

**SUBMITTAL TO THE FLOOD CONTROL AND  
WATER CONSERVATION DISTRICT BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

407B



**FROM:** General Manager-Chief Engineer

**SUBMITTAL DATE:**  
November 26, 2013

**SUBJECT:** Confirmation of FY2013-2014 Rates for Vehicles, Equipment,  
and Administrative Costs [Total Cost \$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Convene the public hearing concerning rates for vehicles, equipment, and administrative costs, and concerning any protests with regard to the amounts of the proposed rates, approve and adopt the rates for vehicles, equipment, and administrative costs.

**BACKGROUND:**

Summary

Ordinance 671 requires fully burdened rates, charged to the public and District divisions, be approved and adopted by the Board of Supervisors. District rates were last submitted for approval on June 26, 2007. The approved rates were maintained at the 2007 levels during the period of economic uncertainty that still exists in the FY 2013-14. Rate stabilization as well as full cost recovery continues to be the fundamental goals of the District during this extended period of economic uncertainty.

Continued on Page 2.

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P8/156673

**WARREN D. WILLIAMS**  
General Manager-Chief Engineer

FISCAL PROCEDURES APPROVED  
 JEANINE J. REY, FINANCE DIRECTOR  
 BY Jeanine J. Rey 11/04/13  
 JEANINE J. REY, Finance

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
<b>COST</b>	\$ N/A	\$ N/A	\$ N/A	\$ N/A	Consent <input type="checkbox"/> Policy <input type="checkbox"/>
<b>NET DISTRICT COST</b>	\$ N/A	\$ N/A	\$ N/A	\$ N/A	
<b>SOURCE OF FUNDS:</b> N/A				<b>Budget Adjustment:</b> N/A	
				<b>For Fiscal Year:</b> 2013-14	

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

APPROVE

BY:   
Steven C. Horn, MPA

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

- Positions Added
- Change Order
- A-30
- 4/5 Vote

**Prev. Agn. Ref.:** 11.2 of 11/5/13 | **District:** All | **Agenda Number:**

11-6

**SUBMITTAL TO THE FLOOD CONTROL AND WATER CONSERVATION DISTRICT  
BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

**FORM 11: Set Public Hearing Date Concerning FY2013-2014**

Rates for Vehicles, Equipment, and Administrative Costs [Total Cost \$0]

**DATE:** November 26, 2013

**PAGE:** Page 2 of 2

**BACKGROUND:**

**Summary (continued)**

The District has now re-evaluated established rates for all listed funds and determined that currently approved rates require adjustment to fairly recover current and projected costs of providing District services.

Although we are seeing some signs of an economic recovery in our housing and business climate, the recovery is still slow and uncertain. As the local economy is slowly rebounding and the District has net assets available in some funds, reduced rates for some services are being proposed on a temporary basis for the FY 2013-14. Proposed reductions are noted below in the *Impact* section.

Next year the District will re-evaluate these reduced rates when the picture of and forecast for the local economy may be better defined. Next year the District will also be able to better evaluate the effects of a rebounding economy on the revenue and expense streams of the various funds and factor those trends of cost recovery into the evaluation of proposed rates going forward.

The calculated rates for these listed funds were developed in conformance with standard cost accounting guidelines and are intended to fully recover the replacement costs of vehicles and equipment as well as the cost of services and the administration of these funds. As part of an on-going effort to stabilize rates from dramatic swings, the District will annually evaluate and monitor the balance between unrestricted net assets and unrestricted cash while making provisions for working capital reserves, capital replacement reserves and contingency or economic uncertainty reserves in each fund.

**Impact on Residents and Businesses**

A reduction to the administrative overhead rate is proposed for Fund 15000, Special Accounting. The District additionally proposes to have only one overhead rate that applies to both in-house and outside consultant provided services. The proposed rate reduction of 20% will reduce revenue by approximately \$76,000 but still keep revenue in line with projected operating expenditures. The proposed rate is the actual calculated rate, not factored by available net assets.

A reduction to the imaging workstation hourly rate and no adjustment to the survey equipment hourly rate is proposed for fund 40650, Photogrammetry. The proposed rate reduction of 10% in the imaging workstation rate will reduce revenue by approximately \$15,300 but still keep revenue in line with projected operating expenses. The proposed rate is the actual calculated rate, not factored by available net assets. In addition, the District proposes to simplify the numerous rates charged by the Photo Lab section of Photogrammetry into one hourly rate for all services provided by the Photo Lab. This new hourly rate will cover the costs of materials used as well. There will little or no effect on the Photo Lab revenue of Fund 40650, Photogrammetry.

