

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



ITEM: 3.9
(ID # 12752)

MEETING DATE:
Tuesday, June 16, 2020

FROM : FACILITIES MANAGEMENT:

SUBJECT: FACILITIES MANAGEMENT (FM): Proposed Revised 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 Department of Facilities Management's Custodial Services Division as specified in Attachment A for FY 2020/21.

ACTION: Policy

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Hewitt, seconded by Supervisor Jeffries 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: June 16, 2020
xc: FM

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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

On January 28, 2020, the Board approved M.O. 3.48 adopting the custodial services hourly rates for FY 2020/21. In February 2020, Facilities Management (FM) underwent a consolidation and reorganization, which resulted in a re-evaluation of FY 20/21 budgets and Internal Service Fund (ISF) rates, and subsequently, the Sheriff's department requested to transfer custodial activity and staff from FM to Sheriff, which resulted in the reduction of nineteen positions. In March 2020, Riverside County declared a public health emergency due to the COVID-19 pandemic. The COVID-19 emergency has resulted in financial uncertainty, and therefore, all departments have been requested to reduce costs. The ISF departments were directed to reduce cost to effectuate a reduction in hourly rates to customer departments.

The Department of Facilities Management is proposing the adoption of revised hourly rates for FY 2020/21. The revised rate includes both potential savings due to consolidation and reorganization of the department, as well as the COVID-19 budget reductions directed by the Executive Office.

Rates are calculated to recover costs associated with the provision of custodial services to 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 FM Custodial Services Division (CSD) operates as an ISF and must recover its operating costs through 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 actual number of hours 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.

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Increases in customer charges from prior year are due to the creation of new departments, the addition of new buildings or changes in services or square footage allocation.

With this rate submittal, FM has complied with Board policies B-4 and B-28. The Executive Office has reviewed the proposed rates and methodology.

Impact on Residents and Businesses

The Custodial Services Division provides 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


The CSD fund has limited cash reserves available and the department will continue to monitor cash flow. The revised 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 the currently approved FY 2020/21 and the prior year departmental costs.

Attachments:

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


Steven Atkeson 6/9/2020

Attachment A

**FY 2020/21 Proposed Revised
FM Custodial Services Division Hourly Rates**

	FY 19/20 Current	FY 20/21 Adopted 01/28/20	FY 20/21 Proposed Revised
Custodial Services Hourly Rate	\$50.16	\$51.29	\$47.72
Custodial Services OT Rate	\$62.82	\$64.49	\$60.00

