

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



ITEM: 3.10
(ID # 17993)

MEETING DATE:
Tuesday, January 25, 2022

FROM : FACILITIES MANAGEMENT:

SUBJECT: FACILITIES MANAGEMENT: Approval of FY 22/23 Facilities Management Custodial and Maintenance Internal Service Rate Allocation, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Facilities Management Custodial and Maintenance Internal Service rate allocation for FY 22/23 as shown in Attachment A.

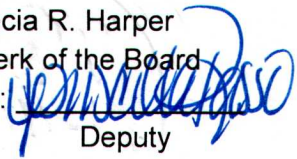
ACTION:Policy


Rose Saigado, Director of Facilities Management 12/17/2021

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel seconded by Supervisor Washington 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 25, 2022
xc: FM

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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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: 22/23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Facilities Management Custodial Services Division (CSD) is composed of highly skilled team members and vendors who are committed to providing professional and comprehensive custodial services. The primary goal of CSD is to provide a clean, safe, and sanitary environment for county employees and partner agencies, customers, visitors, and the public. The Maintenance Services Division (MSD) maintains county building infrastructure in excess of 8.2 million square feet. MSD professionals perform over 42,000 corrective, preventive, predictive and regulatory compliance maintenance activities annually in 320 diverse buildings spanning 7,200 square miles. Service Level Agreements will continue to be provided to County departments outlining the basic services performed within the proposed cost each year.

As part of the new Facilities Management (FM) transformation and to provide customer departments with simplified billing and predictable costs, FM has proposed a new methodology for allocating costs to customers for custodial and maintenance services. As directed by the Executive Office (EO), FM has developed customer allocations for both CSD and MSD that utilize a rollover budget (not including special project pass-through costs) and keeps user department costs consistent with the approved FY 21/22 budget. The direct costs of these two divisions will be billed to departments on a 1/12 basis beginning FY 22/23. As such, FM is presenting combined CSD and MSD customer allocations for FY 22/23 as shown in Attachment A.

Attachment A shows the estimated financial impact for FY 22/23 for customer departments, agencies, and other occupants of county facilities. Changes in customer charges are due to the addition of new buildings or approved occupancy changes. In previous years, MSD was not fully recovering costs for services provided to vacant facilities. These costs will now be allocated across all county departments based on overall customer budgets. Special requests or unplanned emergency costs will be billed separately and pre-approved by county departments.

Additional Fiscal Information

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The CSD and MSD have limited cash reserves available for operations and do not currently meet the working capital requirements. FM will continue to monitor opportunities to reduce costs, increasing services, and meet working capital requirements.

Impact on Residents and Businesses

The CSD and MSD provides cleaning and routine maintenance services that promote healthy conditions in county buildings. The divisions deliver services to county buildings that comply with hygiene standards to promote safe and sanitary conditions for residents and businesses throughout Riverside County.


Rene Casillas, Internal Audits Chief 1/4/2022

Facilities Management FY 22/23 Department Allocation (MSD and CSD)
Summary by Department