A reduction to the DBF rates by position is proposed for Fund 40660, Subdivision Operations. The proposed rate reductions of approximately 10%, on the average, from the current approved rates will reduce revenue by approximately \$130,000 and will maintain revenues below operating expenses as available net assets are utilized. The proposed reduced rates represent a 31% reduction, on the average, on the actual calculated rate.

A reduction to the administrative overhead rate is proposed for Fund 40670, Encroachment Permits. The District additionally proposes to have only one overhead rate that applies to in-house and outside consultant provided services. The proposed rate reduction of 10% will reduce revenue by approximately \$11,400 but still keep revenue in line with operating expenses. The proposed reduced rate represents a 4.5% reduction of the actual calculated rate.

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Rates for Vehicles, Equipment, and Administrative Costs [Total Cost \$0]

**DATE:** November 26, 2013

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A reduction to the rates is proposed for Fund 48020, Garage. Regarding heavy equipment, a rate reduction is proposed for seven equipment where the actual calculated hourly rate went down. Maintaining hourly rates on all other heavy equipment is proposed although calculated rates on these vehicles increased over existing approved rates. Regarding vehicles other than heavy equipment, a proposed mileage rate reduction of 10% is proposed. The proposed rate reductions will reduce revenue and available net assets by approximately \$334,000. The proposed reduced mileage rates represent a 47% reduction in the actual calculated rates which were increased primarily by higher fuel costs as well as higher repair and maintenance costs.

A reduction to the administrative overhead rate is proposed for Fund 48040, Project Maintenance. The reduction will have little effect on revenues that currently approximate operating expenses. The proposed rate is the actual calculated rate, not factored by available net assets.

A reduction to the copying and scanning rates for both black and white as well as color is proposed for Fund 48060, Mapping Services. All other rates for services will be maintained. The proposed rate reduction of 20% for B&W copying and scanning and 40% for color copying and scanning will reduce revenue by approximately \$21,000 but still keep revenue in line with projected operating expenditures. The proposed reduced rates also represent a 20% and 40% reduction on the actual calculated rate.

An increase in the hourly rates for both standard computers and engineering workstations is proposed for Fund 48080, Data Processing. The proposed rate increase of 20 % for both standard computers and engineering workstations is necessary to cover increased County ISF charges primarily from RCIT as well as some increased personnel costs.

**ATTACHMENTS (if needed, in this order:)**

- Attachment A – Fund 15000 Special Accounting
- Attachment B – Fund 40650 Photogrammetry Operations
- Attachment C – Fund 40660 Subdivision Operations
- Attachment D – Fund 40670 Encroachment Permits
- Attachment E – Fund 48020 Garage/Fleet Operations
- Attachment F – Fund 48040 Project Maintenance Operations
- Attachment G – Fund 48060 Mapping Services
- Attachment H – Fund 48080 Data Processing

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**ATTACHMENT - A**  
**FUND 15000 - SPECIAL ACCOUNTING**  
**ADMINISTRATIVE OVERHEAD RATES**

<b>ADMINISTRATIVE OVERHEAD</b>	<b>CURRENT HOURLY RATE</b>	<b>NEW HOURLY RATE</b>
<b>ADMINISTRATIVE OVERHEAD</b> - A charge to recover the administrative costs of operation of this fund to be applied to the actual direct charges against all Projects including outside services except for Account No. 523250 Refunds; Account No. 523310, Land Management Surcharge.	<b>19.42%</b>	<b>15.70%</b>
<b>OUTSIDE SERVICE OVERHEAD</b> - A charge to recover the administrative costs of operation of this fund to be applied to the actual direct charges against all Projects for any outside professional services including Account No. 524820, Engineering Services; Account No. 525020, Legal Services; and Account No. 525440, Professional Services.	<b>13.20%</b>	<b>0.00%</b>

**NOTES:**

- 1.) Total cost recovery for this fund will be the direct charges against each Project plus the Administrative Overhead charges applied as described above.
- 2.) Rates effective upon approval by the Board of Supervisors.

