

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



ITEM
3.44
(ID # 3328)

MEETING DATE:

Tuesday, February 7, 2017

FROM : ECONOMIC DEVELOPMENT AGENCY (EDA):

SUBJECT: ECONOMIC DEVELOPMENT AGENCY (EDA): Proposed FY 2017/18 Hourly Rates for Maintenance Services, All Districts. [\$30,198,434-Department Budgets]

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 2017/18.

ACTION: Policy

Robert Field, Assistant County Executive Officer/EDA

1/24/2017

Robert Field, Assistant County Executive Officer/EDA

1/24/2017

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington and Ashley
Nays: None
Absent: None
Date: February 7, 2017
xc: EDA

Kecja Harper-Ihem
Clerk of the Board

By:
Deputy

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

BACKGROUND:

Summary

The Economic Development Agency (EDA) is proposing the adoption of hourly rates for FY 2017/18 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 B-28, EDA brings cost recovery rates to the Board of Supervisors for approval and adoption on an annual basis.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 30,198,434	\$ 30,198,434	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Department Budgets			Budget Adjustment:	No
			For Fiscal Year:	2017/18

C.E.O. RECOMMENDATION: APPROVE

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 2017/18 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 directly for vendor expenses that are specific to their facilities. The estimated financial impact for FY 2017/18 by customer departments, agencies, and other occupants of a county facility is estimated in Attachment B. It is anticipated that funding will be generated by the rate to include \$824,000 for facility renewal efforts.

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

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The proposed rates are limited in providing full cost recovery for services. Limited cash reserves remain available within the fund and the department will continue to monitor cash flow. Consequently, the Auditor-Controller has recommended an increase in revenues to build working capital reserves over a three to five year period and repay the general fund loan. The Auditor-Controller is also recommending the identification of a fund source to improve cost recovery for vacant facilities. The EDA will continue to work with the Executive Office, and Auditor-Controller to identify funding for vacant facilities, repayment of the general fund loan, and a strategic approach to increasing revenues.

Contract History and Price Reasonableness

Comparisons with prior year rates are presented in Attachment A.

ATTACHMENTS:

Attachment A – FY 2017/18 Proposed Maintenance Services Division Hourly Rates

Attachment B – FY 2017/18 Estimated Hourly and Direct Charges

RF:JWW:SH:MS:CL 3328

Attachment A

**Proposed EDA FY 2017/18
Maintenance Services Division Hourly Rates**

	<u>FY 16/17 Current</u>	<u>FY 17/18 Proposed</u>	<u>FY 16/17 Current OT</u>	<u>FY 17/18 Proposed OT</u>
Maintenance Services Hourly Rate	\$79.02	\$79.02	\$99.48	\$99.58

