

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



ITEM: 3.6
(ID # 14229)

MEETING DATE:
Tuesday, February 02, 2021

FROM : FACILITIES MANAGEMENT:

SUBJECT: FACILITIES MANAGEMENT: Proposed Fiscal Year 21/22 (FY 21/22) Hourly Rates for Custodial Services, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and adopt the proposed hourly rates for FY 21/22 for the Department of Facilities Management Custodial Services Division as specified in Attachment A.

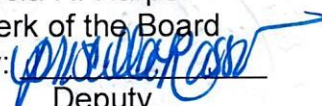
ACTION:

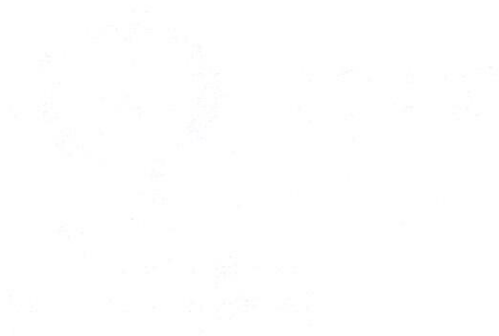

Rose Salgado, Director of Facilities Management 12/30/2020

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Hewitt 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: February 2, 2021
xc: FM

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: 2021/22	

C.E.O. RECOMMENDATION: Approve.

BACKGROUND:

Summary

The Department of Facilities Management (FM) is requesting that the Board adopt the hourly rates for FY 2021/22 for the Custodial Services Division (CSD), as shown in Attachment A. As directed by the Executive Office (EO), FM has developed rate packages that utilize a roll-over ISF/GSS department budget (not including pass-through costs) and keeps user departments costs consistent with approved FY 20/21 charges, as shown on Attachment B.

The actual number of hours worked at each facility and approved service level agreements with customer departments are the basis for billings. Customer billings also include direct expenditures for specific facilities as pass-through costs. With the EO directive of a rollover budget to customer departments, service levels to each department have been evaluated and will be discussed with each customer department.

Attachment B shows the estimated financial impact for FY 2021/22 for customer departments, agencies, and other occupants of county facilities. 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.

The ACO has concerns with the allocation methodology proposed to allocate FM Administration (7200100000) overhead costs to the four FM ISF/GSS departments including Custodial, Maintenance, Real Estate, and Project Management Office. In order for the approval of the rates to move forward, the ACO is agreeable to working with the department to revise the methodology to have a more equitable distribution FM Administration Cost.

The FM- CSD was established in the past with a loan from the General Fund of \$1,240,091. This liability has no obvious re-payment source without raising rates which is not desirable. As we look further into the operations of Facilities this will be included as a part of whatever reorganization will be contemplated over the next year to see if there is a method of repayment. FM has been directed to develop a reorganization plan considering all means to reduce costs and increase services.



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

Impact on Residents and Businesses

The CSD provides cleaning services that promote healthy conditions in county buildings. This division delivers cleaning services to county buildings that comply with hygiene standards to promote sanitary conditions for residents and businesses throughout Riverside County.

Additional Fiscal Information


CSD has limited cash reserves available for operations, and the rates developed using the roll-over budget methodology does not provide enough revenue to provide a 60-day working capital to meet requirements. FM monitors cash flow monthly to determine working capital status.

Contract History and Price Reasonableness

Attachment B presents FY 21/22 customer charges compared with FY 19/20 actuals and FY 20/21 budgets.



Rene Casillas, Internal Audits Chief 1/19/2021



Steven Atkeson 1/26/2021



Venus Brambila 1/27/2021



Attachment A

**Proposed FM FY 2021/22
Custodial Services Division Hourly Rates**

	<u>FY 20/21 Current</u>	<u>FY 21/22 Proposed</u>	<u>FY 20/21 Current OT</u>	<u>FY 21/22 Proposed OT</u>
Custodial Services Hourly Rate:	\$47.72	\$47.72	\$60.00	\$60.16



