

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



ITEM: 3.48
(ID # 11581)

MEETING DATE:
Tuesday, January 28, 2020

FROM : ECONOMIC DEVELOPMENT AGENCY (EDA):

SUBJECT: ECONOMIC DEVELOPMENT AGENCY (EDA): Proposed FY2020/21 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 2020/21.

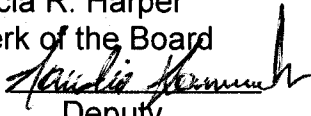
ACTION: Policy

Robert Field, Assistant County Executive Officer/ECD 12/26/2019

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Spiegel 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 28, 2020
xc: EDA

Kecia R. Harper
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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:	2020/21

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Economic Development Agency (EDA) is proposing the adoption of hourly rates for FY 2020/21 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 (CSD) operates as an Internal Service Fund (ISF) and the only source of revenue for this service is charges to customers. The methodology used to derive the custodial hourly rate is the total of direct and indirect costs required to operate the division, divided by the total productive hours. The CSD proposes the attached billable hourly rates for FY 2020/21 to recover costs associated with providing comprehensive custodial services.

The number of hours actually worked at each facility and approved service agreements are the basis for customer billings. Customer billings also include direct expenditures for specific facilities as pass-through costs. Attachment B depicts the estimated financial impact for FY 2020/21 for customer departments, agencies, and other occupants of county facilities. Increases in customer charges from prior year are due to the addition of new buildings or changes in services or square footage allocation.

With this annual rate submittal, EDA has complied with Board policies B-4 and B-28. The Executive Office and the Auditor-Controller's Office have reviewed the proposed rates and methodology.

Impact on Residents and Businesses

The Custodial Services Division is dedicated to providing cleaning services that promote healthier conditions in county buildings. This division will provide cleaning services to county buildings in a manner that is professional and hygienic for the residents and businesses throughout Riverside County.

Additional Fiscal Information

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Limited cash reserves for operations remain available within the fund and the department will continue to monitor cash flow. These rates continue to offer cost containment strategies to departments while ensuring the continuation of high levels of services for FY 2020/21.

Contract History and Price Reasonableness

Attachment B presents comparisons with prior year departmental costs.

Attachments:

- Attachment A – FY 2020/21 Proposed Custodial Services Division Hourly Rates
- Attachment B – FY 2020/21 Estimated Hourly and Direct Charges


Rene Casillas, Internal Audits Chief 1/6/2020


Paul A. Angulo, County Auditor-Controller 1/8/2020


Steven Atkeson 1/14/2020

Attachment A

**Proposed EDA FY 2020/21
Custodial Services Division Hourly Rates**

	<u>FY 19/20 Current</u>	<u>FY 20/21 Proposed</u>	<u>FY 19/20 Current OT</u>	<u>FY 20/21 Proposed OT</u>
Custodial Services Hourly Rate:	\$50.16	\$51.29	\$62.82	\$64.49

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**Attachment B
Proposed Custodial Services for FY 20/21**