**ATTACHMENT - B**  
**FUND 40650 - PHOTOGRAMMETRY OPERATIONS**  
**EQUIPMENT RATES & PHOTO LAB HOURLY RATE**

<b>EQUIPMENT DESCRIPTION</b>	<b>CURRENT HOURLY RATE</b>	<b>NEW HOURLY RATE</b>
<b>PHOTOGRAMMETRIC IMAGING WORKSTATION</b>	<b>\$27.77</b>	<b>\$25.03</b>
<b>SURVEY EQUIPMENT</b>	<b>17.00</b>	<b>17.00</b>
<b>PHOTO LAB HOURLY RATE</b>	<b>72.00</b>	<b>69.56</b>

**NOTES:**

- 1.) Total cost recovery for this fund will be the actual direct charges against each Project including the equipment charges described above.
- 2.) Total cost recovery for photo lab will be the hourly rate including all other actual direct charges against each
- 3.) Rates effective upon approval by the Board of Supervisors.

**ATTACHMENT - C**  
**FUND 40660 - SUBDIVISION OPERATIONS**  
**DEPOSIT BASED FEE CASE RATES**

JOB TITLE	JOB CODE	CURRENT REGULAR HOURLY RATES	CURRENT OVERTIME HOURLY RATES	NEW REGULAR HOURLY RATES	NEW OVERTIME HOURLY RATES
OA II	13865	\$46.00	\$46.00	\$39.60	\$39.60
OA III	13866	51.00	51.00	\$40.92	\$40.92
Secretary I	13923	60.00	60.00	\$58.74	\$58.74
Staff Analyst II	74106	84.00	84.00	\$64.68	\$64.68
Real Property Coordinator	13491	0.00	0.00	\$40.00	\$40.00
Real Property Agent III	74917	0.00	0.00	\$74.00	\$74.00
Real Property Agent II	74918	61.00	61.00	\$59.40	\$59.40
Real Property Agent I	74919	58.00	58.00	\$48.18	\$48.18
Supervising Real Prop Agent	74920	118.00	118.00	\$83.82	\$83.82
Sr. Real Prop Agent	74921	107.00	107.00	\$98.34	\$98.34
Superv. Land Surveyor	76403	154.00	154.00	\$131.34	\$131.34
Jr. Engineer	76420	103.00	103.00	\$67.32	\$67.32
Asst. Engineer	76421	115.00	115.00	\$77.22	\$77.22
Asst. Civil Engineer	76422	121.00	121.00	\$91.08	\$91.08
Assoc. Engineer	76423	128.00	128.00	\$117.48	\$117.48
Assoc. Civil Engineer	76424	135.00	135.00	\$124.08	\$124.08
Senior Civil Engineer	76425	154.00	154.00	\$138.60	\$138.60
Flood Cont. Principal Engr.	76475	190.00	N/A	\$166.98	N/A
Engineering Project Manager	76419	0.00	N/A	\$150.00	N/A
Sr. Land Surveyor	76484	135.00	135.00	\$133.98	\$133.98
Assoc. Engr. - Air or Wtr. Quality Control	76617	128.00	128.00	\$91.08	\$91.08
Assoc. Engr. - Air or Wtr. Quality Cont. RE	76618	135.00	135.00	\$117.48	\$117.48
Engr. Photographic Tech	92748	81.00	81.00	\$82.50	\$82.50
Principal Construction Inspector	97413	118.00	118.00	\$116.16	\$116.16
Engr. Aide	97421	58.00	58.00	\$56.76	\$56.76
Engr. Tech I	97431	67.00	67.00	\$56.10	\$56.10
Engr. Tech II	97432	83.00	83.00	\$84.48	\$84.48
Senior Engineering Tech	97433	97.00	97.00	\$97.68	\$97.68
Principal Engr. Tech	97434	112.00	112.00	\$116.16	\$116.16
Senior Engineering Tech PLS/PE	97437	102.00	102.00	\$99.66	\$99.66
Principal Engr. Tech PLS/PE	97438	118.00	118.00	\$85.80	\$85.80

**NOTES:**

1.) Total cost recovery for each DBF project will be: 1.) The appropriate DBF hourly rate applied to all direct staff hours, plus; 2.) all direct charges to Account No. 524820, Engineering Services, plus; 3.) an Administrative Overhead charge of 19.26% applied to all Engineering Service charges to recover the District's indirect costs of supporting consultant reviewed cases.

