

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



FROM: Supervisor Jeff Stone

SUBMITTAL DATE: February 3, 2009

SUBJECT: Safeguard County of Riverside Against Preventable Expenses (**SCRAPE**)

RECOMMENDED MOTION: That the Board of Supervisors directs the County Executive Officer to analyze the following innovative and effective cost-saving suggestions and report back to the board on their feasibility and potential implementation. These suggestions have been recommended as possible cost-saving measures in an effort to hold any projected employee layoffs to a minimum while at the same time, ensuring the highest levels of public services our constituents expect and deserve.

BACKGROUND: As the incoming Chairman of the Board of Supervisors, I have been pleased to personally meet with virtually all of our county's department heads with the knowledge of our Chief Executive Officer, Mr. Bill Luna. The purpose of these meetings was to allow me to meet and confer with our talented and capable department leaders. Additionally, it gave me an opportunity to hear any and all suggestions to innovatively, conventionally or unconventionally, traditionally or non-traditionally, examine ways to cut or trim fixed and non-fixed expenses countywide. This entire exercise is an effort to hold any projected employee layoffs to a minimum, while ensuring the highest level of services be provided for our valued constituencies.

Suggestions to be considered include:

1. Utility Savings

- A.** Encourage all employees to power off all computers, printers, monitors, fax machines, and copiers at the end of each day, over weekends and holidays. Install light motion detectors in all county facilities to turn off lights when room(s) is (are) vacant.
- B.** Incorporate electricity charges as a part of departmental annual budgets to encourage additional oversight of energy usage/conservation.
- C.** Limit optional electrical devices, i.e., personal refrigerators, music devices, electrical clocks (switch to batteries), etc.

Jeff Stone, Chairman
Supervisor-Third District

2. Execute *new/revised* vehicle take home policy with all departments.

- A. Limit take home policy to staff with "on-call" needs.
 - i. County vehicles *only* go home with the employee during the specific time the employee is on-call.
 - ii. Any vehicles not taken home that require a secured area shall use the downtown Riverside fleet services garages.

3. County Funded Cellular Telephone Revised Policies

- A. Seek efficient methods to execute cellular telephone usage and outsource cellular telephone service more efficiently (e.g. one cellular telephone service/one county).
- B. Consider and encourage an incentive for county employees to use their personal cellular telephone plans for conducting county business in addition to their personal use.

4. Re-evaluate the need and/or use of telephone land lines

- A. Minimize the number of surplus or unused lines.
- B. Establish a policy governing use of expensive telephone land lines over less expensive cellular telephones.

5. Utilize more group purchasing power for countywide needs

- A. paper and other stationary needs
- B. custodial supplies
- C. Automotive supplies
- D. Food services (jails)
- E. Contract services
- F. Ask County vendors for a percentage reduction (i.e., 10% or other specified percentage) discount or rebate. Other municipalities have sent letters to all of their vendors, asking for such a discount and so far, early results are encouraging. Because of the economic climate, giving a stable account a discount makes good business sense and could save the county substantial money.

6. Encourage video conferencing throughout County.

- A. Invest in state of the art conferencing hardware to minimize costly travel expenses and employee time for participation in important county meetings

7. County Funded Food and Beverage Policy

- A. Use of 5-gallon water services encouraged (County Sparkletts contract).
- B. No County funded coffee services.
 - i. Employees can pitch in and provide coffee makers, coffee and ancillary supplies.
- C. County will no longer pay food costs during lunch meetings for anyone, including Board of Supervisors.

8. Mandatory Oasis Participation

- A. Each department "shall" participate in *Oasis/People Soft* training provided by our own Oasis Department (comprised of sixty-five trained software specialists) that do not fully utilize this program now.
- B. Encourage use to its optimum potential.

9. Transition to paperless/electronic transactions

- A. Analyze the use of electronic fund transmissions to save paper cost, mailing and expedite processing time (i.e., warrants).
 - i. Estimated 2000 paper warrants written and mailed daily; can potentially reduce the estimated \$8.00 cost per written warrant.
- B. Establish a Kiosk and/or internet website for public education on services that the County provides (i.e., "how to obtain a building permit").
- C. Create a program to allow the public to submit electronic forms, documents, applications, etc. where feasible.
- D. Expand the ability of law offices (County Counsel, District Attorney and Public Defender) to electronically file documents, with Superior Court.

