

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



ITEM
3.32
(ID # 6230)

MEETING DATE:

Tuesday, February 6, 2018

FROM : ECONOMIC DEVELOPMENT AGENCY (EDA):

SUBJECT: ECONOMIC DEVELOPMENT AGENCY (EDA): Proposed FY 2018/19 Hourly Rates for Maintenance Services, All Districts. [\$29,984,893-Department Budgets 100%]

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 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

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 31,233,104	\$ 31,233,104	\$ 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 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.

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 2018/19 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 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 \$2,213,235 with a total of 864,133 square feet including the Gateway Office Building (103,000 sq. ft.), the Indio Law Building (93,340 sq. ft.), the Press Enterprise Church (7,839 sq. ft.), the RUHS Behavior Health Center on County Circle (22,676 sq. ft.), the Roy Wilson Community Center (5,937 sq. ft.), the Lakeland Village Community Center (38,791 sq. ft.), the Cove Waterpark (15,754 sq. ft.), the Dropzone Waterpark (13,446 sq. ft.), Hadley's Warehouse (47,350 sq. ft.), and the John J. Benoit Detention Center (516,000 sq. ft.).

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

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

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 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. These rates have not changed since adopted for use for FY 16/17 and the division will continue 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 Maintenance Services Division Hourly Rates
- FY 2018/19 Estimated Hourly and Direct Charges

RF:HM:MS:SW 6230


Rene Casillas, Internal Audits Chief 1/25/2018


Stephanie Pasi 1/29/2018


Nehini Daska, Principal Management Analyst 1/29/2018

Attachment A

**Proposed EDA FY 2018/19
Maintenance 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>
Maintenance Services Hourly Rate	\$79.02	\$79.02	\$99.58	\$99.63

