales – fees              | \$75,000     |
| 48060-947300-772070         | Photo sales – services          | 28,000       |
| 48060-947300-772080         | Flight photo surcharge          | 4,000        |
| 48060-947300-780040         | Sale of miscellaneous materials | 100,000      |
| 48060-947300-740020         | Interest – invested funds       | <u>8,000</u> |
|                             | Total                           | \$215,000    |

|                     |                         |          |
|---------------------|-------------------------|----------|
| Expected offset:    |                         |          |
| 48060-947300-380100 | Unrestricted net assets | \$41,590 |

**Regional Parks and Open Space District**

Parks

**Recommended Motion:** that the Board of Supervisors authorize the purchase of one heavy-duty truck, one boom lift for the Parks District, approve Resolution 440-8794, adding two Park Attendants and one Recreational Coordinator to the District, and approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|                          |                           |               |
|--------------------------|---------------------------|---------------|
| Increase appropriations: |                           |               |
| 25400-931104-510040      | Regular salaries          | \$70,717      |
| 25400 931104 546200      | Equipment – shop and yard | 45,000        |
| 25400 931104 546300      | Vehicles – heavy trucks   | <u>45,000</u> |
|                          | Total                     | \$160,717     |

|                             |                  |          |
|-----------------------------|------------------|----------|
| Increase estimated revenue: |                  |          |
| 25400-931104-776760         | Reservation fees | \$70,717 |

|                     |                         |          |
|---------------------|-------------------------|----------|
| Expected offset:    |                         |          |
| 25400-931104-320100 | Designated fund balance | \$90,000 |

Historical Commission

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                      |         |
|--------------------------|----------------------|---------|
| Increase appropriations: |                      |         |
| 25400-931111-523800      | Printing and binding | \$5,000 |

|                     |                         |         |
|---------------------|-------------------------|---------|
| Expected offset:    |                         |         |
| 25400-931111-320100 | Designated fund balance | \$5,000 |

Habitat and Open Space Management

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |                        |           |
|--------------------------|------------------------|-----------|
| Increase appropriations: |                        |           |
| 25520-931170-522320      | Maintenance of grounds | \$129,753 |

|                     |                         |           |
|---------------------|-------------------------|-----------|
| Expected offset:    |                         |           |
| 25520-931170-325100 | Unreserved fund balance | \$129,753 |

Santa Ana River Mitigation Bank

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations as follows:

|                          |  |          |
|--------------------------|--|----------|
| Increase appropriations: |  |          |
| 25550-931101-537180      | Interfund expense – salary reimbursement | \$71,000 |

|   |                         |          |
|---|-------------------------|----------|
| Expected offset:<br>25550-931101-320100 | Designated fund balance | \$71,000 |
|---|-------------------------|----------|

**County Services Areas**

**Recommended Motion:** that the Board of Supervisors approve and direct the Auditor-Controller to adjust appropriations and estimated revenue as follows:

|   |                                       |          |
|---|---------------------------------------|----------|
| Increase appropriations:<br>23850-908501-537180 | Interfund exp. – salary reimbursement | \$20,000 |
|---|---------------------------------------|----------|

|  |                             |          |
|--|-----------------------------|----------|
| Increase estimated revenue:<br>23850-908501-781360 | Other miscellaneous revenue | \$20,000 |
|--|-----------------------------|----------|

|   |                       |          |
|---|-----------------------|----------|
| Increase appropriations:<br>40400-912211-522320 | Maintenance – grounds | \$20,000 |
|---|-----------------------|----------|

|  |                             |          |
|--|-----------------------------|----------|
| Increase estimated revenue:<br>40400-912211-781360 | Other miscellaneous revenue | \$20,000 |
|--|-----------------------------|----------|

|   |              |          |
|---|--------------|----------|
| Increase appropriations:<br>24400-913201-529530 | Streetlights | \$90,000 |
|---|--------------|----------|

|  |                             |          |
|--|-----------------------------|----------|
| Increase estimated revenue:<br>24400-913201-781360 | Other miscellaneous revenue | \$90,000 |
|--|-----------------------------|----------|

|   |                    |               |
|---|--------------------|---------------|
| Increase appropriations:<br>24575-914501-523270 | Special events     | \$30,000      |
| 24575-914501-525140                             | Personnel services | 20,000        |
| 24575-914501-529530                             | Streetlights       | 50,000        |
| 24575-914501-529550                             | Water              | <u>50,000</u> |
|   | Total              | \$150,000     |

