

FISCAL PROCEDURES APPROVED
PAUL ANGULO, CPA, AUDITOR-CONTROLLER
BY: *[Signature]* 1/25/16

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

529



FROM: Economic Development Agency/Facilities Management

SUBMITTAL DATE:
January 13, 2016

SUBJECT: Proposed FY 2016/17 Hourly Rates for Maintenance Services, ALL Districts, [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and adopt the proposed hourly rates for the Economic Development Agency's Maintenance Services Division as specified in Attachment A for FY 2016/17.

BACKGROUND:
Summary

The Economic Development Agency (EDA) is proposing the adoption of hourly rates for FY 2016/17 to recover costs associated with the provision of maintenance services to its customers as specified in Attachment A. In accordance with Board Policy B-4 and B28, EDA brings cost recovery rates to the Board of Supervisors for approval and adoption on an annual basis.

(Continued)

[Signature]
Robert Field
Assistant County Executive Officer/EDA

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
SOURCE OF FUNDS: N/A				Budget Adjustment: No	
				For Fiscal Year: 2016/17	

C.E.O. RECOMMENDATION:

APPROVE
BY: *[Signature]*
Rohini Dasika

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Prev. Agn. Ref.: 3-24 of 2/3/15 District: ALL Agenda Number:

3-19

BACKGROUND:

Summary (Continued)

The EDA Maintenance Services division operates as an Internal Service Fund (ISF) and must recover its operating costs through charges to customers. Maintenance rates were derived by combining direct and indirect costs to run and operate the division. The division is proposing the billable hourly rates for FY 2016/17 to recover costs associated with providing comprehensive maintenance services.

Customers will be billed based on the number of hours actually worked at each facility. Customers will also be billed direct charges for expenditures that are specific to their facilities. The estimated financial impact for FY 2016/17 by customer departments, agencies, and other occupants of a county facility is estimated in Attachment B.

EDA has complied with Board policies B-4 and B-28. The Auditor-Controller's Office has reviewed the proposed rates and methodology.

Impact on Citizens and Businesses

The Maintenance Services Division is dedicated to providing building support services to safeguard county infrastructure and building assets. These services will provide continued uninterrupted building access to the residents and businesses throughout Riverside County.

SUPPLEMENTAL:

Additional Fiscal Information

The proposed rates are sufficient for full cost recovery and include funding of \$680,000 for facility renewal efforts.

Contract History and Price Reasonableness

Comparisons with prior year rates are presented in Attachment A.

ATTACHMENTS:

Attachment A – FY 2016/17 Proposed Maintenance Services Division Hourly Rates
Attachment B – FY 2016/17 Estimated Hourly and Direct Charges

Internal Audits Review Comments:

The Auditor-Controller approved the FY 2016-17 rate methodology with the understanding that a plan will be developed and operative by January 2017 to address concerns involving required reserves and working capital.

Attachment A

Proposed EDA FY 2016/17
Maintenance Services Division Hourly Rates

	<u>FY 15/16 Current</u>	<u>FY 16/17 Proposed</u>	<u>FY 15/16 Current OT</u>	<u>FY 16/17 Proposed OT</u>
Maintenance Services Hourly Rate	\$75.28	\$79.02	\$94.58	\$99.48