Attachment B

Proposed Maintenance Services for FY 18/19

Department	FY 17/18 Annual Labor Cost	FY 17/18 Pass Thru	FY 17/18 Labor & Pass Thru Annual Cost	FY 18/19 Annual Labor Cost	FY 18/19 Pass Thru	FY 18/19 Annual Labor & Pass Thru Cost	Inc / (Dec)
Board of Supervisors	\$ 16,199	\$ 3,862	\$ 20,061	\$ 7,428	\$ 1,805	\$ 9,233	\$ (10,828)
Human Resources	\$ 200,158	\$ 47,593	\$ 247,751	\$ 216,436	\$ 51,310	\$ 267,746	\$ 19,995
Assessor-County Clerk-Recorder*	\$ 770,761	\$ 133,776	\$ 904,537	\$ 890,556	\$ 165,280	\$ 1,055,836	\$ 151,299
Auditor-Controller	\$ 170,604	\$ 40,555	\$ 211,159	\$ 154,089	\$ 36,540	\$ 190,629	\$ (20,530)
Treasurer/Tax Collector	\$ 136,468	\$ 32,440	\$ 168,908	\$ 136,546	\$ 32,362	\$ 168,908	\$ -
County Counsel	\$ 35,243	\$ 20,426	\$ 55,669	\$ 35,007	\$ 19,317	\$ 54,324	\$ (1,345)
Registrar of Voters*	\$ -	\$ -	\$ -	\$ 73,331	\$ -	\$ 73,331	\$ 73,331
EDA-Admin	\$ 14,619	\$ 3,794	\$ 18,413	\$ 14,619	\$ 4,796	\$ 19,415	\$ 1,002
WDC	\$ 11,616	\$ 3,008	\$ 14,624	\$ 11,695	\$ 3,803	\$ 15,498	\$ 874
CSA	\$ 21,652	\$ 633	\$ 22,285	\$ 2,450	\$ 800	\$ 3,250	\$ (19,035)
Libraries	\$ 1,942,703	\$ 185,591	\$ 2,128,294	\$ 1,674,197	\$ 231,233	\$ 1,905,430	\$ (222,864)
Museum	\$ 32,556	\$ 23,114	\$ 55,670	\$ 29,553	\$ 25,959	\$ 55,512	\$ (158)
EDA - Aviation	\$ 2,292	\$ 578	\$ 2,870	\$ 2,213	\$ 730	\$ 2,943	\$ 73
EDA - Fair	\$ 2,213	\$ 9,578	\$ 11,791	\$ 2,213	\$ 45,584	\$ 47,797	\$ 36,006
District Attorney	\$ 384,591	\$ 151,141	\$ 535,732	\$ 506,043	\$ 157,208	\$ 663,251	\$ 127,519
Riv Co Dept Child Services	\$ 132,437	\$ 17,630	\$ 150,067	\$ 106,440	\$ 16,807	\$ 123,247	\$ (26,820)
Public Defender*	\$ 804,661	\$ 41,874	\$ 846,535	\$ 588,778	\$ 44,525	\$ 633,303	\$ (213,232)
Sheriff*	\$ 6,928,387	\$ 1,422,413	\$ 8,350,800	\$ 7,485,632	\$ 1,498,121	\$ 8,983,753	\$ 632,953
Probation	\$ 1,709,279	\$ 290,861	\$ 2,000,140	\$ 1,516,867	\$ 387,753	\$ 1,904,620	\$ (95,520)
Emergency Mangement Department	\$ 134,492	\$ 18,277	\$ 152,769	\$ 110,944	\$ 18,823	\$ 129,767	\$ (23,002)
Fire Department	\$ 122,007	\$ 29,562	\$ 151,569	\$ 120,032	\$ 32,743	\$ 152,775	\$ 1,206
Agricultural Commissioner	\$ 91,900	\$ 17,088	\$ 108,988	\$ 88,344	\$ 15,617	\$ 103,961	\$ (5,027)
TLMA-Admin	\$ 76,333	\$ 18,471	\$ 94,804	\$ 83,919	\$ 20,037	\$ 103,956	\$ 9,152
TLMA-Bldg & Safety	\$ 40,221	\$ 9,609	\$ 49,830	\$ 32,240	\$ 7,639	\$ 39,879	\$ (9,951)
TLMA-Planning	\$ 39,352	\$ 9,345	\$ 48,697	\$ 35,164	\$ 8,332	\$ 43,496	\$ (5,201)
TLMA-TRANS	\$ 136,626	\$ 26,755	\$ 163,381	\$ 128,012	\$ 20,882	\$ 148,894	\$ (14,487)
TLMA-Survey	\$ 18,649	\$ 4,433	\$ 23,082	\$ 18,649	\$ 4,421	\$ 23,070	\$ (12)
TLMA-CODE	\$ 57,842	\$ 17,080	\$ 74,922	\$ 52,469	\$ 18,167	\$ 70,636	\$ (4,286)
RUHS Behavioral Health*	\$ 1,993,279	\$ 259,969	\$ 2,253,248	\$ 2,084,469	\$ 326,648	\$ 2,411,117	\$ 157,869