Attachment B Maintenance Services for FY 17/18

Department	FY 16/17 Annual Labor Cost	FY 16/17 Pass Thru	FY 16/17 Labor & Pass Thru Annual Cost	FY 17/18 Annual Labor Cost	FY 17/18 Pass Thru	FY 17/18 Annual Labor & Pass Thru Cost	Inc / (Decr)
Board of Supervisors*	\$ 15,962	\$ 3,035	\$ 18,997	\$ 16,199	\$ 3,862	\$ 20,061	\$ 1,064
Human Resources*	\$ 184,117	\$ 42,489	\$ 226,606	\$ 200,158	\$ 47,593	\$ 247,751	\$ 21,145
Assessor-County Clerk-Recorder*	\$ 627,102	\$ 132,938	\$ 760,040	\$ 770,761	\$ 133,776	\$ 904,537	\$ 144,497
Auditor-Controller	\$ 173,291	\$ 42,489	\$ 215,780	\$ 170,604	\$ 40,555	\$ 211,159	\$ (4,621)
Treasurer/Tax Collector	\$ 133,623	\$ 33,384	\$ 167,007	\$ 136,468	\$ 32,440	\$ 168,908	\$ 1,901
County Counsel	\$ 35,243	\$ 20,478	\$ 55,721	\$ 35,243	\$ 20,426	\$ 55,669	\$ (52)
EDA-Admin	\$ 14,619	\$ 3,695	\$ 18,314	\$ 14,619	\$ 3,794	\$ 18,413	\$ 99
WDC	\$ 11,616	\$ 3,052	\$ 14,668	\$ 11,616	\$ 3,008	\$ 14,624	\$ (44)
CSA	\$ 10,589	\$ 5,472	\$ 16,061	\$ 21,652	\$ 633	\$ 22,285	\$ 6,224
Libraries	\$ 1,942,703	\$ 185,655	\$ 2,128,358	\$ 1,942,703	\$ 185,591	\$ 2,128,294	\$ (64)
Museum	\$ 32,556	\$ 23,087	\$ 55,643	\$ 32,556	\$ 23,114	\$ 55,670	\$ 27
EDA - Aviation	\$ 2,292	\$ 643	\$ 2,935	\$ 2,292	\$ 578	\$ 2,870	\$ (65)
EDA - Fair	\$ 2,213	\$ 9,661	\$ 11,874	\$ 2,213	\$ 9,578	\$ 11,791	\$ (83)
District Attorney	\$ 384,591	\$ 152,007	\$ 536,598	\$ 384,591	\$ 151,141	\$ 535,732	\$ (866)
Riv Co Dept Child Services	\$ 132,437	\$ 17,476	\$ 149,913	\$ 132,437	\$ 17,630	\$ 150,067	\$ 154
Public Defender*	\$ 665,586	\$ 44,159	\$ 709,745	\$ 804,661	\$ 41,874	\$ 846,535	\$ 136,790
Sheriff	\$ 6,911,480	\$ 1,427,875	\$ 8,339,355	\$ 6,928,387	\$ 1,422,413	\$ 8,350,800	\$ 11,445
Probation*	\$ 1,662,025	\$ 255,109	\$ 1,917,134	\$ 1,709,279	\$ 290,861	\$ 2,000,140	\$ 83,006
Emergency Mangement Department*	\$ -	\$ -	\$ -	\$ 134,492	\$ 18,277	\$ 152,769	\$ 152,769
Fire Department	\$ 254,840	\$ 46,997	\$ 301,837	\$ 122,007	\$ 29,562	\$ 151,569	\$ (150,268)
Agricultural Commissioner	\$ 91,110	\$ 17,530	\$ 108,640	\$ 91,900	\$ 17,088	\$ 108,988	\$ 348
TLMA-Admin	\$ 97,273	\$ 24,280	\$ 121,553	\$ 76,333	\$ 18,471	\$ 94,804	\$ (26,749)
TLMA-RCHCA	\$ 1,817	\$ -	\$ 1,817	\$ -	\$ -	\$ -	\$ (1,817)
TLMA-Bldg & Safety	\$ 41,327	\$ 9,106	\$ 50,433	\$ 40,221	\$ 9,609	\$ 49,830	\$ (603)
TLMA-Planning	\$ 35,085	\$ 9,106	\$ 44,191	\$ 39,352	\$ 9,345	\$ 48,697	\$ 4,506
TLMA-TRANS	\$ 135,598	\$ 27,902	\$ 163,500	\$ 136,626	\$ 26,755	\$ 163,381	\$ (119)
TLMA-Survey	\$ 18,254	\$ 3,036	\$ 21,290	\$ 18,649	\$ 4,433	\$ 23,082	\$ 1,792
TLMA-CODE	\$ 60,687	\$ 18,109	\$ 78,796	\$ 57,842	\$ 17,080	\$ 74,922	\$ (3,874)
RUHS Behavioral Health	\$ 1,953,848	\$ 262,220	\$ 2,216,068	\$ 1,993,279	\$ 259,969	\$ 2,253,248	\$ 37,180
Environmental Health	\$ 137,732	\$ 23,885	\$ 161,617	\$ 143,184	\$ 24,572	\$ 167,756	\$ 6,139
RUHS Public Health*	\$ 411,931	\$ 71,995	\$ 483,926	\$ 571,709	\$ 110,585	\$ 682,294	\$ 198,368