Proposed Custodial Services for FY 20/21

Department	FY 19/20 Annual Labor Cost	FY 19/20 Pass Thru	FY 19/20 Annual Labor & Pass Thru Cost	FY 20/21 Adopted Annual Labor Cost	FY 20/21 Adopted Pass Thru	FY 20/21 Adopted Annual Labor & Pass Thru Cost	FY 20/21 Revised Annual Labor Cost	FY 20/21 Revised Pass Thru	FY 20/21 Revised Annual Labor & Pass Thru Cost	Variance of Revised from Adopted
Agricultural Commissioner	\$ 23,404	\$ 2,462	\$ 25,866	\$ 24,654	\$ 984	\$ 25,638	\$ 22,928	\$ 984	\$ 23,912	\$ (1,725)
Assessor-County Clerk-Recorder	\$ 498,332	\$ 40,941	\$ 539,273	\$ 497,065	\$ 38,556	\$ 535,621	\$ 462,270	\$ 38,556	\$ 500,826	\$ (34,794)
Auditor-Controller	\$ 89,199	\$ 5,952	\$ 95,151	\$ 88,593	\$ 7,837	\$ 96,430	\$ 82,391	\$ 7,837	\$ 90,228	\$ (6,201)
Board of Supervisors	\$ 31,428	\$ 852	\$ 32,281	\$ 34,977	\$ 1,887	\$ 36,864	\$ 32,529	\$ 1,887	\$ 34,416	\$ (2,448)
EDA CDBG	\$ 1,332	\$ 193	\$ 1,525	\$ 2,039	\$ 319	\$ 2,358	\$ 1,896	\$ 319	\$ 2,215	\$ (143)
CHS	\$ 89,626	\$ 9,184	\$ 98,810	\$ 138,278	\$ 272	\$ 138,550	\$ 128,599	\$ 272	\$ 128,871	\$ (9,680)
Continuum of Care	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 643	\$ 643	\$ 643
Cooperative Extension	\$ 22,913	\$ 1,295	\$ 24,208	\$ 14,156	\$ 1,490	\$ 15,646	\$ 13,165	\$ 1,490	\$ 14,655	\$ (991)
County Counsel	\$ 57,941	\$ 8,095	\$ 66,036	\$ 75,062	\$ 7,798	\$ 82,860	\$ 69,808	\$ 7,798	\$ 77,606	\$ (5,254)
CSA	\$ 2,093	\$ 303	\$ 2,396	\$ 2,573	\$ 403	\$ 2,976	\$ 2,393	\$ 403	\$ 2,796	\$ (180)
Dept of Animal Services	\$ 5,513	\$ -	\$ 5,513	\$ 5,262	\$ -	\$ 5,262	\$ 4,894	\$ -	\$ 4,894	\$ (369)
Dept of Community Action	\$ 375	\$ 16	\$ 392	\$ 450	\$ 19	\$ 469	\$ 419	\$ 19	\$ 438	\$ (32)
District Attorney	\$ 564,824	\$ 78,517	\$ 643,341	\$ 722,606	\$ 96,970	\$ 819,577	\$ 672,024	\$ 96,971	\$ 768,995	\$ (50,582)
DPSS	\$ 678,807	\$ 43,592	\$ 722,399	\$ 674,535	\$ 47,547	\$ 722,082	\$ 627,318	\$ 46,904	\$ 674,222	\$ (47,860)
EDA Admin	\$ 10,351	\$ 1,498	\$ 11,850	\$ 11,357	\$ 1,778	\$ 13,135	\$ 10,562	\$ 1,778	\$ 12,340	\$ (795)
EDA Fair	\$ 10,364	\$ 2,917	\$ 13,281	\$ 12,304	\$ 952	\$ 13,256	\$ 11,443	\$ 952	\$ 12,395	\$ (862)
EDA FM Admin	\$ 50,482	\$ 10,520	\$ 61,002	\$ 46,164	\$ 4,376	\$ 50,540	\$ 42,933	\$ 4,376	\$ 47,309	\$ (3,232)
EDA Museum	\$ 11,672	\$ 1,020	\$ 12,692	\$ 12,310	\$ 614	\$ 12,924	\$ 11,448	\$ 614	\$ 12,062	\$ (862)
EDA-Aviation	\$ 2,343	\$ 339	\$ 2,682	\$ 1,090	\$ 171	\$ 1,261	\$ 1,014	\$ 171	\$ 1,185	\$ (76)
Emergency Management Department	\$ 34,261	\$ 2,326	\$ 36,587	\$ 32,302	\$ 2,194	\$ 34,496	\$ 18,405	\$ 1,857	\$ 20,262	\$ (14,234)