Department	FY 19/20 Budgeted Annual Labor Cost	FY 19/20 Budgeted Post. Thr. Annual Cost	FY 19/20 Budgeted Labor & Post. Thr. Annual Cost	FY 20/21 Annual Labor Cost	FY 20/21 Post. Thr. Annual Cost	FY 20/21 Annual Labor & Post. Thr. Cost	FY 20/21 Annual Labor & Post. Thr. Cost
Agricultural Commissioner	\$ 23,404	\$ 2,462	\$ 25,866	\$ 24,654	\$ 984	\$ 25,638	\$ (229)
Assessor-County Clerk-Recorder	\$ 498,332	\$ 40,941	\$ 539,273	\$ 497,065	\$ 38,556	\$ 535,621	\$ (3,652)
Auditor-Controller	\$ 88,199	\$ 5,952	\$ 94,151	\$ 88,593	\$ 7,837	\$ 96,430	\$ 1,279
Board of Supervisors	\$ 31,428	\$ 852	\$ 32,281	\$ 34,977	\$ 1,887	\$ 36,864	\$ 4,583
EDA CDBG	\$ 1,332	\$ 193	\$ 1,525	\$ 2,039	\$ 319	\$ 2,358	\$ 834
CHS	\$ 89,626	\$ 9,184	\$ 98,810	\$ 138,278	\$ 272	\$ 138,550	\$ 39,740
Cooperative Extension	\$ 22,913	\$ 1,295	\$ 24,208	\$ 14,156	\$ 1,490	\$ 15,646	\$ (8,562)
County Counsel	\$ 57,941	\$ 8,095	\$ 66,036	\$ 75,062	\$ 7,798	\$ 82,860	\$ 16,824
CSA	\$ 2,093	\$ 303	\$ 2,396	\$ 2,573	\$ 403	\$ 2,976	\$ 580
Dept of Animal Services	\$ 5,513	\$ -	\$ 5,513	\$ 5,262	\$ -	\$ 5,262	\$ (250)
Dept of Community Action	\$ 375	\$ 16	\$ 392	\$ 450	\$ 19	\$ 469	\$ 78
District Attorney	\$ 564,824	\$ 78,517	\$ 643,341	\$ 722,606	\$ 96,970	\$ 819,577	\$ 176,235
DPSS	\$ 678,807	\$ 43,592	\$ 722,399	\$ 674,535	\$ 47,547	\$ 722,082	\$ (317)
EDA Admin	\$ 10,351	\$ 1,498	\$ 11,850	\$ 11,357	\$ 1,778	\$ 13,135	\$ 1,285
EDA Fair	\$ 10,364	\$ 2,917	\$ 13,281	\$ 12,304	\$ 952	\$ 13,256	\$ (25)
EDA FM Admin	\$ 50,482	\$ 10,520	\$ 61,002	\$ 48,164	\$ 4,376	\$ 52,540	\$ (10,462)
EDA Museum	\$ 11,672	\$ 1,020	\$ 12,692	\$ 12,310	\$ 614	\$ 12,924	\$ 232
EDA-Aviation	\$ 2,343	\$ 339	\$ 2,682	\$ 1,090	\$ 171	\$ 1,261	\$ (1,421)
Emergency Management Department	\$ 34,261	\$ 2,326	\$ 36,587	\$ 32,302	\$ 2,194	\$ 34,496	\$ (2,091)
Environmental Health	\$ 140,873	\$ 7,892	\$ 148,765	\$ 163,311	\$ 13,569	\$ 176,881	\$ 28,116
FIRE	\$ 184,812	\$ 14,902	\$ 199,714	\$ 264,400	\$ 17,630	\$ 282,030	\$ 82,316
FM Energy	\$ -	\$ -	\$ -	\$ 2,312	\$ 362	\$ 2,674	\$ 2,674
FM Maintenance	\$ 50,617	\$ 11,104	\$ 61,721	\$ 42,880	\$ 2,497	\$ 45,377	\$ (16,344)
FM Parking	\$ 103,467	\$ 5,770	\$ 109,237	\$ 91,041	\$ 256	\$ 91,297	\$ (17,940)
FM Real Estate*	\$ 1,341,445	\$ 101,928	\$ 1,443,373	\$ 2,039,830	\$ 137,027	\$ 2,176,856	\$ 733,483
Housing Authority	\$ 54,959	\$ 7,626	\$ 62,585	\$ 56,214	\$ 8,221	\$ 64,435	\$ 1,850
Human Resources	\$ 311,702	\$ 17,690	\$ 329,392	\$ 208,102	\$ 10,235	\$ 218,337	\$ (111,055)
Information Technology	\$ 624,939	\$ 35,021	\$ 659,961	\$ 121,910	\$ 9,710	\$ 131,621	\$ (528,340)
Libraries	\$ 7,452	\$ 1,068	\$ 8,520	\$ 7,244	\$ 3,580	\$ 10,824	\$ 2,304
Probation	\$ 615,231	\$ 91,989	\$ 707,220	\$ 588,390	\$ 88,721	\$ 677,111	\$ (30,109)
Public Defender	\$ 253,453	\$ 22,078	\$ 275,531	\$ 294,691	\$ 38,258	\$ 332,949	\$ 57,418
Purchasing & Fleet	\$ 153,849	\$ 20,808	\$ 174,657	\$ 162,407	\$ 15,135	\$ 177,542	\$ 2,886

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**Attachment B
Proposed Custodial Services for FY 20/21**