Maintenance Services for FY 16/17

Department	FY 15/16 Annual Labor Cost	FY 15/16 Pass Thru	FY 15/16 Labor & Pass Thru Annual Cost	FY 16/17 Annual Labor Cost	FY 16/17 Pass Thru	FY 16/17 Annual Labor & Pass Thru Cost	Inc / (Decr)
Board of Supervisors	\$ 11,443	\$ 2,848	\$ 14,291	\$ 15,962	\$ 3,035	\$ 18,997	\$ 4,706
Human Resources	\$ 132,719	\$ 32,931	\$ 165,650	\$ 184,117	\$ 42,489	\$ 226,606	\$ 60,956
Assessor-County Clerk-Recorder	\$ 533,886	\$ 102,581	\$ 636,467	\$ 627,102	\$ 132,938	\$ 760,040	\$ 123,573
Auditor-Controller	\$ 124,589	\$ 30,959	\$ 155,548	\$ 173,291	\$ 42,489	\$ 215,780	\$ 60,232
Treasurer/Tax Collector	\$ 96,208	\$ 23,901	\$ 120,109	\$ 133,623	\$ 33,384	\$ 167,007	\$ 46,898
County Counsel	\$ 33,123	\$ 13,565	\$ 46,688	\$ 35,243	\$ 20,478	\$ 55,721	\$ 9,033
EDA-Admin	\$ 8,808	\$ 1,072	\$ 9,880	\$ 14,619	\$ 3,695	\$ 18,314	\$ 8,434
WDC	\$ 7,001	\$ 850	\$ 7,851	\$ 11,616	\$ 3,052	\$ 14,668	\$ 6,817
CSA	\$ 5,421	\$ 1,200	\$ 6,621	\$ 10,589	\$ 5,472	\$ 16,061	\$ 9,440
Libraries	\$ 1,768,553	\$ 140,885	\$ 1,909,438	\$ 1,942,703	\$ 185,655	\$ 2,128,358	\$ 218,920
Museum	\$ 29,360	\$ 23,053	\$ 52,413	\$ 32,556	\$ 23,087	\$ 55,643	\$ 3,230
EDA-Aviation	\$ 18,820	\$ 2,942	\$ 21,762	\$ 2,292	\$ 643	\$ 2,935	\$ (18,827)
EDA-Fair	\$ 1,355	\$ 163	\$ 1,518	\$ 2,213	\$ 9,661	\$ 11,874	\$ 10,356
District Attorney	\$ 252,038	\$ 101,338	\$ 353,376	\$ 383,880	\$ 152,007	\$ 535,887	\$ 182,511
Riv Co Dept Child Services	\$ 124,739	\$ 10,510	\$ 135,249	\$ 132,437	\$ 17,476	\$ 149,913	\$ 14,664
Public Defender*	\$ 182,705	\$ 22,429	\$ 205,134	\$ 665,586	\$ 44,159	\$ 709,745	\$ 504,611
Sheriff	\$ 6,603,034	\$ 1,141,568	\$ 7,744,602	\$ 6,911,480	\$ 1,427,875	\$ 8,339,355	\$ 594,753
Probation*	\$ 841,177	\$ 171,234	\$ 1,012,411	\$ 1,662,025	\$ 255,109	\$ 1,917,134	\$ 904,723
Fire Department	\$ 299,163	\$ 27,523	\$ 326,686	\$ 254,840	\$ 46,997	\$ 301,837	\$ (24,849)
Agricultural Commissioner	\$ 74,301	\$ 8,510	\$ 82,811	\$ 91,110	\$ 17,530	\$ 108,640	\$ 25,829
TLMA	\$ 320,545	\$ 69,240	\$ 389,785	\$ 329,354	\$ 73,426	\$ 402,780	\$ 12,995
TLMA-CODE	\$ 67,225	\$ 11,666	\$ 78,891	\$ 60,687	\$ 18,108	\$ 78,795	\$ (96)
Mental Health	\$ 1,995,296	\$ 264,415	\$ 2,259,711	\$ 1,953,848	\$ 262,219	\$ 2,216,067	\$ (43,644)
Environmental Health	\$ 130,235	\$ 17,502	\$ 147,737	\$ 137,732	\$ 23,884	\$ 161,616	\$ 13,879
Public Health	\$ 373,539	\$ 57,118	\$ 430,657	\$ 411,931	\$ 71,996	\$ 483,927	\$ 53,270
