

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



ITEM: 3.7  
(ID # 18484)

**MEETING DATE:**

Tuesday, March 08, 2022

**FROM :** EXECUTIVE OFFICE:

**SUBJECT:** EXECUTIVE OFFICE: Approval of Exception Option to Facilities Management related Board Policies to allow consideration for departments that demonstrate ability and capacity to oversee their own facilities management activities, including custodial, maintenance, project management, and real estate services, All Districts. [Total Cost \$0]

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

1. Authorize the exception option to Facilities Management related Board Policies to allow consideration for departments that demonstrate ability and capacity to oversee their own facilities management activities, including custodial, maintenance, project management, and real estate services; and,
2. Authorize the Executive Office to administer the exemption option process on behalf of all County departments.

**ACTION:Policy**

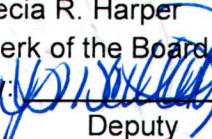
  
Dave Rogers, Chief Administrative Officer 3/3/2022

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, 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: March 8, 2022  
xc: E.O., FM

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

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<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: N/A</b>			<b>Budget Adjustment:</b>	<b>No</b>
			<b>For Fiscal Year:</b>	
			21/22	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Executive Office is currently in the process of reviewing policies and procedures that relate to county facilities management activity for efficiency and effectiveness. During review, staff discovered a need for an exemption option to several facilities management related Board Policies. The Executive Office, in alignment with recent Board actions, is establishing this process to allow consideration for departments that demonstrate ability and capacity to oversee their own facilities management activities, including custodial, maintenance, project management, and real estate services.

The addition of an exemption option will allow greater flexibility to county departments as it provides the opportunity to expedite and oversee their individual projects and services. The Executive Office proposes that the Board approve an exemption option to the policies shown below. With an approved exemption option, the Executive Office will implement a process for departments to apply for exemption consideration (Attachment A) which will require departments return to the Board of Supervisors for formal approval. A Department requesting an exemption must demonstrate the staffing capabilities, budget, and experience necessary to be considered under the exemption. It is the intent of this exemption to provide an alternative path for a limited number of departments that have the capacity for providing their own services.

Following are the existing policies covered by the exemption option. The Executive Office will incorporate this exemption into the revision of existing policies as we work to consolidate and streamline the process.

**Board Policy B-8, Leasing of Real Property** – Provides guidelines for the leasing of real property and the requirement that Facilities Management handle negotiation, documentation, and approval process to lease county-owned real property.

The director of Facilities Management is authorized to execute leases and related documents at a rental of \$7,500 per month or less and for periods of three (3) years or less,

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provided, however, that the total term of any such lease, including amendments to extend said term, does not exceed the three (3) year limitation and the \$7,500 monthly rental.

**Board Policy B-11, Award of Public Works Contracts Pertaining to County Facilities and Certain Other Improvements** – Provides that Facilities Management, or Authorized Entities, oversee public works projects, herein defined as works which involve the erection, construction, alteration, painting, repair or other improvement of any county structure, building or facility that will be used, occupied, or owned by a county entity.

**Board Policy B-26, Leasing or County Owned Real Property for Wireless Service Facilities** – Provides that Facilities Management shall serve as lead agency for wireless service facilities on all County land and buildings and will negotiate terms and conditions of all licenses, leases, subleases, lease renewals, and lease amendments. Facilities Management will also negotiate and manage agreements to allow for co-location wireless communications at county public safety radio communications system sites.

**Board Policy B-32, Deposit of Proceeds from Disposition of County Owned Real Property** – Provides guidelines for deposit of proceeds from disposition of real property and the requirement that Facilities Management shall notify and coordinate with the Executive Office when sales of county owned real property have occurred, to ensure that the proceeds are deposited into the General Fund.