|  |                             |           |
|--|-----------------------------|-----------|
| Increase estimated revenue:<br>24575-914501-781360 | Other miscellaneous revenue | \$150,000 |
|--|-----------------------------|-----------|

|   |                       |               |
|---|-----------------------|---------------|
| Increase appropriations:<br>24630-915201-523230 | Miscellaneous expense | \$20,000      |
| 24630-915201-529540                             | Utilities             | <u>50,000</u> |
|   | Total                 | \$70,000      |

|  |                             |          |
|--|-----------------------------|----------|
| Increase estimated revenue:<br>24630-915201-781360 | Other miscellaneous revenue | \$70,000 |
|--|-----------------------------|----------|

|   |              |           |
|---|--------------|-----------|
| Increase appropriations:<br>33200-915201-529530 | Streetlights | \$180,000 |
|---|--------------|-----------|

|  |                             |           |
|--|-----------------------------|-----------|
| Increase estimated revenue:<br>33200-915201-781360 | Other miscellaneous revenue | \$180,000 |
|--|-----------------------------|-----------|

**ATTACHMENT B: RESOLUTION 440-8794**

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BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on October 28, 2008 that pursuant to Section 5.A. of Ordinance No. 440, the County Executive Officer is authorized to make the following listed change(s), operative on the date of approval, as follows:

| <u>Job code</u> | <u>+/-</u> | <u>Title</u>             | <u>Department</u>     |
|-----------------|------------|--------------------------|-----------------------|
| 85022           | +2         | Park Attendants          | 931104 Parks District |
| 85065           | +1         | Recreational Coordinator | 931104 Parks District |

**HUMAN RESOURCES  
HIRING TRENDS AND VACANCY RATES  
1<sup>st</sup> Quarter 08/09**

The first quarter of the 2008/2009 Budget Year has reflected the slowdown in hiring activity across the County. The overall County vacancy rate is 6.1% with no departments greater than 25%. Hiring activity in the first quarter reflected a downturn from previous levels with only 552 regular employees hired or rehired in this first quarter. Only three departments, the Sheriff's, RCRMC, and the Department of Public Social Services, had hiring at modest levels, with 177, 100, and 77 hires and rehires, respectively.

In the Sheriff's department, focused efforts around preparing for the expected staffing surge related to the upcoming Smith Correctional Facility expansion and "Hub Jail" accomplished significant progress. During this quarter, the Human Resources department re-launched [www.joinrsd.org](http://www.joinrsd.org) as the Sheriff's career website for Deputy Sheriff and Correctional Deputy positions. New features have been added to the website that allows candidates to begin applying online and self-schedule the entrance exam. Another exciting feature added to the [www.joinrsd.org](http://www.joinrsd.org) website includes career videos that profile Deputy Sheriffs, Correctional Deputies, and the organization as a whole. Yielding the returns of Human Resources and the Sheriff's department taking a new approach to advertising by focusing on electronic media outlets, the new website and applicant management system capture an average of 100 new applicants per day.

On September 11<sup>th</sup>, the County co-sponsored the Valley Wide Desert Expo in Palm Springs. This event drew more than 5,000 job seekers from the Coachella Valley, many of which visited the County-hosted internet room to submit their resumes. On site testing for Deputy Sheriff and Correctional Deputy positions were conducted at the Expo, and each of the three testing sessions were filled to capacity. To support future hiring activity in the desert region, the Human Resources department opened an assessment center in Indio with 25 test seats and five mobile test units.

As we look to the balance of this budget year, we are anticipating a slow down across most departments with the exception of healthcare, particularly nursing, and law enforcement hiring. The Human Resources Department remains committed to filling departments' needs for new staff and keeping pace with the County's hiring demands.

