

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



ITEM
3.31
(ID # 6228)

MEETING DATE:
Tuesday, February 6, 2018

FROM : ECONOMIC DEVELOPMENT AGENCY (EDA):

SUBJECT: ECONOMIC DEVELOPMENT AGENCY (EDA): Proposed FY2018/19 Hourly Rates for Custodial Services, All Districts. [\$15,037,341 - Department Budgets 100%]

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 2018/19.

ACTION: Policy

Robert Field, Assistant County Executive Officer/EDA

1/25/2018

Robert Field, Assistant County Executive Officer/EDA

1/25/2018

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: February 6, 2018
xc: EDA

Kecia Harper-Ihem
Clerk of the Board

By:
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 15,037,341	\$ 15,037,341	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Department Budgets 100%			Budget Adjustment:	No
			For Fiscal Year:	2018/19

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Economic Development Agency (EDA) is proposing the adoption of hourly rates for FY 2018/19 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 B-28, EDA brings cost recovery rates to the Board of Supervisors for approval and adoption on an annual basis.

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 2018/19 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 2018/19 by customer departments, agencies, and other occupants of a County facility is estimated in Attachment B. Increases in customer charges are due to the addition of new buildings or changes in services or square footage allocation. New building service cost is estimated at \$299,001 with a total of 223,795 square feet including the Gateway Office Building (103,000 sq. ft.), the Indio Law Building (93,340 sq. ft.), the Lakeland Village Community Center (12,555 sq. ft.), and the Indio Shalimar Center (14,900 sq. ft.).

With this annual rate submittal, EDA has complied with Board policies B-4 and B-28. The Executive Office and EDA have collaborated and agreed on a rate calculation method that reduces custodial costs to customers. 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 to county

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buildings in a manner that is professional and hygienic to the residents and businesses throughout Riverside County.

SUPPLEMENTAL:

Additional Fiscal Information

The proposed rates are limited in providing full cost recovery for services. Limited cash reserves for operations remain available within the fund and the department will continue to monitor cash flow. These rates continue to offer departments cost containment strategies while ensuring high levels of services for FY 18/19. The EDA will continue to work with the Executive Office, Auditor-Controller, and customer departments to develop strategies to improve recovery efforts and improving cash flow.

Contract History and Price Reasonableness

Comparisons with prior year rates are presented in Attachment A.

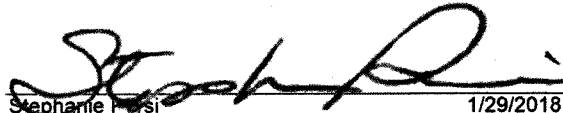
ATTACHMENTS:

- FY 2018/19 Proposed Custodial Services Division Hourly Rates
- FY 2018/19 Estimated Hourly and Direct Charges

RF:HM:MS:SW 6228


Rene Casillas, Internal Audits Chief

1/25/2018


Stephanie P. Pasi

1/29/2018


Renini Masika, Principal Management Analyst

1/29/2018

Attachment A

**Proposed EDA FY 2018/19
Custodial Services Division Hourly Rates**

	<u>FY 17/18 Current</u>	<u>FY 18/19 Proposed</u>	<u>FY 17/18 Current OT</u>	<u>FY 18/19 Proposed OT</u>
Custodial Services Hourly Rate	\$45.63	\$45.63	\$57.42	\$57.99