**Attachment B
Proposed Customer Charges - Custodial Services for FY 21/22**

Department	FY 19/20 Actuals			FY 20/21 Budgeted			FY 21/22 Proposed Customer Cost							
	A	B		C	D		E	F		G	H	I	J	
	Labor Cost	Pass-Through Cost	Total Customer Cost (A+B)	Labor Cost	Pass-Through Cost	Total Customer Cost (D+E)	Labor Cost	Pass-Through Cost	Total Customer Cost (G+H)	Labor Cost	Variance (G-D)	Pass-Through Cost	Total Customer Cost (G+I)	Variance (F-J)
Agricultural Commissioner	\$ 23,101	1,508	24,609	\$ 22,928	\$ 984	\$ 23,912	\$ 22,814	\$ 529	\$ 23,344	\$ (114)	\$ 529	\$ 23,344	\$ (569)	
Assessor-County Clerk-Recorder	\$ 376,514	32,174	410,688	\$ 462,270	\$ 38,556	\$ 500,826	\$ 426,035	\$ 40,484	\$ 466,519	\$ (36,235)	\$ 40,484	\$ 466,519	\$ (34,307)	
Auditor-Controller	\$ 69,926	6,105	76,031	\$ 82,391	\$ 7,837	\$ 90,228	\$ 79,364	\$ 8,229	\$ 87,593	\$ (3,028)	\$ 8,229	\$ 87,593	\$ (2,636)	
BCS Admin	\$ 8,336	2,627	10,963	\$ 10,562	\$ 1,778	\$ 12,340	\$ -	\$ -	\$ -	\$ (10,562)	\$ -	\$ -	\$ (12,340)	
BCS FAIR	\$ 9,718	3,490	13,208	\$ 11,443	\$ 952	\$ 12,395	\$ 9,926	\$ (1,517)	\$ 9,926	\$ (1,517)	\$ 3,665	\$ 13,590	\$ 1,195	
BCS Museum	\$ 10,416	1,026	11,442	\$ 11,448	\$ 614	\$ 12,062	\$ -	\$ -	\$ -	\$ (11,448)	\$ -	\$ -	\$ (12,062)	
Board of Supervisors	\$ 26,261	1,569	27,830	\$ 32,529	\$ 1,887	\$ 34,416	\$ 11,664	\$ (20,865)	\$ 2,375	\$ (20,865)	\$ 2,375	\$ 14,039	\$ (20,377)	
Community Action Partnership (CAP)	\$ 318	19	337	\$ 419	\$ 19	\$ 438	\$ 418	\$ (20)	\$ 438	\$ (20)	\$ 20	\$ 438	\$ -	
Continuum of Care	\$ -	-	-	\$ -	\$ 643	\$ 643	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (643)
Cooperative Extension	\$ 7,048	87	7,135	\$ 13,165	\$ 1,490	\$ 14,655	\$ 10,976	\$ (2,189)	\$ 11,067	\$ (2,189)	\$ 91	\$ 11,067	\$ (3,588)	
Correctional Health Systems*	\$ 113,572	3,516	117,088	\$ 128,599	\$ 272	\$ 128,871	\$ 176,469	\$ 47,870	\$ 180,209	\$ 47,870	\$ 3,740	\$ 180,209	\$ 51,338	
County Counsel	\$ 54,555	7,386	61,941	\$ 69,808	\$ 7,798	\$ 77,606	\$ 69,238	\$ (770)	\$ 77,426	\$ (770)	\$ 8,188	\$ 77,426	\$ (180)	
CSA	\$ 1,889	595	2,484	\$ 2,393	\$ 403	\$ 2,796	\$ -	\$ -	\$ -	\$ (2,393)	\$ -	\$ -	\$ (2,796)	
DCSS	\$ 102,201	5,143	107,344	\$ 117,504	\$ 8,079	\$ 125,583	\$ 114,954	\$ (8,489)	\$ 123,437	\$ (8,489)	\$ 8,483	\$ 123,437	\$ (2,146)	
Department of Animal Services	\$ 1,620	-	1,620	\$ 4,894	\$ -	\$ 4,894	\$ -	\$ -	\$ -	\$ (4,894)	\$ -	\$ -	\$ (4,894)	
