

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



ITEM
3.39
(ID # 8837)

MEETING DATE:

Tuesday, January 29, 2019

FROM : ECONOMIC DEVELOPMENT AGENCY (EDA):

SUBJECT: ECONOMIC DEVELOPMENT AGENCY (EDA): Proposed FY2019/20 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 2019/20.

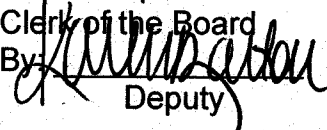
ACTION: Policy

Robert Field, Assistant County Executive Officer/ECD 1/17/2019

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: January 29, 2019
xc: EDA

Kecia Harper
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Department Budgets 100%			Budget Adjustment:	No
			For Fiscal Year:	2019/20

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Economic Development Agency (EDA) is proposing the adoption of hourly rates for FY 2019/20 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 B-28, EDA brings cost recovery rates to the Board of Supervisors for approval and adoption on an annual basis.

The EDA Project Management Office (PMO) operates as a General Support Service (GSS) department 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 divided by the annual estimated billable hours.

The PMO provides several types of services that include 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.

The proposed FY 2019/20 PMO rates has increased from the FY 2018/19 approved rate by an overall average of 5.97% due to the funding of existing positions and increases to benefit costs. The Division has incorporated efficiencies in project delivery services resulting in lower rate impacts. The proposed billable hourly rates will ensure full cost recovery with providing project management and plan check and inspection services.

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 Residents and Businesses

There is no foreseeable impact on residents and businesses.

Additional Fiscal Information

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Rates were held flat for the past three years and the proposed rate increase will ensure full cost recovery for the PMO.

Contract History and Price Reasonableness

Comparisons with prior year rates are provided in Attachment A.

ATTACHMENT:

- Attachment A: FY 2019/20 Proposed Project Management Office Hourly Rates


Rohini Casilla, Principal Management Analyst

1/24/2019


Rene Casillas, Internal Audits Chief

1/18/2019

Attachment A

**Proposed EDA FY 2019/20
Project Management Office Hourly Rates**

	<u>FY 18/19 Current</u>	<u>FY 19/20 Proposed</u>	<u>FY 18/19 Current OT</u>	<u>FY 19/20 Proposed OT</u>
Plan Check & Inspection	\$156.15	\$166.89	\$190.26	\$201.09
Project Management	\$147.33	\$154.80	\$182.40	\$187.91