Attachment B Proposed Custodial Services for FY 18/19

Department	FY 17/18 Budgeted Annual Labor Cost	FY 17/18 Pass Thru	FY 17/18 Annual Labor & Pass Thru Cost	FY 18/19 Annual Labor Cost	FY 18/19 Pass Thru	FY 18/19 Annual Labor & Pass Thru Cost	Inc / (Decr)
Board of Supervisors	\$ 316	\$ 18	\$ 334	\$ 11,678	\$ 252	\$ 11,931	\$ 11,597
Clerk of the Board	\$ 24,805	\$ 576	\$ 25,381	\$ -	\$ -	\$ -	\$ (25,381)
Human Resources	\$ 182,122	\$ 8,702	\$ 190,824	\$ 203,612	\$ 7,031	\$ 210,644	\$ 19,820
Assessor-County Clerk-Recorder*	\$ 340,991	\$ 26,948	\$ 367,939	\$ 452,042	\$ 24,834	\$ 476,876	\$ 108,937
Auditor-Controller	\$ 108,711	\$ 7,548	\$ 116,259	\$ 81,626	\$ 4,988	\$ 86,615	\$ (29,644)
Treasurer/Tax Collector	\$ 99,989	\$ 7,044	\$ 107,034	\$ 96,789	\$ 5,670	\$ 102,459	\$ (4,575)
County Counsel	\$ 55,970	\$ 10,253	\$ 66,223	\$ 47,314	\$ 11,091	\$ 58,405	\$ (7,818)
EDA Admin	\$ 9,738	\$ 1,352	\$ 11,090	\$ 9,295	\$ 1,630	\$ 10,925	\$ (165)
WDC	\$ 7,722	\$ 1,072	\$ 8,794	\$ 7,371	\$ 1,293	\$ 8,663	\$ (131)
Housing Authority	\$ 47,933	\$ 5,161	\$ 53,093	\$ 52,138	\$ 5,642	\$ 57,780	\$ 4,687
Library	\$ -	\$ -	\$ -	\$ 4,117	\$ 2,439	\$ 6,556	\$ 6,556
Museum	\$ 11,317	\$ 3,308	\$ 14,625	\$ 10,802	\$ 1,856	\$ 12,658	\$ (1,967)
EDA Aviation	\$ 1,483	\$ 206	\$ 1,689	\$ 1,415	\$ 248	\$ 1,664	\$ (25)
EDA Fair	\$ 6,900	\$ 3,379	\$ 10,279	\$ 9,931	\$ 768	\$ 10,700	\$ 421
District Attorney*	\$ 401,538	\$ 52,413	\$ 453,951	\$ 444,747	\$ 69,780	\$ 514,526	\$ 60,575
Riv Co Dept Child Services	\$ 126,019	\$ 7,306	\$ 133,325	\$ 126,138	\$ 4,216	\$ 130,355	\$ (2,970)
Public Defender	\$ 243,154	\$ 28,555	\$ 271,708	\$ 204,399	\$ 23,476	\$ 227,875	\$ (43,834)
Sheriff	\$ 2,298,863	\$ 231,246	\$ 2,530,109	\$ 2,076,927	\$ 352,786	\$ 2,429,713	\$ (100,396)
Probation	\$ 551,629	\$ 136,113	\$ 687,742	\$ 550,060	\$ 111,809	\$ 661,869	\$ (25,873)
Emergency Management Department	\$ 53,732	\$ 2,939	\$ 56,671	\$ 34,291	\$ 898	\$ 35,190	\$ (21,482)
Fire Department	\$ 129,231	\$ 8,605	\$ 137,836	\$ 145,328	\$ 8,762	\$ 154,090	\$ 16,254
Agricultural Commissioner	\$ 49,859	\$ 3,954	\$ 53,813	\$ 48,455	\$ 4,397	\$ 52,852	\$ (961)
TLMA-Admin	\$ 62,048	\$ 2,842	\$ 64,890	\$ 61,675	\$ 3,012	\$ 64,687	\$ (203)
TLMA-Counter Services	\$ 3,148	\$ 820	\$ 3,967	\$ 2,865	\$ 669	\$ 3,534	\$ (433)
TLMA-Bldg & Safety	\$ 95,205	\$ 2,110	\$ 97,315	\$ 89,117	\$ 2,579	\$ 91,696	\$ (5,619)
TLMA-Planning	\$ 42,496	\$ 3,605	\$ 46,101	\$ 39,742	\$ 2,494	\$ 42,236	\$ (3,865)
TLMA-TRANS	\$ 142,131	\$ 13,073	\$ 155,203	\$ 133,305	\$ 9,729	\$ 143,033	\$ (12,170)
TLMA-Survey	\$ 18,756	\$ 1,732	\$ 20,487	\$ 18,007	\$ 1,418	\$ 19,425	\$ (1,062)
TLMA-CODE	\$ 55,716	\$ 6,749	\$ 62,465	\$ 45,945	\$ 3,193	\$ 49,139	\$ (13,326)