District Attorney	\$ 529,383	87,139	616,522	\$ 672,024	\$ 96,971	\$ 768,995	\$ 652,010	\$ (20,013)	\$ 753,830	\$ (20,013)	\$ 101,820	\$ 753,830	\$ (15,165)	
DPSS	\$ 521,600	37,875	559,475	\$ 627,318	\$ 46,904	\$ 674,222	\$ 568,792	\$ (58,526)	\$ 618,041	\$ (58,526)	\$ 49,249	\$ 618,041	\$ (56,180)	
Emergency Management Department*	\$ 26,170	1,377	27,547	\$ 18,405	\$ 1,857	\$ 20,262	\$ 18,598	\$ 194	\$ 20,548	\$ 194	\$ 1,950	\$ 20,548	\$ 287	
Environmental Health	\$ 128,552	9,535	138,087	\$ 151,880	\$ 13,569	\$ 165,449	\$ 146,082	\$ (5,798)	\$ 160,329	\$ (5,798)	\$ 14,247	\$ 160,329	\$ (5,120)	
Executive Office-CAC Annex	\$ 292,571	13,778	306,349	\$ 315,092	\$ 18,979	\$ 334,071	\$ 274,140	\$ (40,952)	\$ 294,068	\$ (40,952)	\$ 19,928	\$ 294,068	\$ (40,003)	
FIRE	\$ 167,966	21,280	189,246	\$ 257,528	\$ 17,967	\$ 275,495	\$ 200,209	\$ (57,319)	\$ 222,553	\$ (57,319)	\$ 22,344	\$ 222,553	\$ (52,942)	
First 5*	\$ -	-	-	\$ -	\$ -	\$ -	\$ 48,345	\$ 1,330	\$ 49,675	\$ 48,345	\$ 1,330	\$ 49,675	\$ 49,675	
FM Admin	\$ 39,930	7,174	47,104	\$ 42,933	\$ 4,376	\$ 47,309	\$ 40,088	\$ (2,845)	\$ 47,621	\$ (2,845)	\$ 7,533	\$ 47,621	\$ 312	
FM Energy	\$ 1,697	535	2,232	\$ 2,150	\$ 362	\$ 2,512	\$ -	\$ -	\$ -	\$ (2,150)	\$ -	\$ -	\$ (2,512)	
FM PMO	\$ -	749	749	\$ -	\$ -	\$ -	\$ 12,000	\$ 1,111	\$ 13,111	\$ 12,000	\$ 1,111	\$ 13,111	\$ 13,111	
FM Maintenance	\$ 31,641	3,293	34,934	\$ 39,878	\$ 2,497	\$ 42,375	\$ 68,843	\$ 28,964	\$ 87,480	\$ 28,964	\$ 18,638	\$ 87,480	\$ 45,105	
FM Parking	\$ 45,490	2,531	48,021	\$ 84,668	\$ 256	\$ 84,924	\$ 85,386	\$ 718	\$ 88,044	\$ 85,386	\$ 2,658	\$ 88,044	\$ 3,119	
FM Real Estate	\$ 1,386,726	112,244	1,498,970	\$ 1,897,042	\$ 137,026	\$ 2,034,068	\$ 1,814,856	\$ (82,186)	\$ 1,958,734	\$ (82,186)	\$ 143,877	\$ 1,958,734	\$ (75,334)	
HHPWS CDBG	\$ 1,497	472	1,969	\$ 1,896	\$ 319	\$ 2,215	\$ -	\$ -	\$ -	\$ (1,896)	\$ -	\$ -	\$ (2,215)	
HHPWS-Housing	\$ 43,945	5,465	49,410	\$ 52,279	\$ 8,221	\$ 60,500	\$ 52,301	\$ 22	\$ 60,933	\$ 52,301	\$ 8,632	\$ 60,933	\$ 433	
Human Resources	\$ 151,166	9,440	160,606	\$ 193,535	\$ 10,235	\$ 203,770	\$ 155,189	\$ (38,346)	\$ 165,935	\$ (38,346)	\$ 10,747	\$ 165,935	\$ (37,895)	
Library	\$ 10,152	972	11,124	\$ 6,737	\$ 3,580	\$ 10,317	\$ -	\$ -	\$ -	\$ (6,737)	\$ -	\$ -	\$ (10,317)	