Dept of Animal Services	\$ 802,334	\$ 110,172	\$ 912,506	\$ 859,420	\$ 129,120	\$ 988,540	\$ 76,034
Health Care System	\$ 747,154	\$ 120,031	\$ 867,185	\$ 838,086	\$ 184,199	\$ 1,022,285	\$ 155,100
RCRMC	\$ 592,906	\$ 100,695	\$ 693,601	\$ 627,103	\$ 72,377	\$ 699,480	\$ 5,879
DPSS	\$ 787,957	\$ 99,879	\$ 887,836	\$ 883,838	\$ 121,860	\$ 1,005,698	\$ 117,862
Dept of Community Action	\$ 903	\$ 67	\$ 970	\$ 948	\$ 203	\$ 1,151	\$ 181
Veteran Services	\$ 44,039	\$ 2,077	\$ 46,116	\$ 46,543	\$ 4,524	\$ 51,067	\$ 4,951
Cooperative Extension	\$ 22,283	\$ 1,629	\$ 23,912	\$ 23,548	\$ 4,468	\$ 28,016	\$ 4,104
EDA-FM Admin	\$ 20,100	\$ 13,092	\$ 33,192	\$ 33,189	\$ 22,122	\$ 55,311	\$ 22,119
EDA-FM Custodial	\$ 20,175	\$ 3,960	\$ 24,135	\$ 54,445	\$ 11,790	\$ 66,235	\$ 42,100
EDA-FM Real Estate	\$ 1,536,541	\$ 292,762	\$ 1,829,303	\$ 1,689,526	\$ 389,249	\$ 2,078,775	\$ 249,472
EDA-FM Parking	\$ 127,976	\$ 40,361	\$ 168,337	\$ 183,959	\$ 56,936	\$ 240,895	\$ 72,558
Purchasing & Fleet	\$ 433,387	\$ 59,183	\$ 492,570	\$ 504,463	\$ 69,111	\$ 573,574	\$ 81,004
Information Technology	\$ 629,567	\$ 124,568	\$ 754,135	\$ 664,955	\$ 161,749	\$ 826,704	\$ 72,569
Subtotal County Billing	\$ 19,800,605	\$ 3,248,479	\$ 23,049,084	\$ 22,590,859	\$ 4,144,572	\$ 26,735,431	\$ 3,686,347
CAC Annex	\$ 30,488	\$ 29,828	\$ 60,316	\$ 74,911	\$ 103,121	\$ 178,032	\$ 117,716
Superior Court of CA	\$ 102,004	\$ 20,100	\$ 122,104	\$ 103,674	\$ 26,584	\$ 130,258	\$ 8,154
Bankruptcy Court	\$ 225,840	\$ 94,541	\$ 320,381	\$ 238,798	\$ 51,568	\$ 290,366	\$ (30,015)
Coachella Valley Assoc. of Gov'ts	\$ 45,243	\$ 13,648	\$ 58,891	\$ 47,807	\$ 14,257	\$ 62,064	\$ 3,173
CVVMC	\$ 15,056	\$ -	\$ 15,056	\$ 15,883	\$ 2,987	\$ 18,870	\$ 3,814
EO Special Billing	\$ 385,659	\$ -	\$ 385,659	\$ 286,060	\$ 7,295	\$ 293,355	\$ (92,304)
US District Court	\$ 188,200	\$ 45,486	\$ 233,686	\$ 214,855	\$ 58,102	\$ 272,957	\$ 39,271
Law Library	\$ 464,252	\$ 118,570	\$ 582,822	\$ 490,714	\$ 154,100	\$ 644,814	\$ 61,992
Palo Verde	\$ 56,460	\$ 3,014	\$ 59,474	\$ 59,680	\$ 4,957	\$ 64,617	\$ 5,143
Subtotal Non-County / Special Billing	\$ 1,513,202	\$ 325,187	\$ 1,838,389	\$ 1,532,362	\$ 422,971	\$ 1,955,333	\$ 116,944
Total Billable	\$ 21,313,807	\$ 3,573,666	\$ 24,887,473	\$ 24,123,221	\$ 4,567,543	\$ 28,690,764	\$ 3,803,291

Note:

All Departments with (*) include costs associated with new buildings totaling \$854,032.