

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



ITEM: 3.7
(ID # 14234)

MEETING DATE:
Tuesday, February 02, 2021

FROM : FACILITIES MANAGEMENT:

SUBJECT: FACILITIES MANAGEMENT: Proposed Fiscal Year 21/22 (FY 21/22) Hourly Rates for Maintenance 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 Maintenance 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 Maintenance Services Division (MSD), 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 are due to the creation of new departments, addition of new buildings or changes in square footage allocation. In addition, aging building infrastructure has increased the costs along with regulatory compliance activities and procurement of maintenance repairs for aged building systems. Regulatory compliance costs are based on adherence to such entities as; South Coast Air Quality Management District, Environmental Protection Agency, National Fire Protection Association, Division of Occupational Safety and Health, Title 24 California Building Code and Title 19, California Code of Regulations, with 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.

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

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

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- MSD was established in the past with a loan from the General Fund of \$2,102,000. 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.

Impact on Residents and Businesses

The MSD provides routine maintenance 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

MSD 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
Maintenance Services Division Hourly Rates**

	FY 20/21	FY 21/22
	Current	Proposed
Maintenance Worker Hourly Rate	\$81.26	\$80.78
Maintenance Worker OT Rate	\$101.69	\$110.26
Grounds Worker Hourly Rate	\$58.17	\$56.87
Grounds Worker OT Rate	\$72.79	\$77.61

