

MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



3.1
(MT 11646)

Item 3.1 was deleted from the agenda for Tuesday, January 28, 2020.

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



**ITEM: 3.1
(ID # 11646)**

MEETING DATE:
Tuesday, January 28, 2020

FROM : SUPERVISOR KEVIN JEFFRIES AND SUPERVISOR CHUCK WASHINGTON :

SUBJECT: SUPERVISORS KEVIN JEFFRIES and CHUCK WASHINGTON: Increased Flexibility in Project Management and Contracting for Sheriff's Department

RECOMMENDED MOTION: That the Board of Supervisors:
That the Riverside County Board of Supervisors grant increased flexibility in Project Management and Contracting to the Sheriff's Department by 1) Amending Board Policy H-7 and Board Policy B-11 to add the Sheriff's Department as an "Authorized Entity" for Architectural and Engineering Services and Public Works Contracting, and 2) Authorizing Sheriff Department to use the Easy Indefinite Quantity Contract (EZIQC) and Job Order Contracting (JOC) systems.

ACTION:Policy


Supervisor Kevin Jeffries, Supervisor 1st. District 1/2/2020

MINUTES OF THE BOARD OF SUPERVISORS

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

BACKGROUND:

Summary

The Riverside County Sheriff's Department is by far the largest line item in the General Fund budget, and as such, one of the Sheriff's stated goals is to make the department more efficient and achieve budget savings at every opportunity. To accomplish the Sheriff's vision and meet budget goals set by the Board of Supervisors, he and his executive team continue to review all areas of the department to identify where greater efficiencies can be achieved. While most aspects of their budget are directly within their control, many of the costs passed on to them through the Internal Service Funds (ISF) are not. The Sheriff's Department has estimated the total cost of ISFs to their budget is the equivalent of approximately 70 Deputies.

One of those ISF departments, the Economic Development Agency (EDA), has provided building maintenance, capital project management and janitorial services to county owned buildings occupied by Sheriff's staff. Costs in these EDA controlled areas have increased over 50% since fiscal year 14/15 and have outpaced the BOS approved budget allocation, fiscal year after fiscal year. These cost increases are unsustainable, and not only impact the Department's operating budget but are passed on to their contract city partners as facility rate increases. While many departments have voiced similar concerns in the past, the size of the Sheriff's Department makes them uniquely able to take over some of the services provided by the EDA, and the size of their budget means that tangible savings could result from providing the Department with the flexibility to pursue other options when appropriate.

To do this, the Sheriff needs the ability and flexibility to competitively bid for facilities maintenance, janitorial, and site security contract management services; as well as capital improvement and tenant improvement projects whenever the department feels efficiencies and budget savings can be achieved. This flexibility is not intended to sever the relationship between the Sheriff's Department and EDA, but would allow the Sheriff's Department to look at costs on a project by project or location by location basis. The bids would be compared to the current EDA billing model and to ensure services are competitively priced and provide transparency in the cost and services being performed. When the expertise and economies of scale provided by EDA are more cost or time effective, those jobs and processes would stay with EDA. But when cost efficiencies and time savings can be achieved by handling projects internally, or by contracting directly with a county-approved vendor, they would be free to do so.

To illustrate the need for a competitive process, in FY 18/19 the Department's actual expenditures for building maintenance was approximately \$9 million and based on the current FM billing trend, the Department is expected to pay approximately \$13 million for services this fiscal year, a 40% increase. The substantial increases from EDA from year to year with unclear justifications and transparency to their billing methods, along with project costs, have made it challenging for the department to achieve efficiencies and budget savings. Therefore, the Sheriff needs the ability to have the same purchasing authority as EDA, and have the option of using outside vendors to provide the department with the opportunity to reduce operational

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

costs. The Sheriff also needs the authority to enter into agreements for leases, tenant improvements (including furniture and fixtures) and subcontractors.

The Sheriff's Department currently has a Planning Unit that internally manages all public works projects. This unit has worked closely with EDA on department projects for well over 10 plus years, and in many cases, EDA's role in the process has simply added another level of expensive redundancy and delay in completing a project. If given the authority to manage public works projects, the Sheriff Department's Planning Unit will have the staffing and capability to manage many new projects themselves.

Allowing the Department this flexibility requires revisions to the following Board Policies and authorizing authority:

Board Policy H-7- Architectural and Engineering Services

With regard to the selection of architectural and engineering services, the Sheriff's Department should be added as an "Authorized Entity" as defined in Board Policy H-7. This would allow the Sheriff's Department to select pre-qualified consultants for professional services to assist with public works projects in conformance with Board Policy H-7.

Board Policy B-11- Award of Public Works Contracts Pertaining to County Facilities and Certain Other Improvements

With regard to public works projects, the Sheriff's Department will also need to be added as an "Authorized Entity" as defined in Board Policy B-11. This would allow the Department to provide project management responsibilities for projects within any county structure, building or facility that will be used, occupied or owned by the Sheriff's Department. The Sheriff's Department would adhere to provisions outlined in Board Policies, California Government Code, California Public Contract Code, Uniform Public Construction Cost Accounting Act and other applicable state codes or policies of the county which may govern the approval of projects.

Authorizing Authority

The Board needs to authorize the Sheriff's Department to access and use the Easy Indefinite Quantity Contract (EZIQC) and the Job Order Contracting (JOC) as a possible means to manage and complete public works projects, in accordance with applicable Board policies.

The Board further needs to authorize the Sheriff's Department to utilize County approved pre-qualified Public Works Contractor lists to assist with the completion of approved public works projects, in accordance with applicable Board policies.

Potential Savings to the Sheriff's Department

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

If the Sheriff's Department is given authority to manage their own public works projects the Department estimates potential cost savings would start at \$1,000 (EDA's standard fee for a quote), plus any EDA Project management fees which typically range from 2% to 10%, sometimes as high as 20%, of the overall projects budget. Since the Sheriff's Department typically has in excess of 30 plus public works project in various stages at any given time, the potential savings to the Department would be substantial if given authority to manage their own public works projects.

Impact on Citizens and Businesses:

By empowering the Sheriff's Department with the ability to oversee and manage these services, they may realize significant savings that will allow them to help meet their budget goals and spend money on improving public safety in the community, rather than bureaucracy.