

FISCAL PROCEDURES APPROVED  
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
 BY: *[Signature]* 1/22/16

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

527



**FROM:** Economic Development Agency/Facilities Management

**SUBMITTAL DATE:**  
 January 13, 2016

**SUBJECT:** Proposed FY 2016/17 Hourly Rates for Project Management 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 Project Management Office 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 project management 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

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

Prev. Agn. Ref.: 3-25 of 2/3/15

District: ALL

Agenda Number:

3-20

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

Economic Development Agency

**FORM 11:** Proposed FY 2015/16 Hourly Rates for Project Management Services, ALL Districts, [\$0]

**DATE:** January 13, 2016

**PAGE:** 2 of 3

**BACKGROUND:**

**Summary** (Continued)

The EDA Project Management Office (PMO) operates as a General Support Service (GSS) and must recover its operating costs through charges to customers. PMO 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 project management and plan check and inspection services.

The PMO provides several types of services, project management, construction inspection, environmental, and project support services. These services are charged to projects based on the number of hours worked multiplied by the board approved hourly rate. Customers are provided with project budget estimates for approval and are billed in the arrears on a monthly basis.

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**

There is no foreseeable impact on residents and businesses.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

The proposed rates are sufficient for full cost recovery.

**Contract History and Price Reasonableness**

Comparisons with prior year rates are provided in Attachment A.

**ATTACHMENT:**

Attachment A – FY 2016/17 Proposed Project Management Office Hourly Rates

**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 2015/16 Hourly Rates for Project Management Services, ALL Districts, [\$0]

**DATE:** January 13, 2016

**PAGE:** 3 of 3

**Attachment A**

**Proposed EDA FY 2015/16  
Project Management Office Hourly Rates**

	<b><u>FY 15/16 Current</u></b>	<b><u>FY 16/17 Proposed</u></b>	<b><u>FY 15/16 Current OT</u></b>	<b><u>FY 16/17 Proposed OT</u></b>
Plan Check & Inspection	\$136.10	\$156.15	\$165.41	\$187.31
Project Management	\$147.27	\$147.33	\$178.90	\$179.93