ATTACHMENT A

Department	FY 20/21 Actual Total	FY 20/21 Budget Total	FY 21/22 Budget Total	Flat FY 22/23	Adjustment	2-Year Adjustment	Percentage of 2-Year average	FY 22/23 FM Allocation	Vacant Space Allocation	Notes
AGRICULTURAL COMMISSIONER	\$ 57,359	\$ 76,893	\$ 73,232	\$ 73,232		\$ 73,232	0.15%	\$ 74,415	\$ 1,183	
ASSESSOR	\$ 986,833	\$ 1,410,639	\$ 1,314,398	\$ 1,314,398	\$ (89,735)	\$ 1,224,663	2.55%	\$ 1,244,441	\$ 19,778	Moved out of the CAC 5th Floor and moving into approx. half of CAC 2nd Floor
AUDITOR-CONTROLLER	\$ 131,279	\$ 199,645	\$ 187,089	\$ 187,089		\$ 187,089	0.39%	\$ 190,110	\$ 3,021	
BOARD OF SUPERVISORS	\$ 92,385	\$ 127,001	\$ 45,139	\$ 45,139	\$ 40,931	\$ 86,070	0.18%	\$ 87,460	\$ 1,390	FY 21/22 budget was low. FY 21/22 actuals are trending like prior year expenses
BUILDING & SAFETY	\$ 42,821	\$ 51,945	\$ 51,915	\$ 51,915		\$ 51,915	0.11%	\$ 52,753	\$ 838	
CHILDREN & FAM FIRST	\$ 82,613	\$ 198,205	\$ 104,238	\$ 104,238		\$ 104,238	0.22%	\$ 105,921	\$ 1,683	
CODE ENFORCEMENT	\$ 108,251	\$ 107,361	\$ 99,400	\$ 99,400	\$ 3,981	\$ 103,381	0.22%	\$ 105,051	\$ 1,670	Added Location in Lakeland Village, expected to need additional space
COOPERATIVE EXTENSION	\$ 35,944	\$ 44,870	\$ 38,458	\$ 38,458		\$ 38,458	0.08%	\$ 39,079	\$ 621	
COUNTY AIRPORTS	\$ 5,363	\$ 7,335	\$ 7,395	\$ 7,395		\$ 7,395	0.02%	\$ 7,514	\$ 119	
COUNTY COUNSEL	\$ 136,414	\$ 170,306	\$ 154,096	\$ 154,096		\$ 154,096	0.32%	\$ 156,585	\$ 2,489	
COUNTY SERVICE AREAS	\$ -	\$ 9,887	\$ -	\$ -		\$ -	0.00%	\$ -	\$ -	
DEPT OF ANIMAL CONTROL	\$ 869,798	\$ 1,099,513	\$ 1,064,913	\$ 1,064,913		\$ 1,064,913	2.22%	\$ 1,082,111	\$ 17,198	
DEPT OF ENVIRONMENTAL HEALTH	\$ 287,527	\$ 333,837	\$ 339,031	\$ 339,031	\$ 89,735	\$ 428,766	0.89%	\$ 435,690	\$ 6,924	Expected to Occupy 10th Floor of the CAC
DESERT EXPO CENTER	\$ 7,728	\$ 13,426	\$ -	\$ -		\$ -	0.00%	\$ -	\$ -	
DISTRICT ATTORNEY	\$ 1,614,432	\$ 1,871,312	\$ 1,863,610	\$ 1,863,610		\$ 1,863,610	3.89%	\$ 1,893,706	\$ 30,096	
DPSS	\$ 1,265,919	\$ 1,853,846	\$ 1,680,478	\$ 1,680,478		\$ 1,680,478	3.51%	\$ 1,707,617	\$ 27,139	
OED	\$ 1,092,516	\$ 1,574,457	\$ 1,463,242	\$ 1,463,242		\$ 1,463,242	3.05%	\$ 1,486,873	\$ 23,631	
EDWARD DEAN MUSEUM	\$ 2,962	\$ 30,693	\$ -	\$ -	\$ 3,347	\$ 3,347	0.01%	\$ 3,401	\$ 54	
EMERGENCY MNGT DEPT	\$ 250,948	\$ 76,867	\$ 250,245	\$ 250,245		\$ 250,245	0.52%	\$ 254,286	\$ 4,041	
EXECUTIVE OFFICE	\$ 1,283,215	\$ 978,074	\$ 660,827	\$ 660,827	\$ 677,315	\$ 1,338,142	2.79%	\$ 1,359,752	\$ 21,610	Revised to include both 11001 EO and 11039 Courts
FACILITIES MANAGEMNT	\$ 5,136,585	\$ 7,088,430	\$ 6,681,004	\$ 6,681,004		\$ 6,681,004	13.94%	\$ 6,788,899	\$ 107,895	
FIRE PROTECTION	\$ 561,130	\$ 783,344	\$ 689,073	\$ 689,073	\$ 89,735	\$ 778,808	1.62%	\$ 791,385	\$ 12,577	Expected to Occupy 10th floor of the CAC
HOUSING AUTHORITY	\$ 58,882	\$ 60,500	\$ 60,933	\$ 60,933		\$ 60,933	0.13%	\$ 61,917	\$ 984	
HHPWS	\$ 48,680	\$ 103,864	\$ 45,981	\$ 45,981		\$ 45,981	0.10%	\$ 46,724	\$ 743	
HUMAN RESOURCES	\$ 254,552	\$ 419,101	\$ 368,863	\$ 368,863		\$ 368,863	0.77%	\$ 374,820	\$ 5,957	
INFORMATION TECHNOLOGY	\$ 97,521	\$ 173,215	\$ 143,692	\$ 143,692		\$ 143,692	0.30%	\$ 146,013	\$ 2,321	