Probation	\$ 467,236	90,932	558,168	\$ 547,203	\$ 88,721	\$ 635,924	\$ 501,476	\$ (45,727)	\$ 596,955	\$ (45,727)	\$ 95,479	\$ 596,955	\$ (38,969)	
Public Defender	\$ 232,482	34,595	267,077	\$ 274,063	\$ 38,258	\$ 312,321	\$ 264,371	\$ (9,691)	\$ 304,542	\$ (9,691)	\$ 40,171	\$ 304,542	\$ (7,779)	
Purchasing & Fleet	\$ 114,786	15,057	129,843	\$ 151,039	\$ 15,135	\$ 166,174	\$ 153,352	\$ 2,314	\$ 169,622	\$ 2,314	\$ 16,270	\$ 169,622	\$ 3,448	
RCIT	\$ 139,786	9,248	149,034	\$ 113,376	\$ 9,710	\$ 123,086	\$ 75,043	\$ (38,333)	\$ 85,239	\$ (38,333)	\$ 10,196	\$ 85,239	\$ (37,847)	
Registrar of Voters	\$ 150,908	10,927	161,835	\$ 181,394	\$ 13,104	\$ 194,498	\$ 176,905	\$ (4,489)	\$ 190,684	\$ (4,489)	\$ 13,759	\$ 190,684	\$ (3,834)	
RUHS	\$ 1,446,574	140,873	1,587,447	\$ 1,782,881	\$ 151,790	\$ 1,934,671	\$ 1,762,568	\$ (20,313)	\$ 1,921,947	\$ (20,313)	\$ 159,380	\$ 1,921,947	\$ (12,724)	
RUHS - Behavioral Health	\$ 2,019,080	130,920	2,150,000	\$ 2,369,020	\$ 173,214	\$ 2,542,234	\$ 2,345,664	\$ (23,356)	\$ 2,527,539	\$ (23,356)	\$ 181,875	\$ 2,527,539	\$ (14,695)	
RUHS - Community Health Centers	\$ 260,125	20,995	281,120	\$ 334,449	\$ 21,569	\$ 356,018	\$ 304,295	\$ (30,155)	\$ 326,942	\$ (30,155)	\$ 22,647	\$ 326,942	\$ (29,076)	
RUHS - Public Health	\$ 444,553	36,316	480,869	\$ 560,234	\$ 47,187	\$ 607,421	\$ 527,294	\$ (82,321)	\$ 576,841	\$ (82,321)	\$ 49,546	\$ 576,841	\$ (30,580)	
Sheriff	\$ 1,839,681	269,566	2,109,247	\$ -	\$ -	\$ -	\$ 8,231	\$ 8,231	\$ 21,894	\$ 8,231	\$ 13,663	\$ 21,894	\$ 1,894	
TLMA-Admin	\$ 68,021	4,587	72,608	\$ 78,258	\$ 5,156	\$ 83,414	\$ 94,433	\$ 16,175	\$ 99,847	\$ 16,175	\$ 5,414	\$ 99,847	\$ 16,433	
TLMA-Bldg & Safety	\$ 23,349	1,956	25,305	\$ 27,026	\$ 2,800	\$ 29,826	\$ 19,874	\$ (7,152)	\$ 22,814	\$ (7,152)	\$ 2,940	\$ 22,814	\$ (7,012)	
TLMA-Code Enforcement	\$ 30,086	3,370	33,456	\$ 40,986	\$ 5,383	\$ 46,369	\$ 40,506	\$ (480)	\$ 46,158	\$ (480)	\$ 5,652	\$ 46,158	\$ (211)	
TLMA-Counter Services	\$ 18,124	2,148	20,272	\$ 30,540	\$ 2,758	\$ 33,298	\$ 15,469	\$ (15,071)	\$ 18,365	\$ (15,071)	\$ 2,896	\$ 18,365	\$ (14,933)	
TLMA-Planning	\$ 35,087	2,396	37,483	\$ 36,673	\$ 3,888	\$ 40,561	\$ 32,784	\$ (3,889)	\$ 36,866	\$ (3,889)	\$ 4,082	\$ 36,866	\$ (3,695)	
TLMA-Survey	\$ 16,482	1,274	17,756	\$ 17,808	\$ 1,925	\$ 19,733	\$ 16,203	\$ (1,605)	\$ 18,224	\$ (1,605)	\$ 2,021	\$ 18,224	\$ (1,509)	