Dept of Animal Services	\$ 859,420	\$ 129,119	\$ 988,539	\$ 864,161	\$ 126,886	\$ 991,047	\$ 2,508
RUHS - FQHC Care Clinics*	\$ 838,086	\$ 184,199	\$ 1,022,285	\$ 636,192	\$ 133,193	\$ 769,385	\$ (252,900)
RUHS	\$ 627,103	\$ 72,375	\$ 699,478	\$ 703,436	\$ 69,220	\$ 772,656	\$ 73,178
DPSS	\$ 883,838	\$ 121,863	\$ 1,005,701	\$ 867,323	\$ 119,173	\$ 986,496	\$ (19,205)
Dept of Community Action	\$ 948	\$ 203	\$ 1,151	\$ 948	\$ 186	\$ 1,134	\$ (17)
Veteran Services	\$ 46,543	\$ 4,524	\$ 51,067	\$ 46,543	\$ 4,524	\$ 51,067	\$ -
Cooperative Extension	\$ 23,548	\$ 4,468	\$ 28,016	\$ 23,548	\$ 4,506	\$ 28,054	\$ 38
FM Admin	\$ 33,189	\$ 22,122	\$ 55,311	\$ 33,189	\$ 22,245	\$ 55,434	\$ 123
FM Custodial	\$ 54,445	\$ 11,789	\$ 66,234	\$ 55,472	\$ 11,881	\$ 67,353	\$ 1,119
FM-REAL ESTATE	\$ 1,689,526	\$ 389,252	\$ 2,078,778	\$ 1,797,387	\$ 394,726	\$ 2,192,113	\$ 113,335
FM-PARKING	\$ 183,959	\$ 56,937	\$ 240,896	\$ 184,986	\$ 56,936	\$ 241,922	\$ 1,026
Purchasing & Fleet	\$ 504,463	\$ 69,112	\$ 573,575	\$ 504,700	\$ 68,706	\$ 573,406	\$ (169)
Information Technology	\$ 664,955	\$ 161,750	\$ 826,705	\$ 690,004	\$ 160,478	\$ 850,482	\$ 23,777
PARKS*	\$ -	\$ -	\$ -	\$ 221,335	\$ 5,523	\$ 226,858	\$ 226,858
Subtotal County Billing	\$ 22,591,570	\$ 4,144,583	\$ 26,736,153	\$ 23,371,257	\$ 4,152,796	\$ 27,524,053	\$ 787,900
Superior Court of CA	\$ 103,674	\$ 26,584	\$ 130,258	\$ 106,914	\$ 25,311	\$ 132,225	\$ 1,967
Bankruptcy Court	\$ 238,798	\$ 51,568	\$ 290,366	\$ 238,798	\$ 51,568	\$ 290,366	\$ -
Coachella Valley Association of Governments	\$ 47,807	\$ 14,257	\$ 62,064	\$ 47,807	\$ 14,228	\$ 62,035	\$ (29)
CVVMC	\$ 15,883	\$ 2,987	\$ 18,870	\$ 15,883	\$ 2,988	\$ 18,871	\$ 1
EO Special Billing	\$ 286,060	\$ 7,294	\$ 293,354	\$ -	\$ -	\$ -	\$ (293,354)
U.S. District Court	\$ 214,855	\$ 58,102	\$ 272,957	\$ 214,855	\$ 58,102	\$ 272,957	\$ -
Law Library	\$ 490,714	\$ 154,100	\$ 644,814	\$ 490,714	\$ 153,226	\$ 643,940	\$ (874)
Palo Verde	\$ 59,660	\$ 4,957	\$ 64,617	\$ 59,660	\$ 4,957	\$ 64,617	\$ -
Subtotal Non-County / Special Billing	\$ 1,457,451	\$ 319,849	\$ 1,777,300	\$ 1,174,631	\$ 310,380	\$ 1,485,011	\$ (292,289)

Attachment B Maintenance Services for FY 17/18

Department	FY 16/17 Annual Labor Cost	FY 16/17 Pass Thru	FY 16/17 Labor & Pass Thru Annual Cost	FY 17/18 Annual Labor Cost	FY 17/18 Pass Thru	FY 17/18 Annual Labor & Pass Thru Cost	Inc / (Decr)
Total Billable	\$ 24,049,021	\$ 4,464,432	\$ 28,513,453	\$ 24,545,888	\$ 4,463,176	\$ 29,009,064	\$ 495,611
EDA-Non Billable	\$ 600,789	\$ 179,105	\$ 779,894	\$ 1,009,009	\$ 180,361	\$ 1,189,370	\$ 409,476
Grand Total	\$ 24,649,810	\$ 4,643,537	\$ 29,293,347	\$ 25,554,897	\$ 4,643,537	\$ 30,198,434	\$ 905,087

Note:

Estimates do not include any unforeseen emergencies which may increase estimated charges.

All Departments with (*) include a portion of the costs associated with new buildings totaling \$1,933,474.