Attachment B Proposed Customer Charges - Maintenance 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	Labor Cost Variance (G-D)	Pass-Through Cost	Total Customer Cost (G+I)	Variance (F-J)
Agricultural Commissioner	\$ 50,768	\$ 11,711	\$ 62,479	\$ 44,741	\$ 8,240	\$ 52,981	\$ 44,775	\$ 33	\$ 5,113	\$ 49,888	\$ (3,094)
Assessor-County Clerk-Recorder	\$ 537,987	\$ 325,196	\$ 863,183	\$ 625,603	\$ 284,209	\$ 909,812	\$ 522,689	\$ (102,913)	\$ 325,196	\$ 847,885	\$ (61,926)
Auditor-Controller	\$ 53,795	\$ 46,237	\$ 100,032	\$ 67,691	\$ 41,725	\$ 109,416	\$ 53,262	\$ (14,429)	\$ 46,237	\$ 99,499	\$ (9,917)
BCS-Admin	\$ -	\$ -	\$ -	\$ 22,929	\$ 8,441	\$ 31,370	\$ -	\$ (22,929)	\$ -	\$ -	\$ (31,370)
BCS Fair	\$ 1,992	\$ 5,023	\$ 7,015	\$ 3,300	\$ 5,673	\$ 8,973	\$ -	\$ (3,300)	\$ -	\$ -	\$ (8,973)
Board of Supervisors	\$ 41,056	\$ 21,252	\$ 62,308	\$ 78,158	\$ 14,426	\$ 92,584	\$ 24,631	\$ (53,527)	\$ 21,252	\$ 45,883	\$ (46,701)
Clerk of the Board	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cooperative Extension	\$ 21,711	\$ 5,472	\$ 27,183	\$ 23,240	\$ 6,975	\$ 30,215	\$ 20,781	\$ (2,458)	\$ 6,609	\$ 27,390	\$ (2,825)
Correctional Health Services	\$ 85,685	\$ 56,364	\$ 142,049	\$ 69,663	\$ 3,493	\$ 73,156	\$ 87,831	\$ 18,167	\$ 56,364	\$ 144,195	\$ 71,038
County Counsel	\$ 60,156	\$ 34,980	\$ 95,136	\$ 63,205	\$ 30,310	\$ 93,515	\$ 57,754	\$ (5,451)	\$ 32,400	\$ 90,154	\$ (3,361)
CSA	\$ 3,142	\$ 590	\$ 3,732	\$ 5,183	\$ 1,908	\$ 7,091	\$ -	\$ (5,183)	\$ -	\$ -	\$ (7,091)
Dept of Animal Services	\$ 671,095	\$ 300,977	\$ 972,072	\$ 707,148	\$ 387,471	\$ 1,094,619	\$ 677,443	\$ (29,705)	\$ 387,471	\$ 1,064,914	\$ (29,705)
Dept of Community Action	\$ 903	\$ 228	\$ 1,131	\$ 967	\$ 290	\$ 1,257	\$ 865	\$ (103)	\$ 275	\$ 1,139	\$ (118)
District Attorney	\$ 694,377	\$ 478,912	\$ 1,173,289	\$ 691,007	\$ 411,310	\$ 1,102,317	\$ 649,438	\$ (41,599)	\$ 460,346	\$ 1,109,784	\$ 7,467
DPSS	\$ 859,222	\$ 323,235	\$ 1,182,457	\$ 874,432	\$ 305,192	\$ 1,179,624	\$ 704,395	\$ (170,038)	\$ 358,632	\$ 1,063,027	\$ (116,598)
Emergency Management Department*	\$ 84,072	\$ 49,609	\$ 133,681	\$ 35,019	\$ 21,586	\$ 56,605	\$ 108,268	\$ 73,249	\$ 118,962	\$ 227,230	\$ 170,625
Environmental Health	\$ 138,075	\$ 39,318	\$ 177,393	\$ 132,632	\$ 35,756	\$ 168,388	\$ 139,385	\$ 6,753	\$ 39,318	\$ 178,703	\$ 10,315
Executive Office	\$ -	\$ -	\$ -	\$ 166,629	\$ 161,510	\$ 328,139	\$ 37,192	\$ (129,437)	\$ 22,917	\$ 60,109	\$ (268,030)