RUHS-Behavioral Health	\$ 2,426,147	\$ 202,281	\$ 2,628,429	\$ 2,436,520	\$ 140,366	\$ 2,576,886	\$ (51,542)
Environmental Health	\$ 147,264	\$ 10,660	\$ 157,924	\$ 142,229	\$ 7,644	\$ 149,873	\$ (8,051)
Public Health	\$ 474,892	\$ 33,760	\$ 508,652	\$ 469,530	\$ 24,814	\$ 494,344	\$ (14,308)
Dept of Animal Services	\$ -	\$ -	\$ -	\$ 15,225	\$ 380	\$ 15,605	\$ 15,605
Health Care System	\$ 313,626	\$ 16,557	\$ 330,183	\$ 311,717	\$ 14,261	\$ 325,978	\$ (4,205)
RUHS	\$ 1,506,627	\$ 123,257	\$ 1,629,883	\$ 1,512,302	\$ 109,331	\$ 1,621,633	\$ (8,250)
DPSS	\$ 667,259	\$ 59,635	\$ 726,894	\$ 679,401	\$ 37,215	\$ 716,616	\$ (10,278)
Registrar of Voters*	\$ -	\$ -	\$ -	\$ 77,453	\$ 2,198	\$ 79,651	\$ 79,651
Dept of Community Action	\$ 508	\$ 52	\$ 559	\$ 509	\$ 36	\$ 545	\$ (14)
Veteran Services	\$ 35,642	\$ 3,384	\$ 39,026	\$ 34,020	\$ 1,190	\$ 35,211	\$ (3,815)
Cooperative Extension	\$ 12,791	\$ 2,646	\$ 15,437	\$ 12,632	\$ 952	\$ 13,585	\$ (1,852)
CSA	\$ 8,094	\$ 225	\$ 8,320	\$ 1,550	\$ 272	\$ 1,822	\$ (6,497)
Correctional Health	\$ 9,150	\$ 3,803	\$ 12,953	\$ 8,733	\$ 2,203	\$ 10,936	\$ (2,017)
EDA FM Admin	\$ 41,152	\$ 3,306	\$ 44,458	\$ 39,819	\$ 3,585	\$ 43,405	\$ (1,053)
EDA FM Maintenance	\$ 31,763	\$ 10,828	\$ 42,591	\$ 37,654	\$ 5,812	\$ 43,467	\$ 876
EDA Real Estate*	\$ 1,218,601	\$ 68,639	\$ 1,287,240	\$ 1,371,156	\$ 101,890	\$ 1,473,046	\$ 185,806
EDA Parking	\$ 103,226	\$ 5,690	\$ 108,916	\$ 74,676	\$ 1,381	\$ 76,057	\$ (32,859)
Purchasing & Fleet	\$ 178,471	\$ 21,180	\$ 199,651	\$ 178,749	\$ 18,036	\$ 196,786	\$ (2,866)
Information Technology	\$ 487,005	\$ 33,255	\$ 520,260	\$ 694,139	\$ 46,007	\$ 740,146	\$ 219,886
Subtotal County Billing	\$ 12,833,739	\$ 1,176,783	\$ 14,010,522	\$ 13,107,149	\$ 1,184,537	\$ 14,291,686	\$ 281,164
CAC Annex	\$ 376,674	\$ 14,792	\$ 391,466	\$ 382,187	\$ 16,169	\$ 398,357	\$ 6,890
CVAG	\$ -	\$ 279	\$ 279	\$ -	\$ -	\$ -	\$ (279)
RCOE	\$ 14,339	\$ -	\$ 14,339	\$ 15,685	\$ -	\$ 15,685	\$ 1,346
US District Court	\$ -	\$ 218,722	\$ 218,722	\$ -	\$ 226,419	\$ 226,419	\$ 7,697
Law Library	\$ 50,391	\$ 1,705	\$ 52,096	\$ 48,098	\$ 1,105	\$ 49,203	\$ (2,894)
Palo Verde	\$ 50,026	\$ 3,140	\$ 53,167	\$ 54,702	\$ 1,290	\$ 55,992	\$ 2,825
Subtotal Special Billing	\$ 491,430	\$ 238,639	\$ 730,068	\$ 500,672	\$ 244,983	\$ 745,655	\$ 15,586
Total Billable	\$ 13,325,168	\$ 1,415,422	\$ 14,740,590	\$ 13,607,821	\$ 1,429,519	\$ 15,037,341	\$ 296,751
EDA-Non Billable	\$ 22,989	\$ 27,058	\$ 50,047	\$ 23,666	\$ 128,312	\$ 151,978	\$ 101,931
Grand Total	\$ 13,348,158	\$ 1,442,480	\$ 14,790,638	\$ 13,631,487	\$ 1,557,832	\$ 15,189,319	\$ 398,681

Notes:
Estimates do not include any unforeseen emergencies which may increase estimated charges.
All Departments with (*) include costs associated with new buildings totaling \$299,001.