**1<sup>st</sup> Quarter Budget Update  
Vacancy Report**

| Department                           | Filled | Active Recruiting | No Plan to Fill | Pending Start | Using TAP | Vacant Total | Total Positions | Vacancy Total % |
|--------------------------------------|--------|-------------------|-----------------|---------------|-----------|--------------|-----------------|-----------------|
| Assessor – County Clerk - Recorder   | 460    | 3                 | 138             |               |           | 3            | 601             | 0.5%            |
| Agricultural Commissioner            | 54     |                   | 1               | 3             |           | 0            | 58              | 0.0%            |
| Auditor-Controller                   | 116    | 1                 | 9               | 1             |           | 1            | 127             | 0.8%            |
| Board of Supervisors                 | 42     |                   | 10              |               |           | 0            | 52              | 0.0%            |
| BOS - Assessment Appeals             | 5      |                   | 1               |               |           | 0            | 6               | 0.0%            |
| Community Facilities Districts       | 5      |                   | 2               |               |           | 0            | 7               | 0.0%            |
| CHA                                  | 370    | 8                 | 47              | 4             |           | 8            | 429             | 1.9%            |
| CHA - Animal Control                 | 229    | 14                | 16              | 5             |           | 14           | 264             | 5.3%            |
| CHA - CA Children's Services         | 171    | 4                 | 22              |               |           | 4            | 197             | 2.0%            |
| CHA - Public Health                  | 748    | 39                | 216             | 10            |           | 39           | 1013            | 3.8%            |
| Child Support Services               | 400    |                   | 23              |               |           | 0            | 423             | 0.0%            |
| Children & Families First Commission | 27     |                   | 9               |               | 1         | 1            | 37              | 2.7%            |
| Clerk of the Board                   | 14     |                   | 2               |               |           | 0            | 16              | 0.0%            |
| Cooperative Extension                | 5      |                   | 1               |               |           | 0            | 6               | 0.0%            |
| County Counsel                       | 71     | 1                 |                 | 2             |           | 1            | 74              | 1.4%            |
| Community Service Areas              | 25     |                   | 22              |               |           | 0            | 47              | 0.0%            |
| District Attorney                    | 808    | 24                | 113             | 24            |           | 24           | 969             | 2.5%            |
| DPSS                                 | 3346   | 51                | 963             |               |           | 51           | 4360            | 1.2%            |
| Economic Development Agency          | 301    | 25                | 89              | 5             |           | 25           | 420             | 6.0%            |
| EDA – Housing                        | 94     | 14                | 8               |               | 2         | 16           | 118             | 13.6%           |
| Executive Office                     | 31     | 2                 | 10              | 1             |           | 2            | 44              | 4.5%            |
| Executive Office – OASIS             | 63     | 1                 | 2               |               |           | 1            | 66              | 1.5%            |
| Facilities                           | 131    | 1                 | 18              | 2             | 2         | 3            | 154             | 1.9%            |

\* Vacant Total = Active Recruiting + Using TAP

\*\* Total Positions = Filled + Active Recruiting + No Plan to Fill + Pending Start + Using TAP

\*\*\* Vacancy Total % = Vacant Total ÷ Total Positions

**1<sup>st</sup> Quarter Budget Update  
Vacancy Report**

| Department                                 | Filled | Active Recruiting | No Current Plan to Fill | Pending Start | Using TAP | Vacant Total | Total Positions | Vacancy Total |
|--|--------|-------------------|-------------------------|---------------|-----------|--------------|-----------------|---------------|
| Management                                 |        |                   |                         |               |           |              |                 |               |
| Facilities Management – Custodial          | 219    | 2                 |                         |               | 19        | 21           | 240             | 8.8%          |
| Facilities Mgmt – Maintenance Svcs         | 199    | 10                | 7                       | 2             | 2         | 12           | 220             | 5.5%          |
| Fire                                       | 193    | 22                | 56                      | 4             | 1         | 23           | 276             | 8.3%          |
| Flood Control                              | 237    | 2                 | 65                      |               |           | 2            | 304             | 0.7%          |
| Human Resources                            | 257    | 3                 | 12                      | 4             | 3         | 6            | 279             | 2.2%          |
| Human Resources - Exclusive Care           | 29     |                   | 4                       | 1             |           | 0            | 34              | 0.0%          |
| Human Resources - TAP (Staff)              | 39     |                   | 3                       |               |           | 0            | 42              | 0.0%          |
| Human Resources – Workers Comp/Risk/Safety | 103    | 4                 | 9                       | 2             | 4         | 8            | 122             | 6.6%          |
| Information Technology                     | 193    | 9                 | 33                      | 3             |           | 9            | 238             | 3.8%          |
| Local Agency Formation Commission          | 5      |                   | 2                       |               |           | 0            | 7               | 0.0%          |
| Local Initiative Admin. DCA                | 34     |                   | 9                       |               |           | 0            | 43              | 0.0%          |
| Mental Health                              | 376    | 31                | 78                      | 1             | 10        | 41           | 496             | 8.3%          |
| Mental Health – Treatment                  | 661    | 88                | 293                     | 12            | 3         | 91           | 1057            | 8.6%          |
| Office On Aging – Title III                | 157    | 35                | 7                       |               |           | 35           | 199             | 17.6%         |
| Parks                                      | 112    | 21                | 11                      |               |           | 21           | 144             | 14.6%         |
| Probation                                  | 943    | 76                | 90                      | 134           | 5         | 81           | 1248            | 6.5%          |
| Public Authority                           | 27     | 1                 | 3                       |               |           | 1            | 31              | 3.2%          |
| Public Defender                            | 306    | 21                | 3                       | 3             |           | 21           | 333             | 6.3%          |
| Purchasing – Fleet Services                | 142    | 2                 | 37                      | 4             |           | 2            | 185             | 1.1%          |
| RCA Ops                                    | 10     |                   | 11                      |               |           | 0            | 21              | 0.0%          |
| RCRMC                                      | 1969   | 364               | 32                      | 33            |           | 364          | 2398            | 15.2%         |
| RCRMC - Detention Health                   | 112    | 8                 | 3                       | 1             |           | 8            | 124             | 6.5%          |