Film Commission	\$ 23,936	\$ -	\$ 23,936	\$ 89,517	\$ 25,800	\$ 115,317	\$ -	\$ (89,517)	\$ -	\$ -	\$ (115,317)
Fire	\$ 309,161	\$ 79,020	\$ 388,181	\$ 341,921	\$ 165,927	\$ 507,848	\$ 300,589	\$ (41,332)	\$ 165,927	\$ 466,516	\$ (41,332)
First 5*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,735	\$ 41,735	\$ 12,826	\$ 54,561	\$ 54,561
FM ADMIN	\$ 110,207	\$ 45,787	\$ 155,994	\$ 94,237	\$ 33,599	\$ 127,836	\$ 94,944	\$ 707	\$ 45,787	\$ 140,731	\$ 12,895
FM Custodial	\$ 84,430	\$ 25,771	\$ 110,201	\$ 146,430	\$ 29,041	\$ 175,471	\$ 73,505	\$ (72,925)	\$ 21,840	\$ 95,345	\$ (80,126)
FM Energy	\$ 2,812	\$ 530	\$ 3,342	\$ 4,660	\$ 1,715	\$ 6,375	\$ -	\$ (4,660)	\$ -	\$ -	\$ (6,375)
FM Parking	\$ 258,404	\$ 195,787	\$ 454,191	\$ 329,502	\$ 138,811	\$ 468,313	\$ 321,795	\$ (7,707)	\$ 220,812	\$ 542,607	\$ 74,294
FM PMO	\$ 19,686	\$ 4,299	\$ 23,985	\$ 380	\$ 59	\$ 439	\$ 35,091	\$ 34,711	\$ 7,785	\$ 42,876	\$ 42,437
FM Real Estate	\$ 2,117,834	\$ 1,163,392	\$ 3,281,226	\$ 2,857,806	\$ 1,338,778	\$ 4,196,584	\$ 2,200,551	\$ (657,255)	\$ 1,459,555	\$ 3,660,106	\$ (536,478)
HHPWS- CoC	\$ -	\$ -	\$ -	\$ 49,136	\$ 11,313	\$ 60,449	\$ 32,496	\$ (16,640)	\$ 11,313	\$ 43,809	\$ (16,640)
HHPWS-CDBG	\$ 2,487	\$ 469	\$ 2,956	\$ 4,121	\$ 1,517	\$ 5,638	\$ -	\$ (4,121)	\$ -	\$ -	\$ (5,638)
Human Resources	\$ 121,615	\$ 94,063	\$ 215,678	\$ 133,216	\$ 82,115	\$ 215,331	\$ 108,863	\$ (24,352)	\$ 94,063	\$ 202,926	\$ (12,404)
Information Technology	\$ 226,879	\$ 121,349	\$ 348,228	\$ 246,543	\$ 167,257	\$ 413,800	\$ 173,591	\$ (72,952)	\$ 165,257	\$ 338,848	\$ (74,952)
Libraries	\$ 1,090,001	\$ 282,093	\$ 1,372,094	\$ 1,089,314	\$ 315,798	\$ 1,405,112	\$ 1,088,552	\$ (762)	\$ 374,685	\$ 1,463,237	\$ 58,125
Museum	\$ 4,060	\$ 1,167	\$ 5,227	\$ 10,696	\$ 7,934	\$ 18,630	\$ -	\$ (10,696)	\$ -	\$ -	\$ (18,630)
Probation	\$ 1,184,617	\$ 557,177	\$ 1,741,794	\$ 1,327,171	\$ 429,285	\$ 1,756,456	\$ 1,206,339	\$ (120,832)	\$ 513,454	\$ 1,719,793	\$ (36,663)
Public Defender	\$ 244,268	\$ 210,738	\$ 455,006	\$ 272,035	\$ 156,074	\$ 428,109	\$ 229,551	\$ (42,484)	\$ 190,209	\$ 419,760	\$ (8,349)
Purchasing & Fleet	\$ 435,095	\$ 84,570	\$ 519,665	\$ 534,440	\$ 126,775	\$ 661,215	\$ 394,089	\$ (140,351)	\$ 81,500	\$ 475,589	\$ (185,626)
Registrar of Voters	\$ 140,828	\$ 70,214	\$ 211,042	\$ 158,833	\$ 102,097	\$ 260,930	\$ 138,820	\$ (20,014)	\$ 102,097	\$ 240,917	\$ (20,014)
Riv Co Dept Child Services	\$ 106,625	\$ 27,347	\$ 133,972	\$ 128,131	\$ 26,510	\$ 154,641	\$ 105,917	\$ (22,214)	\$ 27,347	\$ 133,264	\$ (21,377)

