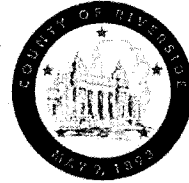


**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.50  
(ID # 11586)**

**MEETING DATE:**  
Tuesday, January 28, 2020

**FROM :** ECONOMIC DEVELOPMENT AGENCY (EDA):

**SUBJECT:** ECONOMIC DEVELOPMENT AGENCY (EDA): Proposed FY2020/21 Hourly Rates  
for Real Estate Services, All Districts. [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve and adopt the proposed productive hourly rates for the Economic Development Agency's Real Estate Division as specified in Attachment A for FY 2020/21.

**ACTION: Policy**


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

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**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**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Department Budgets 100%			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	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 real estate 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 Real Estate Division (RED) operates as an Internal Service Fund (ISF) and must recover its operating costs through charges to customers. Real Estate rates were derived by combining direct and indirect costs to run and operate the division.

The RED provides several types of services, including the acquisition and disposition of real property, property analysis and negotiations, leasing and lease administration and property management services. Requesting customers will be billed the approved hourly rate multiplied by the number of hours worked providing these services, including pre-leasing activities. Leasing services are billed based on the management fee and are applied to the lease amount once an agreement has been executed.

The proposed FY 2020/21 RED leasing rate has slightly increased by less than 1%, and the acquisitions and pre-leasing hourly rate has increased by approximately 4.5%. Evaluation of staffing is necessary to ensure efficiencies and required service delivery. The proposed rates will assist toward full cost recovery in the provision of acquisition and leasing services.

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**

There is no foreseeable impact on residents and businesses.

**Additional Fiscal Information**

The proposed rates will ensure full cost recovery for the RED.



**Contract History and Price Reasonableness**

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STATE OF CALIFORNIA

Comparisons with prior year rates are provided in Attachment A.

ATTACHMENT:

- Attachment A – FY 2020/21 Proposed Real Estate Division Productive Hourly Rates

	
<hr/> Rene Casillas, Internal Audits Chief	<hr/> Paul A. Angulo, County Auditor-Controller
1/6/2020	1/8/2020


<hr/> Steven Atkeson
1/14/2020

**Attachment A**

**Proposed EDA FY 2020/21  
Real Estate Division Productive 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>
Real Estate Services: (Acquisitions & Pre-Leasing)	\$160.63	\$168.58	\$186.57	\$191.86
Leasing Services:	\$4.92%	5.28%		

JAN 28 2020

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