

FISCAL PROCEDURES APPROVED
 PAUL ANGULO, CPA, AUDITOR-CONTROL
 BY: *[Signature]* CA 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 Custodial 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 Custodial 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 custodial 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

On motion of Supervisor Ashley, seconded by Supervisor Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley
 Nays: None
 Absent: None
 Date: February 2, 2016
 xc: EDA

Kecia Harper-Ihem
 Clerk of the Board
 By: *[Signature]*
 Deputy

Prev. Agn. Ref.: 3-23 of 2/3/15 **District:** ALL **Agenda Number:**

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

3-18

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

Economic Development Agency

FORM 11: Proposed FY 2016/17 Hourly Rates for Custodial Services, All Districts, [\$0]

DATE: January 13, 2016

PAGE: 2 of 3

BACKGROUND:

Summary (Continued)

The EDA Custodial Services division operates as an Internal Service Fund (ISF) and the only source of revenue for this service is derived by charges to customers. Custodial 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 custodial services.

Customers will be billed based on the number of hours actually worked at each facility and approved service agreements. 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 Executive Office, and the Rate Review Advisory Council's directives to keep the Custodial rate increase limited to 5% over the current approved rate. The Auditor-Controller's Office has reviewed the proposed rates and methodology.

Impact on Citizens and Businesses

The Custodial Services Division is dedicated to providing cleaning services that promotes healthier conditions in county buildings. This division will provide cleaning services and ensures access to county buildings continues in a manner that is professional and hygienic to the residents and businesses throughout Riverside County.

SUPPLEMENTAL:

Additional Fiscal Information

The proposed rates are insufficient for full cost recovery and will operate conservatively. Additional revenues are needed to supplement this budget and limited cash reserves for operations will remain available within fund.

Contract History and Price Reasonableness

Comparisons with prior year rates are presented in Attachment A.

ATTACHMENTS:

Attachment A – FY 2016/17 Proposed Custodial 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.

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

Economic Development Agency

FORM 11: Proposed FY 2016/17 Hourly Rates for Custodial Services, All Districts, [\$0]

DATE: January 13, 2016

PAGE: 3 of 3

Attachment A

**Proposed EDA FY 2016/17
Custodial 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>
Custodial Services Hourly Rate	\$39.41	\$41.39	\$50.63	\$53.59