Attachment B

Proposed Customer Charges - Maintenance 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	Labor Cost Variance (G-D)	Pass-Through Cost	Total Customer Cost (G+I)	Variance (F-J)
RUHS - Behavioral Health	\$ 697,323	\$ 365,197	\$ 1,062,520	\$ 735,145	\$ 328,735	\$ 1,063,880	\$ 873,074	\$ 137,929	\$ 358,735	\$ 1,231,809	\$ 167,929
RUHS - Public Health	\$ 2,154,462	\$ 849,847	\$ 3,004,309	\$ 2,684,380	\$ 786,283	\$ 3,470,663	\$ 2,723,420	\$ 39,040	\$ 1,243,851	\$ 3,967,271	\$ 496,608
RUHS - Community Health Centers	\$ 682,947	\$ 248,232	\$ 929,179	\$ 630,118	\$ 206,669	\$ 836,787	\$ 717,920	\$ 87,202	\$ 246,232	\$ 964,152	\$ 127,365
Sheriff	\$ 428,237	\$ 146,095	\$ 574,332	\$ 397,374	\$ 128,493	\$ 525,867	\$ 436,599	\$ 39,225	\$ 146,095	\$ 582,694	\$ 56,827
TLMA	\$ 6,981,994	\$ 3,266,480	\$ 10,248,474	\$ 7,236,451	\$ 3,827,420	\$ 11,063,871	\$ 7,145,762	\$ (90,689)	\$ 3,707,791	\$ 10,853,553	\$ (210,318)
TLMA-Admin	\$ -	\$ -	\$ -	\$ 24,579	\$ 14,028	\$ 38,607	\$ -	\$ (24,579)	\$ -	\$ -	\$ (38,607)
TLMA-Aviation	\$ 69,009	\$ 59,429	\$ 128,438	\$ 55,946	\$ 29,502	\$ 85,448	\$ 111,592	\$ 55,646	\$ 59,429	\$ 171,021	\$ 85,573
TLMA-Building & Safety	\$ 5,048	\$ 1,112	\$ 6,160	\$ 4,303	\$ 1,848	\$ 6,151	\$ 2,667	\$ (1,636)	\$ 2,756	\$ 5,423	\$ (728)
TLMA-Code Enforcement	\$ 15,201	\$ 13,064	\$ 28,265	\$ 14,359	\$ 7,760	\$ 22,119	\$ 16,351	\$ 1,991	\$ 10,525	\$ 26,876	\$ 4,757
TLMA-Counter Services	\$ 49,778	\$ 24,874	\$ 74,652	\$ 42,886	\$ 18,107	\$ 60,993	\$ 57,750	\$ 14,864	\$ 18,107	\$ 75,857	\$ 14,864
TLMA-Planning	\$ 15,598	\$ 15,260	\$ 30,858	\$ -	\$ -	\$ -	\$ 13,333	\$ 13,333	\$ 8,583	\$ 21,916	\$ 21,916
TLMA-Survey	\$ 20,956	\$ 18,013	\$ 38,969	\$ 19,778	\$ 10,690	\$ 30,468	\$ 20,982	\$ 1,204	\$ 18,013	\$ 38,995	\$ 8,527
TLMA-Transportation	\$ 9,546	\$ 8,205	\$ 17,751	\$ 9,008	\$ 4,869	\$ 13,877	\$ 9,474	\$ 466	\$ 6,098	\$ 15,572	\$ 1,695
Treasurer/Tax Collector	\$ 154,294	\$ 84,342	\$ 238,636	\$ 100,464	\$ 40,658	\$ 141,122	\$ 153,713	\$ 53,249	\$ 38,751	\$ 192,464	\$ 51,342
Veterans Services	\$ 74,507	\$ 64,037	\$ 138,544	\$ 93,775	\$ 57,803	\$ 151,578	\$ 73,753	\$ (20,021)	\$ 64,037	\$ 137,790	\$ (13,787)
WDC	\$ 29,226	\$ 1,321	\$ 30,547	\$ 38,362	\$ 15,040	\$ 53,402	\$ 23,126	\$ (15,236)	\$ 1,310	\$ 24,436	\$ (28,966)
Subtotal County Billing	\$ 12,201	\$ 1,614	\$ 13,815	\$ 19,520	\$ 6,057	\$ 25,577	\$ -	\$ (19,520)	\$ -	\$ -	\$ (25,577)
Superior Court of CA	\$ 21,187,307	\$ 9,827,999	\$ 31,015,306	\$ 23,536,085	\$ 10,372,882	\$ 33,908,967	\$ 22,064,652	\$ (1,481,434)	\$ 11,305,863	\$ 33,360,515	\$ (648,453)
CAC Annex	\$ 152,457	\$ 164,737	\$ 317,194	\$ 667,273	\$ 159,139	\$ 826,412	\$ 526,186	\$ (141,087)	\$ 265,768	\$ 791,954	\$ (34,458)
Bankruptcy Court	\$ 95,623	\$ 85,043	\$ 180,666	\$ 153,838	\$ 95,893	\$ 249,731	\$ 105,629	\$ (48,209)	\$ 107,448	\$ 213,077	\$ (36,654)
Coachella Valley Association of Govt	\$ 158,345	\$ 69,163	\$ 227,508	\$ 133,383	\$ 46,840	\$ 180,223	\$ 177,073	\$ 43,690	\$ 306,312	\$ 483,386	\$ 303,163
CVVMC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
U.S. District Court	\$ 5,220	\$ 2,977	\$ 8,197	\$ 9,981	\$ 4,825	\$ 14,806	\$ 6,315	\$ (3,666)	\$ 8,091	\$ 14,406	\$ (400)
Law Library	\$ 139,997	\$ 86,299	\$ 226,296	\$ 182,482	\$ 63,284	\$ 245,766	\$ 161,286	\$ (21,196)	\$ 86,299	\$ 247,585	\$ 1,819
Palo Verde	\$ 400,208	\$ 298,679	\$ 698,887	\$ 66,052	\$ 119,934	\$ 185,986	\$ 70,783	\$ 4,731	\$ 298,679	\$ 369,462	\$ 183,477
Subtotal Non-County / Special Billing	\$ 31,430	\$ 20,864	\$ 52,294	\$ 47,881	\$ 10,015	\$ 57,896	\$ 34,855	\$ (13,026)	\$ 23,740	\$ 58,595	\$ 699
Total Billable	\$ 983,280	\$ 727,762	\$ 1,711,042	\$ 1,260,890	\$ 499,929	\$ 1,760,818	\$ 1,082,128	\$ (178,762)	\$ 1,096,337	\$ 2,178,465	\$ 417,646
FM Non-Billable	\$ 22,170,587	\$ 10,555,761	\$ 32,726,348	\$ 24,796,975	\$ 10,872,811	\$ 35,669,786	\$ 23,136,779	\$ (1,660,196)	\$ 12,402,200	\$ 35,538,980	\$ (130,806)
Grand Total	\$ 1,428,397	\$ 846,487	\$ 2,274,884	\$ 1,539,622	\$ 507,914	\$ 2,047,537	\$ 881,394	\$ (658,228)	\$ 348,917	\$ 1,230,311	\$ (817,226)
	\$ 23,598,985	\$ 11,402,248	\$ 35,001,233	\$ 26,336,597	\$ 11,380,725	\$ 37,717,322	\$ 24,018,173	\$ (2,318,424)	\$ 12,751,118	\$ 36,769,291	\$ (948,032)