**Attachment B
Proposed Customer Charges - Custodial Services for FY 21/22**

Department	FY 19/20 Actuals			FY 20/21 Budgeted			FY 21/22 Proposed Customer Cost						
	A		B	C		D	E		F	G	H	I	J
	Labor Cost	Pass-Through Cost	Total Customer Cost (A+B)	Labor Cost	Pass-Through Cost	Total Customer Cost (D+E)	Labor Cost	Pass-Through Cost	Labor Cost Variance (G-D)	Pass-Through Cost	Total Customer Cost (G+I)	Variance (F-J)	
TLMA-Transportation	\$ 128,299	9,627	137,926	\$ 145,721	\$ 11,450	\$ 157,171	\$ 139,937	\$ 12,023	\$ (5,784)	\$ 12,023	\$ 151,960	\$ (5,211)	
TLMA-Aviation	\$ 800	252	1,052	\$ 1,014	\$ 171	\$ 1,185	\$ 4,840	\$ 7	\$ 3,826	\$ 7	\$ 4,847	\$ 3,662	
Treasurer/Tax Collector	\$ 73,011	7,130	80,141	\$ 86,766	\$ 11,893	\$ 98,659	\$ 94,656	\$ 12,488	\$ 7,890	\$ 12,488	\$ 107,144	\$ 8,485	
Veterans Services	\$ 6,370	503	6,873	\$ 8,732	\$ 1,093	\$ 9,825	\$ 8,733	\$ 1	\$ 1	\$ 528	\$ 9,261	\$ (564)	
WDC	\$ 5,167	1,628	6,795	\$ 6,546	\$ 1,102	\$ 7,648	\$ -	\$ -	\$ (6,546)	\$ -	\$ -	\$ (7,648)	
Total County Billing	\$ 11,705,969	\$ 1,773,404	\$ 12,879,373	\$ 12,127,444	\$ 1,040,738	\$ 13,168,182	\$ 11,845,331	\$ 1,130,903	\$ (482,112)	\$ 1,130,903	\$ 12,776,234	\$ (391,948)	
Bankruptcy Court	\$ -	\$ 134,643	\$ 134,643	\$ -	\$ -	\$ 153,579	\$ -	\$ -	\$ -	\$ -	\$ 161,258	\$ 7,679	
Riverside County Office of Education	\$ 16,424	-	\$ 16,424	\$ 13,356	\$ 455	\$ 13,811	\$ 13,362	\$ 6	\$ -	\$ 478	\$ 13,839	\$ 28	
U.S. District Court	\$ -	\$ 122,243	\$ 122,243	\$ -	\$ 138,791	\$ 138,791	\$ -	\$ -	\$ -	\$ 145,730	\$ 145,730	\$ 6,940	
Law Library - Executive Office	\$ 29,424	\$ 1,318	\$ 30,742	\$ 40,115	\$ 1,305	\$ 41,421	\$ 40,085	\$ (31)	\$ (31)	\$ 1,371	\$ 41,455	\$ 35	
Palo Verde	\$ 44,467	\$ 1,589	\$ 46,056	\$ 39,400	\$ 1,775	\$ 41,175	\$ 39,417	\$ 17	\$ (17)	\$ 1,863	\$ 41,280	\$ 105	
Riverside County Transportation Commission	\$ -	\$ -	\$ -	\$ 58,113	\$ 3,572	\$ 61,685	\$ 51,720	\$ (6,393)	\$ (6,393)	\$ 3,751	\$ 55,470	\$ (6,215)	
WRCOG	\$ -	\$ -	\$ -	\$ 24,432	\$ 1,502	\$ 25,933	\$ 21,744	\$ (2,688)	\$ (2,688)	\$ 1,577	\$ 23,321	\$ (2,613)	
Subtotal Special Billing	\$ 90,315	\$ 259,793	\$ 350,108	\$ 175,416	\$ 300,979	\$ 476,395	\$ 166,326	\$ (9,089)	\$ (9,089)	\$ 316,028	\$ 482,354	\$ 5,959	
Total Billable	\$ 11,796,284	\$ 1,433,197	\$ 13,229,481	\$ 12,302,858	\$ 1,341,717	\$ 13,644,577	\$ 11,811,658	\$ (491,202)	\$ (491,202)	\$ 1,446,931	\$ 13,258,588	\$ (385,989)	
FM Non-Billable	\$ -	\$ 42,064	\$ 42,064	\$ 55,600	\$ 33,893	\$ 89,493	\$ 46,652	\$ (8,948)	\$ (8,948)	\$ 60,944	\$ 107,596	\$ 18,103	
Grand Total	\$ 11,796,284	\$ 1,475,261	\$ 13,271,545	\$ 12,358,458	\$ 1,375,610	\$ 13,734,070	\$ 11,858,310	\$ (500,149)	\$ (500,149)	\$ 1,507,874	\$ 13,366,184	\$ (387,886)	

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