

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



ITEM
3.41
(ID # 8882)

MEETING DATE:

Tuesday, January 29, 2019

FROM : ECONOMIC DEVELOPMENT AGENCY (EDA):

SUBJECT: ECONOMIC DEVELOPMENT AGENCY (EDA): Proposed FY2019/20 Hourly Rates
for Custodial 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 Custodial Services Division 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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STATE OF CALIFORNIA**

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: [CEO use]

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 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 2019/20 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 2019/20 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 services costs for Benoit Detention Center and Palo Verde Hospital is estimated at \$180,000.

With this annual rate submittal, 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

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

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

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flow. These rates continue to offer departments cost containment strategies while ensuring high levels of services for FY 19/20. 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:

- Attachment A – FY 2019/20 Proposed Custodial Services Division Hourly Rates
- Attachment B – FY 2019/20 Estimated Hourly and Direct Charges

	
Felini Casillo, Principal Management Analyst	Rene Casillas, Internal Audits Chief
1/24/2019	1/18/2019

Attachment A

**Proposed EDA FY 2019/20
Custodial Services Division 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>
Custodial Services Hourly Rate	\$45.63	\$50.16	\$57.42	\$62.82

**Attachment B
Proposed Custodial Services for FY 19/20**

Department	FY 18/19 Budgeted Annual Labor Cost	FY 18/19 Pass Thru	FY 18/19 Budgeted Annual Labor & Pass Thru Cost	FY 19/20 Annual Labor Cost	FY 19/20 Pass Thru	FY 19/20 Annual Labor & Pass Thru Cost	FY 19/20 Annual Labor & Pass Thru Cost	Inc / (Dec)
Assessment Appeals	\$ 26,675	\$ 1,212	\$ 27,887	\$ 31,428	\$ 852	\$ 32,281	\$ 32,281	\$ 4,394
Human Resources	\$ 203,612	\$ 7,814	\$ 211,426	\$ 311,702	\$ 17,690	\$ 329,392	\$ 329,392	\$ 117,965
Assessor-County Clerk-Recorder	\$ 472,464	\$ 25,487	\$ 497,951	\$ 498,332	\$ 40,941	\$ 539,273	\$ 539,273	\$ 41,323
Auditor-Controller	\$ 81,626	\$ 4,988	\$ 86,614	\$ 89,199	\$ 5,952	\$ 95,151	\$ 95,151	\$ 8,536
Treasurer/Tax Collector	\$ 96,789	\$ 5,670	\$ 102,459	\$ 91,174	\$ 7,209	\$ 98,383	\$ 98,383	\$ (4,076)
County Counsel	\$ 51,497	\$ 11,091	\$ 62,588	\$ 57,941	\$ 8,095	\$ 66,036	\$ 66,036	\$ 3,447
EDA Admin	\$ 9,295	\$ 1,630	\$ 10,925	\$ 10,351	\$ 1,498	\$ 11,850	\$ 11,850	\$ 925
CDBG	\$ -	\$ -	\$ -	\$ 1,332	\$ 193	\$ 1,525	\$ 1,525	\$ 1,525
WDC	\$ 7,371	\$ 1,293	\$ 8,664	\$ 9,572	\$ 1,189	\$ 10,761	\$ 10,761	\$ 2,098
Housing Authority	\$ 52,138	\$ 5,642	\$ 57,780	\$ 54,959	\$ 7,626	\$ 62,585	\$ 62,585	\$ 4,805
Library	\$ 4,117	\$ 2,439	\$ 6,556	\$ 7,452	\$ 1,068	\$ 8,520	\$ 8,520	\$ 1,964
Museum	\$ 10,802	\$ 1,856	\$ 12,658	\$ 11,672	\$ 1,020	\$ 12,692	\$ 12,692	\$ 34
EDA Aviation	\$ 1,415	\$ 248	\$ 1,663	\$ 2,343	\$ 339	\$ 2,682	\$ 2,682	\$ 1,019
EDA Fair	\$ 9,931	\$ 768	\$ 10,699	\$ 10,364	\$ 2,917	\$ 13,281	\$ 13,281	\$ 2,582
District Attorney	\$ 444,747	\$ 69,779	\$ 514,526	\$ 564,824	\$ 78,517	\$ 643,341	\$ 643,341	\$ 128,816
Riv Co Dept Child Services	\$ 126,138	\$ 4,217	\$ 130,355	\$ 128,386	\$ 4,222	\$ 132,608	\$ 132,608	\$ 2,253
Public Defender	\$ 204,399	\$ 23,476	\$ 227,875	\$ 253,453	\$ 22,078	\$ 275,531	\$ 275,531	\$ 47,656
Sheriff*	\$ 2,171,551	\$ 352,952	\$ 2,524,503	\$ 2,453,125	\$ 240,787	\$ 2,693,911	\$ 2,693,911	\$ 169,408
Probation	\$ 692,332	\$ 129,671	\$ 822,004	\$ 615,231	\$ 91,989	\$ 707,220	\$ 707,220	\$ (114,784)
Emergency Management Department	\$ 34,291	\$ 898	\$ 35,189	\$ 34,261	\$ 2,326	\$ 36,587	\$ 36,587	\$ 1,398
Fire Department	\$ 158,414	\$ 8,761	\$ 167,175	\$ 184,812	\$ 14,902	\$ 199,714	\$ 199,714	\$ 32,539
Agricultural Commissioner	\$ 48,455	\$ 4,397	\$ 52,852	\$ 23,404	\$ 2,462	\$ 25,866	\$ 25,866	\$ (26,986)
TLMA-Admin	\$ 67,510	\$ 4,429	\$ 71,938	\$ 70,653	\$ 3,258	\$ 73,911	\$ 73,911	\$ 1,972
TLMA-Counter Services	\$ 19,278	\$ 3,908	\$ 23,186	\$ 21,011	\$ 1,758	\$ 22,769	\$ 22,769	\$ (417)
TLMA-Bldg & Safety	\$ 102,682	\$ 5,540	\$ 108,221	\$ 28,156	\$ 2,105	\$ 30,260	\$ 30,260	\$ (77,961)
TLMA-Planning	\$ 41,257	\$ 2,862	\$ 44,118	\$ 41,335	\$ 2,588	\$ 43,923	\$ 43,923	\$ (195)