10. Implement a charge for costs associated with the use of the Board Chambers pursuant to Board action dated, June 19, 2007 (item 3.3), recover costs associated with the use of the Board Chambers of both maintenance and technical support services.

- A. The Board Chambers is being used on an average of more than 75 hours a month by other departments and/or agencies and the Clerk of the Board department has absorbed the cost of anyone using the Board Chamber.
 - i. In FY 05-06 it cost approximately \$25,000 and in FY 06-07 \$29,000 to fix and maintain the electronic systems in the Board Chambers. The equipment in the Board Chambers is already over six years old and it is costing more to maintain and upgrade the lighting, audio, video (projection system) and recording system.

11. County travel policies

- A. Evaluate travel arrangement reservations.
- B. Encourage department Executive Assistants/Secretaries to shop online for best deals and make travel arrangements in house with P-Card (County VISA), in lieu of expensive travel agencies.
- C. Limit travel to conferences and arrange all training in-house where possible.

12. Continue and enhance efforts to recycle countywide.

13. County Vehicle Purchasing and Maintenance

- A. Consider extending mileage on county vehicles.
- B. Analyze the purchase of safety vehicles and other fleet purchases to more fully reflect economy, longevity, use, and performance.
- C. Instruct employees to take better care and use of vehicles to prolong vehicle life.
- D. Place a carpool vehicle in Sacramento for use when employees travel on County business, to save expensive taxi and shuttle costs.

14. Encourage and increase number of county volunteers

- A. Look at ways volunteers can be used to extend services.
 - i. The Office of Aging's Retired Senior Volunteer Program (RSVP) places and monitors volunteers countywide.

15. Evaluate employee cost containment measures, for both general and elected, management & confidential, including but not limited to, potential salary and/or benefit concessions for a finite period of time.

- A. Further analyze the possibility of 4/10 work schedules, where possible.
- B. Implement a hiring freeze (except public safety).
- C. Reevaluate and negotiate a potential freeze on all union contracts at current levels, as well as, freezing all employment packages for non-represented employees for 12-24 months.
- D. Consider deferring or banking county recognized holidays

16. Eliminating the use of overtime and TAP employees, where possible, with admonishments where abused.

17. Encourage managers to continue to work with voluntary furlough requests of employees.

18. Annual performance reviews by all departments to help maintain productive employees.

19. Analyze the PERS Credit program for feasible adjustments that could result in cost savings.

A. No employee should retire with greater than their highest annual earnings in their career.

20. Consolidation and reduction in county non-performing assets.

A. Examine the consolidation of County facilities and leasing out remaining space.

B. Inventory of all County excess lands and assets and sell what is not needed and place respective government owned lands back on the tax rolls.

21. Project Risk

A. Re-assess the risk level the County can tolerate for small projects. The cost for small facilities projects (painting an office, building a small wall, etc.) is very costly in part due to our insurance and bonding requirements. Evaluate a higher risk level for these small projects to potentially bring down costs.

B. Ensure project funding is identified before undergoing costly design services that do not result in a built project e.g. Indio District Attorney office project

22. Janitorial reduction costs

A. Re-evaluate the frequency of janitorial services for non-public areas, to lower costs.

B. Encourage employees to be more responsible in cleaning up after themselves and keep the office in order.

C. Analyze the efficacy and potential cost savings and water conservation by utilizing waterless urinals.

23. Re-evaluate the frequency of landscape maintenance.

24. Utilize existing/surplus furniture and equipment, where possible, in the construction of new and remodeled county facilities.

A. New hub detention center

B. New animal shelters in Riverside and San Jacinto

C. New District Attorney/Public Defender facilities in Riverside and French Valley

Supervisor Jeff Stone
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These are a few of the many cost saving measures which were presented by myself and our creative department heads which could potentially provide the county with significant savings. Many of the suggestions if adopted may create painful consequences to each and every valued employee in the County to preserve and protect as many jobs as possible, and to provide for the continuation of the many life dependent services the public relies on.

I must emphasize these are **only recommendations** to be forwarded to the Executive Office for evaluation. We must recognize that many of the recommendations are complex, and may require good faith negotiations with the valued unions that represent our dedicated employees. Our mutual goal should be clear and transparent, which is to reduce costs, scrape and save where we can, to keep both represented and non-represented employees working to provide for the continuation of services countywide.