Environmental Health	\$ 140,873	\$ 7,892	\$ 148,765	\$ 163,311	\$ 13,569	\$ 176,881	\$ 151,880	\$ 13,569	\$ 165,449	\$ (11,432)
Executive Office/CAC Annex	\$ 417,397	\$ 19,310	\$ 436,707	\$ 331,676	\$ 18,979	\$ 350,655	\$ 315,092	\$ 18,979	\$ 334,071	\$ (16,584)
FIRE	\$ 184,812	\$ 14,902	\$ 199,714	\$ 264,400	\$ 17,630	\$ 282,030	\$ 257,528	\$ 17,967	\$ 275,495	\$ (6,535)
FM Energy	\$ -	\$ -	\$ -	\$ 2,312	\$ 362	\$ 2,674	\$ 2,150	\$ 362	\$ 2,512	\$ (161)
FM Maintenance	\$ 50,617	\$ 11,104	\$ 61,721	\$ 42,880	\$ 2,497	\$ 45,377	\$ 39,878	\$ 2,497	\$ 42,375	\$ (3,001)
FM Parking	\$ 103,467	\$ 5,770	\$ 109,237	\$ 91,041	\$ 256	\$ 91,297	\$ 84,668	\$ 256	\$ 84,924	\$ (6,373)
FM Real Estate*	\$ 1,341,445	\$ 101,928	\$ 1,443,373	\$ 2,039,830	\$ 137,027	\$ 2,176,856	\$ 1,897,042	\$ 137,026	\$ 2,034,068	\$ (142,788)
Housing Authority	\$ 54,959	\$ 7,626	\$ 62,585	\$ 56,214	\$ 8,221	\$ 64,435	\$ 52,279	\$ 8,221	\$ 60,500	\$ (3,935)
Human Resources	\$ 311,702	\$ 17,690	\$ 329,392	\$ 208,102	\$ 10,235	\$ 218,337	\$ 193,535	\$ 10,235	\$ 203,770	\$ (14,567)
Information Technology	\$ 624,939	\$ 35,021	\$ 659,961	\$ 121,910	\$ 9,710	\$ 131,621	\$ 113,376	\$ 9,710	\$ 123,086	\$ (8,534)
Libraries	\$ 7,452	\$ 1,068	\$ 8,520	\$ 7,244	\$ 3,580	\$ 10,824	\$ 6,737	\$ 3,580	\$ 10,317	\$ (507)
Probation	\$ 615,231	\$ 91,989	\$ 707,220	\$ 588,390	\$ 88,721	\$ 677,111	\$ 547,203	\$ 88,721	\$ 635,924	\$ (41,187)
Public Defender	\$ 253,453	\$ 22,078	\$ 275,531	\$ 294,691	\$ 38,258	\$ 332,949	\$ 274,063	\$ 38,258	\$ 312,321	\$ (20,628)
Purchasing & Fleet	\$ 153,849	\$ 20,808	\$ 174,657	\$ 162,407	\$ 15,135	\$ 177,542	\$ 151,039	\$ 15,135	\$ 166,174	\$ (11,369)
Registrar of Voters	\$ 70,781	\$ 8,510	\$ 79,291	\$ 195,047	\$ 13,104	\$ 208,151	\$ 181,394	\$ 13,104	\$ 194,498	\$ (13,653)
Riv Co Dept Child Services	\$ 128,386	\$ 4,222	\$ 132,608	\$ 126,348	\$ 8,079	\$ 134,427	\$ 117,504	\$ 8,079	\$ 125,583	\$ (8,844)
RUHS	\$ 1,735,555	\$ 150,676	\$ 1,886,231	\$ 1,900,584	\$ 150,878	\$ 2,051,462	\$ 1,782,881	\$ 151,790	\$ 1,934,671	\$ (116,792)
RUHS - Behavioral Health	\$ 2,407,201	\$ 167,022	\$ 2,574,223	\$ 2,547,333	\$ 173,214	\$ 2,720,546	\$ 2,369,020	\$ 173,214	\$ 2,542,234	\$ (178,313)
RUHS - FQHC Care Clinics	\$ 336,124	\$ 17,828	\$ 353,952	\$ 376,115	\$ 22,481	\$ 398,596	\$ 334,449	\$ 21,569	\$ 356,018	\$ (42,577)
RUHS - Public Health	\$ 518,364	\$ 33,141	\$ 551,505	\$ 602,402	\$ 47,187	\$ 649,588	\$ 560,234	\$ 47,187	\$ 607,421	\$ (42,167)