**Attachment B
Proposed Custodial Services for FY 19/20**

Department	FY 18/19 Budgeted Annual Labor Cost	FY 18/19 Pass Thru	FY 18/19 Budgeted Annual Labor & Pass Thru Cost	FY 19/20 Annual Labor Cost	FY 19/20 Pass Thru	FY 19/20 Annual Labor & Pass Thru Cost	FY 19/20 Annual Labor & Pass Thru Cost	Inc / (Decr)
TLMA-TRANS	\$ 133,305	\$ 9,729	\$ 143,034	\$ 149,088	\$ 16,153	\$ 165,242	\$ 165,242	\$ 22,208
TLMA-Survey	\$ 18,007	\$ 1,418	\$ 19,425	\$ 19,385	\$ 1,409	\$ 20,794	\$ 20,794	\$ 1,369
TLMA-CODE	\$ 45,945	\$ 3,194	\$ 49,139	\$ 45,860	\$ 5,399	\$ 51,259	\$ 51,259	\$ 2,119
RUHS-Behavioral Health	\$ 2,573,643	\$ 160,032	\$ 2,733,675	\$ 2,407,201	\$ 167,022	\$ 2,574,223	\$ 2,574,223	\$ (159,451)
Environmental Health	\$ 142,229	\$ 7,645	\$ 149,874	\$ 140,873	\$ 7,892	\$ 148,765	\$ 148,765	\$ (1,109)
Public Health	\$ 469,075	\$ 24,814	\$ 493,889	\$ 518,364	\$ 33,141	\$ 551,505	\$ 551,505	\$ 57,616
Dept of Animal Services	\$ 15,225	\$ 380	\$ 15,605	\$ 5,513	\$ -	\$ 5,513	\$ 5,513	\$ (10,092)
Health Care System	\$ 617,213	\$ 49,747	\$ 666,960	\$ 336,124	\$ 17,828	\$ 353,952	\$ 353,952	\$ (313,008)
RUHS	\$ 1,512,302	\$ 109,331	\$ 1,621,633	\$ 1,735,555	\$ 150,676	\$ 1,886,231	\$ 1,886,231	\$ 264,598
DPSS	\$ 679,401	\$ 37,214	\$ 716,615	\$ 678,807	\$ 43,592	\$ 722,399	\$ 722,399	\$ 5,784
Registrar of Voters	\$ 77,453	\$ 2,198	\$ 79,651	\$ 70,781	\$ 8,510	\$ 79,291	\$ 79,291	\$ (360)
Dept of Community Action	\$ 509	\$ 36	\$ 545	\$ 375	\$ 16	\$ 392	\$ 392	\$ (153)
Veteran Services	\$ 34,020	\$ 1,190	\$ 35,210	\$ 9,665	\$ 1,629	\$ 11,294	\$ 11,294	\$ (23,916)
Cooperative Extension	\$ 20,879	\$ 1,727	\$ 22,606	\$ 22,913	\$ 1,295	\$ 24,208	\$ 24,208	\$ 1,601
CSA	\$ 1,550	\$ 272	\$ 1,822	\$ 2,093	\$ 303	\$ 2,396	\$ 2,396	\$ 574
Correctional Health*	\$ 73,315	\$ 20,571	\$ 93,885	\$ 89,626	\$ 9,184	\$ 98,810	\$ 98,810	\$ 4,925
