

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



**ITEM: 3.49
(ID # 11583)**

MEETING DATE:

Tuesday, January 28, 2020

FROM : ECONOMIC DEVELOPMENT AGENCY (EDA):

SUBJECT: ECONOMIC DEVELOPMENT AGENCY (EDA): Proposed FY2020/21 Hourly Rates
for Maintenance 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 Maintenance Services Division as specified in Attachment A for FY 2020/2021.

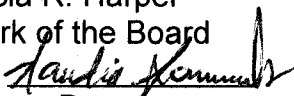
ACTION:Policy

Robert Field, Assistant County Executive Officer/ECD 1/2/2020

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 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 (MSD) operates as an Internal Service Fund (ISF) and must recover its operating costs through charges to customers. The proposed rate request for FY 20/21 includes two rates, one for Maintenance Services and one for Grounds Workers. To calculate the rate, work tasks and hours are separated by maintenance services and grounds work; and direct and indirect costs for each service are combined to arrive at the total costs to run and operate the units within the division. The proposed billable hourly rates for FY 2020/21 will 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 and required materials that are specific to their facilities. The estimated financial impact for FY 2020/21 by customer departments, agencies, and other occupants of county facilities is shown in Attachment B. Increases in customer charges are due to the addition of new buildings or changes in services or square footage allocation. In addition, aging building infrastructure has increased costs to customers along with regulatory compliance and maintenance parts. Regulatory compliance costs are based on adherence to Title 24 California Building Code and Title 19, California Code of Regulations, Section 904.1 (c), requiring repairs and replacement of damaged parts identified during inspections to fulfill standard requirements which include but are not limited to; fire sprinklers, fire pumps, elevators, stairwells, and generators that require licensure and specialized personnel.

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

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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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.

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. The division will continue cost containment strategies while ensuring high levels of services for FY 20/21. 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 2020/21 Proposed Maintenance Services Division Hourly Rates
- Attachment B – FY 2020/21 Estimated Hourly and Direct Charges


Rene Casillas, Internal Audits Chief 1/6/2020


Steven Atkeson 1/14/2020

Attachment A

**Proposed EDA FY 2019/20
Maintenance 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>
Maintenance Worker Rate:	\$84.61	\$84.61	\$104.68	\$104.60
Grounds Worker Rate:	\$59.54	\$61.37	\$73.21	\$75.24