2.) Rates effective upon approval by the Board of Supervisors.

**ATTACHMENT - D**  
**FUND 40670 - ENCROACHMENT PERMITS**  
**ADMINISTRATIVE OVERHEAD RATES**

	CURRENT RATE	NEW RATE
<hr/>		
<b>ADMINISTRATIVE OVERHEAD</b>		
<b>ADMINISTRATIVE OVERHEAD</b> - A charge to recover the administrative costs of operation of this fund to be applied to the direct charges against all Projects except for Account No. 523250 Refunds.	30.28%	27.25%

**NOTES:**

- 1.) Total cost recovery for this fund will be the actual direct charges against each Project plus the Administrative Overhead charge applied as described above.
- 2.) Rates effective upon approval by the Board of Supervisors.

**ATTACHMENT - E**  
**FUND 48020 - GARAGE/FLEET OPERATIONS**  
**VEHICLE & EQUIPMENT RATES**

<b>EQUIPMENT DESCRIPTION</b>	<b>CURRENT MILEAGE RATES</b>	<b>CURRENT HOURLY RATES</b>	<b>NEW MILEAGE RATES</b>	<b>NEW HOURLY RATES</b>
SEDAN	0.96		0.86	
SUV	0.99		0.89	
PASSENGER VAN	0.81		0.73	
CARGO VAN	1.29		1.16	
MINI PICK UP	0.88		0.79	
BI-FUEL TRUCK	0.62		0.55	
SURVEY CREW CAB UTILITY TRUCK	1.38		1.24	
SURVEY UTILITY TRUCK	1.79		1.61	
MAINT UTILITY TRUCK - GAS UNDER 8000 GVWR	0.80	10.00	0.72	10.00
MAINT UTILITY TRUCK - GAS OVER 8000 GVWR	1.75	12.00	1.58	12.00
MAINT UTILITY TRUCK - DIESEL UNDER 8600 GVWR	2.50	14.00	2.25	14.00
MAINT UTILITY TRUCK - DIESEL OVER 8600 GVWR		18.00		18.00
DUMP TRUCK - 1-1/2-TON		48.00		26.18
FLAT BED TRUCK - MATERIALS HANDLING		29.00		29.00
DUMP TRUCK - 6 WHEEL GAS		23.00		23.00
DUMP TRUCK - 6 WHEEL DIESEL		35.00		34.92
DUMP TRUCK - 10 WHEEL		50.00		40.87
WATER TRUCK		36.00		36.00
WATER TRUCK - FOUR WHEEL DRIVE		50.00		50.00
FENCE TRUCK		16.00		16.00
FENCE TRUCK WITH WELDER		30.00		30.00
SPRAY TRUCK - 6 WHEEL		26.00		26.00
SPRAY TRUCK - 10 WHEEL		75.00		38.67
TRUCK - 5TH WHEEL TRACTOR		91.00		87.09
BACKHOE - DEERE		41.00		41.00
DOZER D-4		62.00		62.00
DOZER D-5		75.00		63.69
DOZER D-6		74.00		74.00
DOZER D-7E		124.00		124.00
EXCAVATOR - LONG REACH		78.00		78.00
EXCAVATOR - GRADALL		73.00		73.00
LOADER - SKIP		64.00		64.00
LOADER - WHEEL		46.00		46.00
MOTOR GRADER		51.00		51.00
TRACTOR		26.00		26.00
MOWER - GEO BOY		218.00		218.00
SKID STEER - WHEEL		22.00		22.00
SKID STEER - RUBBER TRACK		70.00		70.00
EQUIP TRAILER - UNDER 20,000 GVWR		7.00		7.00
EQUIP TRAILER - OVER 20,000 GVWR		31.00		14.25
EQUIP TRAILER - LOW BOY		26.00		26.00

**NOTES:**

- 1.) Rates effective upon approval by the Board of Supervisors.