MENTAL HEALTH	\$ 5,899,020	\$ 6,012,897	\$ 6,494,811	\$ 6,494,811	\$ 1,625,368	\$ 8,120,179	16.94%	\$ 8,251,316	\$ 131,137	New Locations: Community at Harrison, Sobering Center, ARC, RTC, Roys
PLANNING	\$ 58,373	\$ 71,029	\$ 78,730	\$ 78,730		\$ 78,730	0.16%	\$ 80,001	\$ 1,271	
PROBATION	\$ 2,391,633	\$ 2,392,378	\$ 2,316,733	\$ 2,316,733		\$ 2,316,733	4.83%	\$ 2,354,147	\$ 37,414	
PSEC	\$ 239,476	\$ 363,672	\$ 280,392	\$ 280,392		\$ 280,392	0.58%	\$ 284,920	\$ 4,528	
PUBLIC DEFENDER	\$ 675,177	\$ 740,430	\$ 724,314	\$ 724,314		\$ 724,314	1.51%	\$ 736,011	\$ 11,697	
PUBLIC HEALTH	\$ 368,987	\$ 1,444,208	\$ 1,540,998	\$ 1,540,998		\$ 1,540,998	3.21%	\$ 1,565,884	\$ 24,886	
PURCHASING & FLEET	\$ 547,862	\$ 827,388	\$ 630,307	\$ 630,307	\$ (180,986)	\$ 449,321	0.94%	\$ 456,577	\$ 7,256	Fleet vacated portion of Fuel Stations and Rubidoux Fleet
REGISTRAR OF VOTERS	\$ 345,546	\$ 455,428	\$ 431,583	\$ 431,583		\$ 431,583	0.90%	\$ 438,553	\$ 6,970	
RIV CO DEP CHILD SRV	\$ 241,476	\$ 280,224	\$ 256,704	\$ 256,704		\$ 256,704	0.54%	\$ 260,850	\$ 4,146	
RUHS	\$ 4,234,826	\$ 4,009,307	\$ 4,387,803	\$ 4,387,803	\$ 500,991	\$ 4,888,794	10.20%	\$ 4,967,746	\$ 78,952	Outside Janitorial contract for the ITF to augment County services
SHERIFF	\$ 10,451,890	\$ 11,056,871	\$ 9,706,457	\$ 9,706,457		\$ 9,706,457	20.25%	\$ 9,863,211	\$ 156,754	
TLMA	\$ 259,766	\$ 240,768	\$ 285,828	\$ 285,828		\$ 285,828	0.60%	\$ 290,444	\$ 4,616	
TRANSPORTATION	\$ 299,336	\$ 331,904	\$ 382,290	\$ 382,290		\$ 382,290	0.80%	\$ 388,464	\$ 6,174	
TREAS TAX COLLECTOR	\$ 178,018	\$ 250,237	\$ 244,931	\$ 244,931		\$ 244,931	0.51%	\$ 248,887	\$ 3,956	
VETERANS SERVICES	\$ 38,827	\$ 63,227	\$ 33,698	\$ 33,698		\$ 33,698	0.07%	\$ 34,242	\$ 544	
Subtotal County Billing	\$ 40,741,867	\$ 47,404,534	\$ 45,182,831	\$ 45,182,831	\$ 2,760,682	\$ 47,943,513	100.00%	\$ 48,717,777	\$ 774,264	
BANKRUPTCY COURT	\$ 365,097	\$ 333,802	\$ 644,644	\$ 644,644		\$ 644,644	0.00%	\$ 644,644	\$ -	
COACHELLA VALLEY VOLUNTEER MED CLINIC	\$ 9,714	\$ 14,806	\$ 14,406	\$ 14,406		\$ 14,406	0.00%	\$ 14,406	\$ -	
LAW LIBRARY	\$ 720,592	\$ 227,407	\$ 410,917	\$ 410,917		\$ 410,917	0.00%	\$ 410,917	\$ -	
PALO VERDE	\$ 42,415	\$ 99,071	\$ 99,875	\$ 99,875	\$ (99,875)	\$ -	0.00%	\$ -	\$ -	Palo Verde vacated the facility at 295 N 1st Street
RC OFFICE OF EDUCATION	\$ 13,742	\$ 13,811	\$ 13,839	\$ 13,839		\$ 13,839	0.00%	\$ 13,839	\$ -	
SUPERIOR COURT OF CA	\$ 236,082	\$ 888,097	\$ 791,954	\$ 791,954		\$ 791,954	0.00%	\$ 791,954	\$ -	
U.S. DISTRICT COURT	\$ 151,812	\$ 384,557	\$ 393,315	\$ 393,315		\$ 393,315	0.00%	\$ 393,315	\$ -	
Subtotal Non-County/Special Billing	\$ 1,539,453	\$ 1,961,551	\$ 2,368,950	\$ 2,368,950	\$ (99,875)	\$ 2,269,075	0.00%	\$ 2,269,075	\$ -	
Total Billable	\$ 42,281,320	\$ 49,366,085	\$ 47,551,781	\$ 47,551,781	\$ 2,660,807	\$ 50,212,588	0.00%	\$ 50,986,852	\$ -	
FM Non-Billable	\$ 1,632,460	\$ 2,137,030	\$ 1,333,907	\$ 1,333,907	\$ (774,264)	\$ 559,643	0.00%	\$ 559,643	\$ -	Vacant building costs reallocated to all county departments FY22/23
Grand Total	\$ 43,913,780	\$ 51,503,115	\$ 48,885,688	\$ 48,885,688	\$ 1,886,543	\$ 50,772,231	100.00%	\$ 51,546,495	\$ -	