Attachment B Custodial Services for FY 16/17

Department	FY 15/16 Estimated Annual Labor Cost	FY 15/16 Pass Thru	FY 15/16 Estimated Annual Labor & Pass Thru Cost	FY 16/17 Annual Labor Cost	FY 16/17 Pass Thru	FY 16/17 Annual Labor & Pass Thru Cost	Inc / (Deer)
Board of Supervisors	\$ 9,030	\$ 3,670	\$ 12,700	\$ 13,875	\$ 597	\$ 14,472	\$ 1,772
Human Resources	\$ 110,139	\$ 11,533	\$ 121,672	\$ 131,116	\$ 8,627	\$ 139,743	\$ 18,071
Assessor-County Clerk-Recorder	\$ 275,126	\$ 20,584	\$ 295,710	\$ 323,903	\$ 26,932	\$ 350,835	\$ 55,125
Auditor-Controller	\$ 84,960	\$ 7,638	\$ 92,598	\$ 103,736	\$ 7,551	\$ 111,287	\$ 18,690
Treasurer/Tax Collector	\$ 66,737	\$ 3,776	\$ 70,514	\$ 90,851	\$ 7,036	\$ 97,887	\$ 27,374
County Counsel	\$ 46,111	\$ 10,181	\$ 56,292	\$ 50,807	\$ 10,222	\$ 61,029	\$ 4,737
EDA-Admin	\$ 6,772	\$ 1,901	\$ 8,673	\$ 10,151	\$ 1,784	\$ 11,935	\$ 3,262
CDBG	\$ -	\$ -	\$ -	\$ 4,028	\$ 115	\$ 4,143	\$ 4,143
WDC	\$ 5,370	\$ 1,507	\$ 6,878	\$ 8,050	\$ 1,415	\$ 9,464	\$ 2,587
Housing Authority	\$ 45,322	\$ 7,174	\$ 52,496	\$ 49,916	\$ 5,161	\$ 55,077	\$ 2,581
Library	\$ 1,003,680	\$ 92,704	\$ 1,096,383	\$ 1,295,000	\$ 87,286	\$ 1,382,287	\$ 285,903
Museum	\$ 10,189	\$ 3,706	\$ 13,895	\$ 11,803	\$ 3,330	\$ 15,133	\$ 1,238
EDA-Aviation	\$ 42,018	\$ 3,965	\$ 45,983	\$ 1,546	\$ 522	\$ 2,067	\$ (43,915)
EDA-Fair	\$ 29,801	\$ 23,172	\$ 52,973	\$ 7,175	\$ 7,597	\$ 14,772	\$ (38,201)
District Attorney	\$ 327,797	\$ 49,058	\$ 376,855	\$ 361,237	\$ 52,413	\$ 413,649	\$ 36,794
Riv Co Dept Child Services	\$ 119,138	\$ 9,081	\$ 128,219	\$ 131,241	\$ 7,306	\$ 138,547	\$ 10,328
Public Defender	\$ 97,825	\$ 15,171	\$ 112,996	\$ 107,767	\$ 18,054	\$ 125,821	\$ 12,825
Sheriff*	\$ 1,615,445	\$ 249,551	\$ 1,864,996	\$ 1,911,214	\$ 233,261	\$ 2,144,474	\$ 279,479
Probation*	\$ 354,036	\$ 32,625	\$ 386,661	\$ 532,429	\$ 48,288	\$ 580,717	\$ 194,056
Fire Department	\$ 160,665	\$ 10,376	\$ 171,041	\$ 188,402	\$ 11,540	\$ 199,941	\$ 28,900
Agricultural Commissioner	\$ 44,668	\$ 3,463	\$ 48,130	\$ 50,473	\$ 3,952	\$ 54,425	\$ 6,295
TLMA	\$ 301,226	\$ 11,854	\$ 313,080	\$ 368,033	\$ 23,974	\$ 392,007	\$ 78,927
TLMA-CODE	\$ 55,438	\$ 4,857	\$ 60,295	\$ 60,793	\$ 7,052	\$ 67,845	\$ 7,550
Mental Health*	\$ 1,983,823	\$ 118,886	\$ 2,102,710	\$ 2,148,716	\$ 202,335	\$ 2,351,051	\$ 248,341
Environmental Health	\$ 117,405	\$ 8,250	\$ 125,655	\$ 129,394	\$ 10,295	\$ 139,690	\$ 14,035
Public Health	\$ 277,144	\$ 20,101	\$ 297,245	\$ 339,568	\$ 28,996	\$ 368,564	\$ 71,319
Dept of Animal Services	\$ -	\$ -	\$ -	\$ -	\$ 25	\$ 25	\$ 25
Health Care System	\$ 360,543	\$ 22,154	\$ 382,697	\$ 432,826	\$ 20,983	\$ 453,809	\$ 71,112
RCRMC	\$ 1,390,287	\$ 122,096	\$ 1,512,382	\$ 1,531,375	\$ 123,329	\$ 1,654,704	\$ 142,322
DPSS	\$ 512,682	\$ 47,827	\$ 560,509	\$ 580,415	\$ 59,365	\$ 639,780	\$ 79,271
Dept of Community Action	\$ 480	\$ 34	\$ 514	\$ 528	\$ 52	\$ 580	\$ 66
Veteran Services	\$ 33,696	\$ 2,148	\$ 35,844	\$ 37,127	\$ 3,384	\$ 40,510	\$ 4,667
Cooperative Extension	\$ -	\$ 1,429	\$ 1,429	\$ 13,328	\$ 2,646	\$ 15,973	\$ 14,544
CSA	\$ 8,409	\$ 451	\$ 8,861	\$ 9,668	\$ 609	\$ 10,277	\$ 1,417
PARKS	\$ 163,946	\$ 9,910	\$ 173,856	\$ 180,585	\$ 12,216	\$ 192,800	\$ 18,944
EDA-FM Admin	\$ 32,138	\$ 3,948	\$ 36,086	\$ 40,501	\$ 3,959	\$ 44,460	\$ 8,375
EDA-FM Maintenance	\$ 28,387	\$ 1,466	\$ 29,853	\$ 31,181	\$ 10,541	\$ 41,723	\$ 11,870
EDA-Real Estate*	\$ 1,141,420	\$ 53,450	\$ 1,194,869	\$ 1,295,299	\$ 70,268	\$ 1,365,567	\$ 170,697
EDA-Parking*	\$ 72,784	\$ 2,517	\$ 75,302	\$ 100,316	\$ 3,352	\$ 103,667	\$ 28,365
Purchasing & Fleet	\$ 160,618	\$ 18,300	\$ 178,918	\$ 185,873	\$ 21,299	\$ 207,172	\$ 28,254
Information Technology	\$ 464,353	\$ 27,105	\$ 491,458	\$ 511,928	\$ 33,518	\$ 545,446	\$ 53,988
Subtotal County Billing	\$ 11,559,806	\$ 1,037,818	\$ 12,597,624	\$ 13,382,174	\$ 1,181,184	\$ 14,563,358	\$ 1,965,734
CAC Annex	\$ 356,166	\$ 13,848	\$ 370,013	\$ 392,295	\$ 14,631	\$ 406,926	\$ 36,913
Bankruptcy Court	\$ -	\$ 112,888	\$ 112,888	\$ -	\$ 113,455	\$ 113,455	\$ 567
Coachella Valley Assoc. of Gov'ts	\$ -	\$ 285	\$ 285	\$ -	\$ 279	\$ 279	\$ (6)
EDA-General Fund Billable	\$ 20,533	\$ 23,578	\$ 44,110	\$ 22,474	\$ 27,167	\$ 49,641	\$ 5,530
RCOE	\$ 12,769	\$ -	\$ 12,769	\$ 14,942	\$ -	\$ 14,942	\$ 2,173
US District Court	\$ -	\$ 107,452	\$ 107,452	\$ -	\$ 105,439	\$ 105,439	\$ (2,013)
Law Library	\$ 33,499	\$ 1,790	\$ 35,289	\$ 36,878	\$ 1,705	\$ 38,584	\$ 3,295
Palo Verde	\$ 47,292	\$ 1,782	\$ 49,074	\$ 52,110	\$ 3,140	\$ 55,250	\$ 6,176
Subtotal Special Billing	\$ 470,258	\$ 281,622	\$ 751,879	\$ 518,639	\$ 288,816	\$ 807,455	\$ 52,645
Total Billable	\$ 12,029,853	\$ 1,299,240	\$ 13,329,103	\$ 13,900,813	\$ 1,447,000	\$ 15,347,873	\$ 2,018,779

Note:

All Departments with (*) include costs associated with new buildings totaling \$341,275.