EDA FM Admin	\$ 39,819	\$ 3,585	\$ 43,404	\$ 50,482	\$ 10,520	\$ 61,002	\$ 61,002	\$ 17,598
EDA FM Maintenance	\$ 41,072	\$ 6,500	\$ 47,572	\$ 50,617	\$ 11,104	\$ 61,721	\$ 61,721	\$ 14,149
EDA Real Estate	\$ 1,377,611	\$ 110,918	\$ 1,488,529	\$ 1,341,445	\$ 101,928	\$ 1,443,373	\$ 1,443,373	\$ (45,156)
EDA Parking	\$ 97,738	\$ 7,303	\$ 105,041	\$ 103,467	\$ 5,770	\$ 109,237	\$ 109,237	\$ 4,195
Purchasing & Fleet	\$ 198,921	\$ 21,572	\$ 220,493	\$ 153,849	\$ 20,808	\$ 174,657	\$ 174,657	\$ (45,837)
Information Technology	\$ 694,756	\$ 46,158	\$ 740,914	\$ 624,939	\$ 35,021	\$ 659,961	\$ 659,961	\$ (80,954)
Subtotal County Billing	\$ 14,002,776	\$ 1,306,660	\$ 15,309,437	\$ 14,168,497	\$ 1,212,779	\$ 15,376,276	\$ 15,376,276	\$ 66,940

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CAC Annex	\$ 386,487	\$ 16,272	\$ 402,759	\$ 417,397	\$ 19,310	\$ 436,707	\$ 436,707	\$ 33,948
Bankruptcy Court	\$ -	\$ 117,263	\$ 117,263	\$ -	\$ 145,785	\$ 145,785	\$ 145,785	\$ 28,522
RCOE	\$ 15,685	\$ -	\$ 15,685	\$ 14,498	\$ -	\$ 14,498	\$ 14,498	\$ (1,187)
US District Court	\$ -	\$ 109,156	\$ 109,156	\$ -	\$ 133,829	\$ 133,829	\$ 133,829	\$ 24,673
Law Library	\$ 53,081	\$ 1,105	\$ 54,186	\$ 24,163	\$ 5,863	\$ 30,026	\$ 30,026	\$ (24,160)
Palo Verde	\$ 54,702	\$ 1,290	\$ 55,992	\$ 53,344	\$ 1,584	\$ 54,928	\$ 54,928	\$ (1,064)
Subtotal Special Billing	\$ 509,954	\$ 245,086	\$ 755,040	\$ 509,402	\$ 306,370	\$ 815,772	\$ 815,772	\$ 60,732
Total Billable	\$ 14,512,731	\$ 1,551,646	\$ 16,064,377	\$ 14,672,899	\$ 1,519,150	\$ 16,192,048	\$ 16,192,048	\$ 127,671
EDA-Non Billable	\$ 23,666	\$ 128,312	\$ 151,978	\$ 25,328	\$ 12,304	\$ 37,632	\$ 37,632	\$ (114,346)
Grand Total	\$ 14,536,397	\$ 1,679,958	\$ 16,216,355	\$ 14,698,227	\$ 1,531,454	\$ 16,229,681	\$ 16,229,681	\$ 13,326

Notes:

All Departments with (*) include costs associated with new buildings totaling about \$180,000.