Department	FY 19/20 Budgeted Annual Labor Cost	FY 19/20 Budgeted Post Time	FY 19/20 Budgeted Labor & Post Time Annual Cost	FY 20/21 Annual Labor Cost	FY 20/21 Post Time	FY 20/21 Annual Labor & Post Time Cost	FY 20/21 Annual Labor & Post Time Cost	(% / Diff)
Registrar of Voters	\$ 70,781	\$ 8,510	\$ 79,291	\$ 195,047	\$ 13,104	\$ 208,151	\$ 208,151	\$ 128,860
Riv Co Dept Child Services	\$ 128,386	\$ 4,222	\$ 132,608	\$ 126,348	\$ 8,079	\$ 134,427	\$ 134,427	\$ 1,819
Riverside County Transportation Commissi	\$ 375	\$ 16	\$ 392	\$ 62,487	\$ 3,572	\$ 66,059	\$ 66,059	\$ 65,668
RUHS	\$ 1,735,555	\$ 150,676	\$ 1,886,231	\$ 1,900,584	\$ 150,878	\$ 2,051,462	\$ 2,051,462	\$ 165,231
RUHS - Behavioral Health	\$ 2,407,201	\$ 167,022	\$ 2,574,223	\$ 2,547,333	\$ 173,214	\$ 2,720,546	\$ 2,720,546	\$ 146,323
RUHS - FQHC Care Clinics	\$ 336,124	\$ 17,828	\$ 353,952	\$ 376,115	\$ 22,481	\$ 398,596	\$ 398,596	\$ 44,644
RUHS - Public Health	\$ 518,364	\$ 33,141	\$ 551,505	\$ 602,402	\$ 47,187	\$ 649,588	\$ 649,588	\$ 98,083
Sheriff*	\$ 2,453,125	\$ 240,787	\$ 2,693,911	\$ 2,605,566	\$ 280,681	\$ 2,886,247	\$ 2,886,247	\$ 192,336
TLMA	\$ -	\$ -	\$ 73,911	\$ 103,466	\$ 7,972	\$ 111,438	\$ 111,438	\$ 37,528
TLMA-Admin	\$ 70,653	\$ 3,258	\$ 73,911	\$ 72,098	\$ 3,144	\$ 75,242	\$ 75,242	\$ 1,331
TLMA-Bldg & Safety	\$ 28,156	\$ 2,105	\$ 30,260	\$ -	\$ -	\$ -	\$ -	\$ (30,260)
TLMA-CODE	\$ 45,860	\$ 5,399	\$ 51,259	\$ 44,071	\$ 5,379	\$ 49,450	\$ 49,450	\$ (1,809)
TLMA-Counter Services	\$ 21,011	\$ 1,758	\$ 22,769	\$ 11,337	\$ 1,349	\$ 12,686	\$ 12,686	\$ (10,083)
TLMA-Planning	\$ 41,335	\$ 2,588	\$ 43,923	\$ 35,915	\$ 3,717	\$ 39,632	\$ 39,632	\$ (4,291)
TLMA-Survey	\$ 19,385	\$ 1,409	\$ 20,794	\$ 17,425	\$ 1,842	\$ 19,267	\$ 19,267	\$ (1,527)
TLMA-Transportation	\$ 149,088	\$ 16,153	\$ 165,242	\$ 121,076	\$ 9,957	\$ 131,033	\$ 131,033	\$ (34,208)
Treasurer/Tax Collector	\$ 91,174	\$ 7,209	\$ 98,383	\$ 93,297	\$ 11,893	\$ 105,190	\$ 105,190	\$ 6,807
Veteran Services	\$ 9,665	\$ 1,629	\$ 11,294	\$ 9,389	\$ 1,093	\$ 10,482	\$ 10,482	\$ (812)
WDC	\$ 9,572	\$ 1,189	\$ 10,761	\$ 7,039	\$ 1,102	\$ 8,141	\$ 8,141	\$ (2,621)
WRCOG	\$ -	\$ -	\$ -	\$ 26,270	\$ 1,502	\$ 27,772	\$ 27,772	\$ 27,772
Superior County Billing								
CAC Annex	\$ 417,397	\$ 19,310	\$ 436,707	\$ 331,676	\$ 18,979	\$ 350,655	\$ 350,655	\$ (86,052)
Bankruptcy Court	\$ -	\$ 145,785	\$ 145,785	\$ -	\$ 153,579	\$ 153,579	\$ 153,579	\$ 7,794
RCOE	\$ 14,498	\$ -	\$ 14,498	\$ 14,361	\$ 455	\$ 14,816	\$ 14,816	\$ 318
U.S. District Court	\$ -	\$ 133,829	\$ 133,829	\$ -	\$ 138,791	\$ 138,791	\$ 138,791	\$ 4,962
Law Library	\$ 24,163	\$ 5,863	\$ 30,026	\$ 43,135	\$ 1,305	\$ 44,440	\$ 44,440	\$ 14,415
Palo Verde	\$ 53,344	\$ 1,584	\$ 54,928	\$ 42,366	\$ 1,775	\$ 44,140	\$ 44,140	\$ (10,788)
Superior Regional Billing								
EDA Non-Billable	\$ 25,328	\$ 12,304	\$ 37,632	\$ 59,785	\$ 33,893	\$ 93,678	\$ 93,678	\$ 56,046

Notes:
All Departments with (*) include costs associated with new buildings.