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

Department	FY 19/20 Budgeted Annual Labor Cost	FY 19/20 Budgeted Pass Thru	FY 19/20 Budgeted Labor & Pass Thru Annual Cost	FY 20/21 Annual Labor Cost	FY 20/21 Pass Thru	FY 20/21 Annual Labor & Pass Thru Cost	Inc / (Decr)
Agricultural Commissioner	\$ 71,959	\$ 18,297	\$ 90,256	\$ 47,096	\$ 8,240	\$ 55,336	\$ (34,920)
Assessor-County Clerk-Recorder	\$ 615,791	\$ 209,360	\$ 825,151	\$ 727,443	\$ 298,607	\$ 1,026,050	\$ 200,899
Auditor-Controller	\$ 87,894	\$ 49,231	\$ 137,125	\$ 71,254	\$ 41,725	\$ 112,978	\$ (24,147)
Board of Supervisors	\$ 115,872	\$ 17,776	\$ 133,648	\$ 197,934	\$ 54,663	\$ 252,597	\$ 118,949
CDBG	\$ 1,955	\$ 480	\$ 2,435	\$ 4,338	\$ 1,517	\$ 5,855	\$ 3,420
CHS	\$ 84,676	\$ 48,309	\$ 132,985	\$ 18,400	\$ 93	\$ 18,493	\$ (114,492)
Cooperative Extension	\$ 25,972	\$ 4,750	\$ 30,722	\$ 24,463	\$ 6,975	\$ 31,438	\$ 716
County Counsel	\$ 44,336	\$ 34,138	\$ 78,474	\$ 66,532	\$ 30,310	\$ 96,842	\$ 18,369
CSA	\$ 3,030	\$ 966	\$ 3,996	\$ 5,456	\$ 1,908	\$ 7,365	\$ 3,368
Dept of Animal Services	\$ 823,677	\$ 246,215	\$ 1,069,892	\$ 744,366	\$ 387,471	\$ 1,131,838	\$ 61,945
Dept of Community Action	\$ 1,059	\$ 198	\$ 1,257	\$ 1,018	\$ 290	\$ 1,308	\$ 51
District Attorney	\$ 695,719	\$ 347,480	\$ 1,043,199	\$ 727,376	\$ 411,310	\$ 1,138,685	\$ 95,486
DPSS	\$ 855,541	\$ 183,885	\$ 1,039,426	\$ 972,177	\$ 316,505	\$ 1,288,682	\$ 249,256
EDA-Admin	\$ 14,813	\$ 3,575	\$ 18,388	\$ 24,136	\$ 5,366	\$ 29,502	\$ 11,114
EDA-Aviation	\$ 6,039	\$ 1,375	\$ 7,414	\$ 4,529	\$ 1,848	\$ 6,377	\$ (1,037)
EDA Executive Management	\$ 14,813	\$ 3,575	\$ 18,388	\$ -	\$ 3,075	\$ 3,075	\$ (15,313)
EDA-Fair	\$ 2,776	\$ 5,871	\$ 8,647	\$ 3,474	\$ 5,674	\$ 9,147	\$ 500
EDA Project Management	\$ 2,776	\$ 5,871	\$ 8,647	\$ 400	\$ 59	\$ 460	\$ (8,188)
Emergency Management Department	\$ 34,468	\$ 15,982	\$ 50,450	\$ 97,892	\$ 46,126	\$ 144,018	\$ 93,568
Environmental Health	\$ 150,508	\$ 40,092	\$ 190,600	\$ 139,613	\$ 35,756	\$ 175,369	\$ (15,232)
Film Commission	\$ 150,508	\$ 40,092	\$ 190,600	\$ 94,228	\$ 25,800	\$ 120,028	\$ (70,572)
Fire Department	\$ 212,528	\$ 57,460	\$ 269,988	\$ 298,887	\$ 141,387	\$ 440,275	\$ 170,287
FM-ADMIN	\$ 75,146	\$ 28,451	\$ 103,597	\$ 99,197	\$ 33,599	\$ 132,796	\$ 29,199
FM Custodial	\$ 116,348	\$ 22,098	\$ 138,446	\$ 154,137	\$ 29,041	\$ 183,178	\$ 44,732
FM Energy	\$ 1,642	\$ 582	\$ 2,224	\$ 4,905	\$ 1,715	\$ 6,620	\$ 4,396
FM Real Estate*	\$ 2,204,392	\$ 822,393	\$ 3,026,785	\$ 3,015,078	\$ 1,340,835	\$ 4,355,914	\$ 1,329,129
FM Parking	\$ 436,546	\$ 115,654	\$ 552,200	\$ 346,844	\$ 138,811	\$ 485,654	\$ (66,546)
Human Resources	\$ 151,608	\$ 77,478	\$ 229,086	\$ 140,227	\$ 82,115	\$ 222,342	\$ (6,745)
Information Technology	\$ 637,998	\$ 259,687	\$ 897,671	\$ 259,519	\$ 167,257	\$ 426,775	\$ (470,896)
Libraries	\$ 1,190,744	\$ 230,866	\$ 1,421,610	\$ 1,146,646	\$ 315,798	\$ 1,462,444	\$ 40,835
Museum	\$ 1,354	\$ 19,690	\$ 21,044	\$ 11,259	\$ 7,934	\$ 19,193	\$ (1,851)
Probation	\$ 1,230,564	\$ 449,065	\$ 1,679,629	\$ 1,397,022	\$ 429,285	\$ 1,826,308	\$ 146,679
Public Defender	\$ 416,707	\$ 95,228	\$ 511,935	\$ 286,353	\$ 156,074	\$ 442,426	\$ (69,509)
Purchasing & Fleet	\$ 533,638	\$ 65,832	\$ 599,470	\$ 562,568	\$ 126,775	\$ 689,343	\$ 89,873
Registrar of Voters	\$ 44,002	\$ 28,048	\$ 72,050	\$ 98,279	\$ 87,699	\$ 185,978	\$ 113,928
Riv Co Dept Child Services	\$ 135,733	\$ 25,066	\$ 160,799	\$ 134,875	\$ 26,510	\$ 161,385	\$ 586
Riverside County Transportation Commission	\$ 135,733	\$ 25,066	\$ 160,799	\$ 46,274	\$ 6,004	\$ 52,277	\$ (108,522)