\* Vacant Total = Active Recruiting + Using TAP

\*\* Total Positions = Filled + Active Recruiting + No Plan to Fill + Pending Start + Using TAP

\*\*\* Vacancy Total % = Vacant Total ÷ Total Positions

### 1<sup>st</sup> Quarter Budget Update Vacancy Report

| Department                 | Filled       | Active Recruiting | No current Plan to Fill | Pending Start | Using TAP | Vacant Total | Total Positions | Vacancy Total *** |
|----------------------------|--------------|-------------------|-------------------------|---------------|-----------|--------------|-----------------|-------------------|
| RCRMC - ITF                | 259          | 68                | 1                       | 7             |           | 68           | 335             | 20.3%             |
| Registrar Of Voters        | 41           | 1                 | 11                      | 1             |           | 1            | 54              | 1.9%              |
| Salton Sea Authority       |              |                   | 6                       |               |           | 0            | 6               | 0.0%              |
| Sheriff                    | 777          | 126               | 9                       | 1             | 5         | 131          | 918             | 14.3%             |
| Sheriff - Corrections      | 1344         | 103               | 2                       |               | 1         | 104          | 1450            | 7.2%              |
| Sheriff - Patrol           | 1884         | 154               | 2                       | 3             | 1         | 155          | 2044            | 7.6%              |
| TLMA                       | 131          | 2                 | 31                      |               | 2         | 4            | 166             | 2.4%              |
| TLMA - Building & Safety   | 57           |                   | 82                      |               | 4         | 4            | 143             | 2.8%              |
| TLMA - Code Enforcement    | 133          | 5                 | 10                      | 1             |           | 5            | 149             | 3.4%              |
| TLMA - Planning            | 70           |                   | 31                      |               |           | 0            | 101             | 0.0%              |
| TLMA - Transportation      | 466          | 21                | 63                      | 3             | 10        | 31           | 563             | 5.5%              |
| Treasurer -- Tax Collector | 118          | 1                 | 12                      |               |           | 1            | 131             | 0.8%              |
| Veterans Services          | 13           |                   | 3                       |               |           | 0            | 16              | 0.0%              |
| Waste Management           | 268          | 25                | 67                      | 7             | 1         | 26           | 368             | 7.1%              |
| <b>Grand Total</b>         | <b>19400</b> | <b>1893</b>       | <b>2820</b>             | <b>284</b>    | <b>76</b> | <b>1469</b>  | <b>23973</b>    | <b>6.1%</b>       |

\* Vacant Total = Active Recruiting + Using TAP

\*\* Total Positions = Filled + Active Recruiting + No Plan to Fill + Pending Start + Using TAP

\*\*\* Vacancy Total % = Vacant Total ÷ Total Positions

**Internal Audit - Workplan Status Report**

**"Attachment D"**

| Audit Assignment Number | Audit Project | Notes | Status as of September 30, 2008 |
|-------------------------|---------------|-------|---------------------------------|
|-------------------------|---------------|-------|---------------------------------|