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

Attachment A

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

	FY 20/21 Current	FY 21/22 Proposed
Maintenance Worker Hourly Rate	\$81.26	\$80.78
Maintenance Worker OT Rate	\$101.69	\$99.52
Grounds Worker Hourly Rate	\$58.17	\$56.87
Grounds Worker OT Rate	\$72.79	\$70.05



Rose Salgado
Director of Facilities Management

DATE: February 2, 2021
TO: Executive Office/Board of Supervisors
FROM: Rose Salgado, Director of Facilities Management
SUBJECT: February 2, 2021 Board Agenda Item 3.7 Revision of Attachment A

In response to an inquiry of Item 3.7 *Proposed Fiscal Year 21/22 Hourly Rates for Maintenance Services*, Facilities Management is submitting a revision of "Attachment A" presenting reduced proposed overtime rates.

	FY20/21	FY 21/22	FY21/22	Overtime
	Current	Proposed	Proposed	Rate
			(Revised 2-2-21)	Reduction
Maintenance Worker Hourly Rate	\$ 81.26	\$ 80.78	\$ 80.78	\$ -
Maintenance Worker OT Rate	\$ 101.69	\$ 110.26	\$ 99.52	\$ (10.74)
Grounds Worker Hourly Rate	\$ 58.17	\$ 56.87	\$ 56.87	\$ -
Grounds Worker OT Rate	\$ 72.79	\$ 77.61	\$ 70.05	\$ (7.56)

The Executive Office and Auditor Controller are in support of these changes.

I am available to answer any questions regarding this matter.

Sincerely,

Rose Salgado
Director of Facilities Management

Attachments

1. Revised Attachment A

Facilities Management
3133 Mission Inn Ave.
Riverside CA 92507
Main Line: 951.955.3345 Fax: 951.955.4828
Facilities Emergency 24-Hour Line: 951.955.4850

Project Management Office
Maintenance & Custodial
Real Estate & Parking
Administration
Energy