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

Department	FY 19/20 Budgeted Annual Labor Cost	FY 19/20 Budgeted Pass Thru Annual Cost	FY 19/20 Budgeted Labor & Pass Thru Annual Cost	FY 20/21 Annual Labor Cost	FY 20/21 Pass Thru	FY 20/21 Annual Labor & Pass Thru Cost	Inc / (Dec)
RUHS	\$ 695,127	\$ 268,154	\$ 963,281	\$ 773,837	\$ 328,478	\$ 1,102,315	\$ 139,034
RUHS - Behavioral Health	\$ 2,476,990	\$ 488,760	\$ 2,965,750	\$ 2,835,850	\$ 786,338	\$ 3,622,189	\$ 656,439
RUHS - Public Health	\$ 688,217	\$ 173,467	\$ 861,684	\$ 663,282	\$ 206,669	\$ 869,952	\$ 8,268
RUHS - FQHC Care Clinics	\$ 396,181	\$ 120,853	\$ 517,034	\$ 418,288	\$ 128,750	\$ 547,038	\$ 30,004
Sheriff*	\$ 7,741,890	\$ 3,658,497	\$ 11,400,387	\$ 8,627,455	\$ 3,827,273	\$ 12,454,727	\$ 1,054,340
TLMA	\$ -	\$ -	\$ -	\$ 83,437	\$ 43,660	\$ 127,096	\$ 127,096
TLMA-Admin	\$ 56,980	\$ 29,532	\$ 86,512	\$ 72,489	\$ 42,448	\$ 114,937	\$ 28,425
TLMA-Building & Safety	\$ 19,279	\$ 10,819	\$ 30,098	\$ 20,141	\$ 11,794	\$ 31,935	\$ 1,838
TLMA-Code	\$ 64,692	\$ 29,934	\$ 94,626	\$ 60,218	\$ 25,563	\$ 85,781	\$ (8,845)
TLMA-Planning	\$ 25,781	\$ 11,461	\$ 37,242	\$ 27,741	\$ 16,245	\$ 43,986	\$ 6,744
TLMA-Survey	\$ 11,726	\$ 6,756	\$ 18,482	\$ 12,636	\$ 7,399	\$ 20,035	\$ 1,553
TLMA-Transportation	\$ 101,563	\$ 32,330	\$ 133,893	\$ 96,405	\$ 54,179	\$ 150,584	\$ 16,690
Treasurer/Tax Collector	\$ 91,338	\$ 46,016	\$ 137,354	\$ 98,710	\$ 57,803	\$ 156,513	\$ 19,159
Veteran Services	\$ 35,520	\$ 2,122	\$ 37,642	\$ 40,381	\$ 15,040	\$ 55,422	\$ 17,779
WDC	\$ 6,543	\$ 1,573	\$ 8,116	\$ 20,547	\$ 6,057	\$ 26,604	\$ 18,488
WRCOG	\$ 6,543	\$ 1,573	\$ 8,116	\$ -	\$ 1,131	\$ 1,131	\$ (6,985)
Subtotal County Billing	\$ 23,747,336	\$ 8,432,028	\$ 32,179,364	\$ 25,325,611	\$ 10,332,994	\$ 35,658,605	\$ 3,989,342
CAC Annex	\$ 170,922	\$ 179,070	\$ 349,992	\$ -	\$ 88,758	\$ 88,758	\$ (261,233)
Superior Court of CA	\$ 153,780	\$ 61,429	\$ 215,209	\$ 702,393	\$ 159,139	\$ 861,531	\$ 646,322
Bankruptcy Court	\$ 208,990	\$ 96,729	\$ 305,719	\$ -	\$ 46,840	\$ 46,840	\$ (258,879)
Coachella Valley Association of Governments	\$ -	\$ -	\$ -	\$ 10,562	\$ 3,100	\$ 13,662	\$ 13,662
CWVMC	\$ 5,753	\$ 1,596	\$ 7,349	\$ -	\$ 4,825	\$ 4,825	\$ (2,525)
Executive Office	\$ -	\$ -	\$ -	\$ 507,888	\$ 161,510	\$ 669,398	\$ 669,398
U.S. District Court	\$ 201,227	\$ 75,857	\$ 277,084	\$ -	\$ 63,284	\$ 63,284	\$ (213,800)
Law Library	\$ 497,043	\$ 191,709	\$ 688,752	\$ 69,528	\$ 119,934	\$ 189,462	\$ (499,290)
Palo Verde	\$ 89,173	\$ 113,490	\$ 202,663	\$ 50,401	\$ 10,015	\$ 60,416	\$ (142,247)
Subtotal Non-County / Special Billing	\$ 1,328,867	\$ 719,880	\$ 2,048,747	\$ 1,345,774	\$ 637,494	\$ 1,983,268	\$ (665,479)
Total Billable	\$ 25,076,203	\$ 9,151,908	\$ 34,228,111	\$ 26,671,385	\$ 10,970,488	\$ 37,641,873	\$ 3,265,670
EDA-Non Billable	\$ 971,397	\$ 381,780	\$ 1,353,177	\$ 1,620,655	\$ 507,914	\$ 2,128,569	\$ 775,392
Grand Total	\$ 26,047,600	\$ 9,533,688	\$ 35,581,288	\$ 28,292,040	\$ 11,478,402	\$ 39,760,442	\$ 3,841,062

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