✓ = Complete    = U = In Process    → = Scheduled    ■ = Not Scheduled  
 X = Cancelled    ▲ = Deferred

|          |   |   |   |
|----------|---|---|---|
| 2008-011 | RCRMC - Professional Services                 | Audit work completed, draft report in review process. | U |
| 2008-012 | RCRMC - Pharmacy                              | Audit work completed, draft report in review process. | U |
| 2008-013 | RCRMC - Operating Room-Purchasing             | Audit work completed, draft report in review process. | U |
| 2009-015 | Human Resources-Temporary Assistance          | Audit work completed, draft report in review process. | U |
| 2008-014 | Cash Handling-Sheriff                         | Audit work completed, draft report in review process. | U |
| 2008-015 | Cash Handling-Assessor                        | Audit work completed, draft report in review process. | U |
| 2009-303 | District Attorney-Follow-up                   | Draft report issued waiting for response.             | U |
| 2009-101 | Treasurer-Tax Collector (1Q)                  | In process  | U |
| 2008-017 | Countywide Overnight Vehicle                  | In process  | U |
| 2008-027 | Sub-recipient - Workforce Invest              | In process  | U |
| 2008-018 | Countywide Rate Review                        | In process  | U |
| 2008-022 | STD Disability Insurance                      | In process  | U |
| 2008-023 | Malpractice Insurance                         | In process  | U |
| 2008-024 | RCRMC Arlington Facility                      | In process  | U |
| 2008-026 | Sub-recipient - Home Investment               | In process  | U |
| 2009-304 | DPSS - Foster Care-Follow-up                  | In process  | U |
| 2009-305 | Facilities Management-Follow-up               | In process  | U |
| 2008-019 | Cash Handling-RCRMC                           | Scheduled   | → |
| 2008-020 | Cash Handling-TLMA                            | Scheduled   | → |
| 2008-307 | Patient Charges Follow-up                     | Scheduled   | → |
| 2009-002 | Assessor-Clerk Recorder                       | Scheduled   | → |
| 2009-003 | County Counsel                                | Scheduled   | → |
| 2009-004 | DCSS  | Scheduled   | → |
| 2009-009 | Community Action-Grants                       | Scheduled   | → |
| 2009-011 | Medical Assistance Grants-CHA/DPSS/OA         | Scheduled   | → |
| 2009-012 | Human Resources-Property Insurance            | Scheduled   | → |
| 2009-013 | Information Technology                        | Scheduled   | → |
| 2009-014 | Trans and Land Mgmt Agency-Code Enforcement   | Scheduled   | → |
| 2009-016 | Probation-Juvenile Hall                       | Scheduled   | → |
| 2009-017 | Public Defender                               | Scheduled   | → |
| 2009-018 | Purchasing and Fleet Services-Supply Services | Scheduled   | → |
| 2009-010 | Accounts Receivable follow-up                 | Scheduled   | → |
| 2009-019 | RCRMC-Detention Health Services               | Scheduled   | → |
| 2008-025 | Mental Health - Western Region                | Not Scheduled   | ■ |

**Internal Audit - Workplan Status Report**

**"Attachment D"**

| Audit Assignment Number | Audit Project | Notes | Status as of September 30, 2008 |
|-------------------------|---------------|-------|---------------------------------|
|-------------------------|---------------|-------|---------------------------------|

✓ = Complete    = U = In Process    → = Scheduled    ■ = Not Scheduled  
 x = Cancelled    ▲ = Deferred

|          |  |               |   |
|----------|--|---------------|---|
| 2008-028 | Facilities Management-Capital Projects     | Not Scheduled | ■ |
| 2009-001 | Agricultural Commissioner & Follow up      | Not Scheduled | ■ |
| 2009-005 | DPSS (8 homes)                             | Not Scheduled | ■ |
| 2009-006 | DPSS (8 homes)                             | Not Scheduled | ■ |
| 2009-007 | DPSS (8 homes)                             | Not Scheduled | ■ |
| 2009-008 | DPSS (8 homes)                             | Not Scheduled | ■ |
| 2009-020 | RCRMC-Asset Management                     | Not Scheduled | ■ |
| 2009-021 | Registrar Of Voters                        | Not Scheduled | ■ |
| 2009-022 | Trans and Land Mgmt Agency-Building&Safety | Not Scheduled | ■ |
| 2009-023 | Waste Management                           | Not Scheduled | ■ |
| 2009-102 | Treasurer-Tax Collector (2Q)               | Not Scheduled | ■ |
| 2009-103 | Treasurer-Tax Collector (3Q)               | Not Scheduled | ■ |
| 2009-301 | Fire Protection-Non Forest-Follow-up       | Not Scheduled | ■ |
| 2009-302 | Credit Card (CW)-Follow-up                 | Not Scheduled | ■ |
| 2009-401 | Auditor-Controller-CSA                     | Not Scheduled | ■ |
| 2009-402 | RCRMC-CSA                                  | Not Scheduled | ■ |