Proposed Custodial Services for FY 20/21

Department	FY 19/20 Annual Labor Cost	FY 19/20 Pass Thru	FY 19/20 Annual Labor & Pass Thru Cost	FY 20/21 Adopted Annual Labor Cost	FY 20/21 Adopted Pass Thru	FY 20/21 Adopted Annual Labor & Pass Thru Cost	FY 20/21 Revised Annual Labor Cost	FY 20/21 Revised Pass Thru	FY 20/21 Revised Annual Labor & Pass Thru Cost	Variance of Revised from Adopted
Sheriff	\$ 2,453,125	\$ 240,787	\$ 2,693,911	\$ 2,605,566	\$ 280,681	\$ 2,886,247	\$ -	\$ -	\$ -	\$ (2,886,247)
TLMA	\$ -	\$ -	\$ 73,911	\$ 103,466	\$ 7,972	\$ 111,438	\$ -	\$ -	\$ -	\$ (111,438)
TLMA-Admin	\$ 70,653	\$ 3,258	\$ 73,911	\$ 72,098	\$ 3,144	\$ 75,242	\$ 78,258	\$ 5,156	\$ 83,414	\$ 8,172
TLMA-Bldg & Safety	\$ 28,156	\$ 2,105	\$ 30,260	\$ -	\$ -	\$ -	\$ 27,026	\$ 2,800	\$ 29,826	\$ 29,826
TLMA-CODE	\$ 45,860	\$ 5,399	\$ 51,259	\$ 44,071	\$ 5,379	\$ 49,450	\$ 40,986	\$ 5,383	\$ 46,369	\$ (3,081)
TLMA-Counter Services	\$ 21,011	\$ 1,758	\$ 22,769	\$ 11,337	\$ 1,349	\$ 12,686	\$ 30,540	\$ 2,758	\$ 33,298	\$ 20,613
TLMA-Planning	\$ 41,335	\$ 2,588	\$ 43,923	\$ 35,915	\$ 3,717	\$ 39,632	\$ 36,673	\$ 3,888	\$ 40,561	\$ 929
TLMA-Survey	\$ 19,385	\$ 1,409	\$ 20,794	\$ 17,425	\$ 1,842	\$ 19,267	\$ 17,808	\$ 1,925	\$ 19,733	\$ 465
TLMA-Transportation	\$ 149,088	\$ 16,153	\$ 165,242	\$ 121,076	\$ 9,957	\$ 131,033	\$ 145,721	\$ 11,450	\$ 157,171	\$ 26,138
Treasurer/Tax Collector	\$ 91,174	\$ 7,209	\$ 98,383	\$ 93,297	\$ 11,893	\$ 105,190	\$ 86,766	\$ 11,893	\$ 98,659	\$ (6,531)
Veteran Services	\$ 9,665	\$ 1,629	\$ 11,294	\$ 9,389	\$ 1,093	\$ 10,482	\$ 8,732	\$ 1,093	\$ 9,825	\$ (657)
WDC	\$ 9,572	\$ 1,189	\$ 10,761	\$ 7,039	\$ 1,102	\$ 8,141	\$ 6,546	\$ 1,102	\$ 7,648	\$ (492)
Total County Billing	\$ 14,580,894	\$ 1,232,090	\$ 15,886,894	\$ 15,638,690	\$ 1,321,421	\$ 16,960,111	\$ 12,127,442	\$ 1,040,738	\$ 13,168,180	\$ (3,791,931)
Bankruptcy Court	\$ -	\$ 145,785	\$ 145,785	\$ -	\$ 153,579	\$ 153,579	\$ -	\$ 153,579	\$ 153,579	\$ -
RCOE	\$ 14,498	\$ -	\$ 14,498	\$ 14,361	\$ 455	\$ 14,816	\$ 13,356	\$ 455	\$ 13,811	\$ (1,005)
U.S. District Court	\$ -	\$ 133,829	\$ 133,829	\$ -	\$ 138,791	\$ 138,791	\$ -	\$ 138,791	\$ 138,791	\$ -
Law Library	\$ 24,163	\$ 5,863	\$ 30,026	\$ 43,135	\$ 1,305	\$ 44,440	\$ 40,115	\$ 1,305	\$ 41,421	\$ (3,019)
Palo Verde	\$ 53,344	\$ 1,584	\$ 54,928	\$ 42,366	\$ 1,775	\$ 44,140	\$ 39,400	\$ 1,775	\$ 41,175	\$ (2,966)
Riverside County Transportation Commission	\$ 375	\$ 16	\$ 392	\$ 62,487	\$ 3,572	\$ 66,059	\$ 58,113	\$ 3,572	\$ 61,685	\$ (4,374)
WRCOG	\$ -	\$ -	\$ -	\$ 26,270	\$ 1,502	\$ 27,772	\$ 24,432	\$ 1,502	\$ 25,933	\$ (1,839)
Subtotal Special Billing	\$ 92,005	\$ 287,060	\$ 379,065	\$ 188,619	\$ 300,979	\$ 489,598	\$ 175,416	\$ 300,979	\$ 476,395	\$ (13,203)
Total Billable	\$ 14,672,899	\$ 1,519,150	\$ 16,265,959	\$ 15,827,310	\$ 1,622,400	\$ 17,449,709	\$ 12,302,858	\$ 1,341,717	\$ 13,644,575	\$ (3,805,134)
EDA Non-Billable	\$ 25,328	\$ 12,304	\$ 37,632	\$ 59,785	\$ 33,893	\$ 93,678	\$ 55,600	\$ 33,893	\$ 89,493	\$ (4,185)
Grand Total	\$ 14,698,227	\$ 1,531,454	\$ 16,303,591	\$ 15,887,094	\$ 1,656,293	\$ 17,543,387	\$ 12,358,458	\$ 1,375,610	\$ 13,734,068	\$ (3,809,319)