**ATTACHMENT - F**

**FUND 48040 - PROJECT MAINTENANCE OPERATIONS**

**ADMINISTRATIVE OVERHEAD RATES**

	<b>CURRENT RATE</b>	<b>NEW RATE</b>
<b>ADMINISTRATIVE OVERHEAD</b>		
<b>ADMINISTRATIVE OVERHEAD</b> - A charge applied to usage of all inventory items only, specifically Account No. 528020, Inventory - Stores; and Account No. 528040, Inventory - Chemicals, to recover the indirect costs of operation of this fund including the costs of non-inventory tools and supplies, travel and training, and administrative costs.	<b>50.0%</b>	<b>15.0%</b>

**NOTES:**

- 1.) Total cost recovery for this fund will be the actual direct cost of all Inventory - Stores and Inventory - Chemicals used for a Project plus an overhead charge of 15% of the total cost of these two inventory items.
- 2.) Rates effective upon approval by the Board of Supervisors.

**ATTACHMENT - G**  
**FUND 48060 - MAPPING SERVICES**  
**REPRODUCTION PRICE LIST**

<b>Minimum Charge All Orders \$5.00</b>
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<b>Topography maps</b>	<b>Current Rate</b>	<b>New Rate</b>
1st Copy of Each Section	ea. 30.00	30.00
Additional Paper Copies of Same Section	ea. 6.00	6.00
<b><u>Photocopies Narrow Format</u></b>		
<b>Black &amp; White Copies</b>		
8 1/2" x 11"	per side 0.30	0.24
8 1/2" x 14"	per side 0.30	0.31
11" x 17"	per side 0.60	0.48
Transparencies	ea. 1.50	1.20
<b>Color Copies</b>		
8 1/2" x 11"	per side 0.75	0.42
8 1/2" x 14"	per side 0.75	0.53
11" x 17"	per side 2.00	0.84
Transparencies	ea. 3.00	2.10
<b>Microfiche Prints</b>	ea. 3.25	2.50
<b><u>Photocopies Wide Format</u></b>		
<b>Black &amp; White</b>		
Bond Paper	sq.' 0.60	0.20
Vellum	sq.' 1.00	0.11
Matt Mylar Film	sq.' 1.20	0.40
Clear Mylar Film	sq.' 2.60	0.80
<b><u>Miscellaneous</u></b>		
<b>Narrow Format Scanning - B&amp;W or Color</b>		
8 1/2" x 11"	ea. 0.39	0.24
8 1/2" x 14"	ea. 0.50	0.31
11" x 17"	ea. 0.78	0.48
<b>Black &amp; White Wide Format Scanning</b>	sq.' 0.60	0.20
<b>Full Color Wide Format Scanning</b>	sq' 3.00	0.84
<b>Full Color Wide Format Plotting</b>	sq' 1.70	1.70
<b>Clear Mylar / Overlay</b>	sq.' 2.00	2.00
<b><u>Divider Tabs</u></b>		
Insert	per pkg. 2.00	2.00
Laser Print	per tab 1.50	1.50
<b>Binding - Heat, Coil or Comb</b>	per book 3.00	3.00
<b>Map Pockets</b>	ea. 0.50	0.50
<b>Folding</b>		
Hand	per fold 0.10	0.10
Machine	per sheet 0.10	0.10
<b>Shipping</b>		
UPS - Ground	per pkg. 7.50	7.50
Standard Overnight UPS	per pkg. 20.00	20.00
US Mail	per pkg. 7.50	7.50
Federal Express Next Day	per pkg. 25.00	25.00
Federal Express Next Morning	per pkg. 50.00	50.00
<b>CD Writing</b>		
CD Writing - Maps & Photographs <i>(this is in addition to regular price of each item)</i>	1st image 35.00	10.00
	add'l images 10.00	5.00

**ATTACHMENT - H**  
**FUND 48080 - DATA PROCESSING**  
**EQUIPMENT RATES**

<b>EQUIPMENT DESCRIPTION</b>	<b>CURRENT HOURLY RATES</b>	<b>NEW HOURLY RATES</b>
<b>Standard Office Computer</b>	<b>\$3.22</b>	<b>\$3.86</b>
<b>Engineering Workstation Computer</b>	<b>5.76</b>	<b>6.91</b>

**NOTES:**

- 1.) Total cost recovery for this fund will be the hourly usage for each equipment type times the appropriate equipment rate applied as described above.
- 2.) Equipment rates shall be prorated where a computer is shared by two or more regular users.
- 3.) Rates effective upon approval by the Board of Supervisors.