Environmental Health	\$ 143,184	\$ 24,572	\$ 167,756	\$ 116,871	\$ 29,413	\$ 146,284	\$ (21,472)
RUHS Public Health*	\$ 571,709	\$ 110,585	\$ 682,294	\$ 587,275	\$ 134,832	\$ 722,107	\$ 39,813
Dept of Animal Services	\$ 864,161	\$ 126,886	\$ 991,047	\$ 868,349	\$ 184,093	\$ 1,052,442	\$ 61,395
RUHS - FQHC Care Clinics	\$ 636,192	\$ 133,193	\$ 769,385	\$ 544,213	\$ 142,224	\$ 686,437	\$ (82,948)
RUHS	\$ 703,436	\$ 69,220	\$ 772,656	\$ 705,254	\$ 101,940	\$ 807,194	\$ 34,538
DPSS	\$ 867,323	\$ 119,173	\$ 986,496	\$ 788,380	\$ 126,087	\$ 914,467	\$ (72,029)
Dept of Community Action	\$ 948	\$ 186	\$ 1,134	\$ 948	\$ 171	\$ 1,119	\$ (15)
Veteran Services	\$ 46,543	\$ 4,524	\$ 51,067	\$ 42,197	\$ 5,431	\$ 47,628	\$ (3,439)
Cooperative Extension	\$ 23,548	\$ 4,506	\$ 28,054	\$ 23,548	\$ 4,133	\$ 27,681	\$ (373)
FM Admin	\$ 33,189	\$ 22,245	\$ 55,434	\$ 44,349	\$ 17,695	\$ 62,044	\$ 6,610
FM Custodial	\$ 55,472	\$ 11,881	\$ 67,353	\$ 50,178	\$ 9,664	\$ 59,842	\$ (7,511)
FM-REAL ESTATE*	\$ 1,797,387	\$ 394,726	\$ 2,192,113	\$ 2,514,099	\$ 565,206	\$ 3,079,305	\$ 887,192
FM-PARKING	\$ 184,986	\$ 56,936	\$ 241,922	\$ 176,294	\$ 64,958	\$ 241,252	\$ (670)
Purchasing & Fleet	\$ 504,700	\$ 68,706	\$ 573,406	\$ 460,923	\$ 60,013	\$ 520,936	\$ (52,470)
Information Technology	\$ 690,004	\$ 160,478	\$ 850,482	\$ 682,968	\$ 164,843	\$ 847,811	\$ (2,571)
PARKS	\$ 221,335	\$ 5,523	\$ 226,858	\$ -	\$ -	\$ -	\$ (226,858)
Subtotal County Billing	\$ 23,371,257	\$ 4,152,796	\$ 27,524,053	\$ 23,814,181	\$ 4,808,045	\$ 28,622,226	\$ 1,088,173
Superior Court of CA	\$ 106,914	\$ 25,311	\$ 132,225	\$ 114,658	\$ 37,749	\$ 152,407	\$ 20,182
Bankruptcy Court	\$ 238,798	\$ 51,568	\$ 290,366	\$ 216,041	\$ 54,389	\$ 270,430	\$ (19,936)
Coachella Valley Association of Governm	\$ 47,807	\$ 14,228	\$ 62,035	\$ -	\$ -	\$ -	\$ (62,035)
CVVMC	\$ 15,883	\$ 2,988	\$ 18,871	\$ 14,382	\$ 1,387	\$ 15,769	\$ (3,102)
EQ Special Billing*	\$ -	\$ -	\$ -	\$ 474	\$ 291	\$ 765	\$ 765
U.S. District Court	\$ 214,855	\$ 58,102	\$ 272,957	\$ 194,389	\$ 53,927	\$ 248,316	\$ (24,641)
Law Library	\$ 490,714	\$ 153,226	\$ 643,940	\$ 378,664	\$ 205,710	\$ 584,374	\$ (59,566)
Palo Verde	\$ 59,660	\$ 4,957	\$ 64,617	\$ 77,282	\$ 13,324	\$ 90,606	\$ 25,989
Subtotal Non-County / Special Billing	\$ 1,174,631	\$ 310,380	\$ 1,485,011	\$ 996,890	\$ 366,777	\$ 1,363,667	\$ (122,344)
Total Billable	\$ 24,545,888	\$ 4,463,176	\$ 29,009,064	\$ 24,810,071	\$ 5,174,822	\$ 29,984,893	\$ 975,826
EDA-Non Billable	\$ 1,009,009	\$ 180,361	\$ 1,189,370	\$ 991,366	\$ 256,845	\$ 1,248,211	\$ 58,841
Grand Total	\$ 25,554,897	\$ 4,643,537	\$ 30,198,434	\$ 25,801,437	\$ 5,431,667	\$ 31,233,104	\$ 1,034,670

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/service.