**Board Policy H-7, Selection of Architectural, Engineering and Appraisal Services** – Provides that departments, agencies and districts, herein called “Authorized Entities”, represented by an Agency Director, Department Head, Elected Official or General Manager, refer to those departments, agencies, and districts who may procure professional facilities services for the construction of public works projects as it relates to their specialized County mission, with the exclusion of real property acquisition. The Authorized Entities are: Regional Park and Open-Space District, Facilities Management (FM), Flood Control and Water Conservation District, Transportation and Land Management Agency (TLMA), Housing Authority, Sheriff’s Department (RSD), and the Waste Management Department.

**Board Policy H-9, Management of Building Space** – Provides that Facilities Management shall establish and maintain a comprehensive space management system that enables the department to: inventory all county owned and leased space; track allocations of space to county departments and other entities occupying county-owned or leased space; perform space planning services on the behalf of other county departments, and ensure that county space is utilized efficiently and completely

**Board Policy H-27, Designated Building Official for County Buildings** – Provides that The Director of Facilities Management serves as the designated building official for county owned buildings and has the responsibility to support other County departments and agencies by administering the countywide facilities management program, which includes public facilities construction. As such, the Department of Facilities Management is charged

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with ensuring that county facilities are designed, constructed, operated, and maintained to standards established by the Board.

- I. Authority Pursuant to this policy, all projects involving facilities that 1) will be occupied by county departments, 2) may ultimately be utilized by county departments, or 3) will ultimately be owned by the county and governed by a county department shall be subject to the authority assigned herein. The Department of Facilities Management shall provide all plan check and inspection services regarding the construction or modification of public building projects, aside from plan check and inspection necessary for compliance with Fire Code requirements, which shall be the responsibility of the Fire Department serving the jurisdiction where the public building project is located.

**Impact on Residents and Businesses**

By improving the overall delivery of facilities management efforts and offering exemption options to departments we will enhance the environment for both internal and external customers, including the overall customer experience for facilities management activities.

**Attachments:**

- A. Facilities Management Exemption Form



4. State how the services will be provided and your staff capacity/experience to perform or oversee this work.
5. Provide a proposed timeline and transition plan for the absorption of facilities operations.
6. Provide your continuing education plan for facilities operation staff. Explain how maintenance of the facility will be done (staffing, third-party etc.), and how your department will assure that the facility is properly maintained and operated in accordance with County and industry guidelines.
7. Submit examples of relevant public works projects that your Department has delivered in the last 3 years which would demonstrate your ability to perform this work. Include listing of each project, total cost, and total timeframe.
8. Attach existing and proposed org charts for staff performing facilities operations.
9. Will your department agree to continue paying the yearly share of county-wide services to the ISF department (Facilities Management), such as vacant space?

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Department Head or Designee Signature

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Title

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Date

**Completed requests should be forwarded to the Executive Office Analyst for the department. Exemptions approved by the Executive Office must be submitted to the Board of Supervisors for final approval.**

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**Executive Office Comments:**

- Approve
- Approve with Condition(s)
- Disapprove

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Executive Office Analyst

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Date

- Approve
- Approve with Condition(s)
- Disapprove

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CEO or Designee

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Date

3.7 oppose

10:25

3.12 support

# Riverside County Board of Supervisors Request to Speak

Submit request to Clerk of Board (right of podium), Speakers are entitled to three (3) minutes, subject to Board Rules listed on the reverse side of this form.

SPEAKER'S NAME: Victor Gordo

Address: 4000 104th St

City: RIVERSIDE Zip: 92501

Phone #: 626-664-9656

Date: 3.8.2022 Agenda # 3.12  
& 3.7

### PLEASE STATE YOUR POSITION BELOW:

Position on "Regular" (non-appealed) Agenda Item:

Support       Oppose       Neutral

**Note:** If you are here for an agenda item that is filed for "Appeal", please state separately your position on the appeal below:

Support       Oppose       Neutral

I give my 3 minutes to: \_\_\_\_\_



# BOARD RULES

## **Requests to Address Board on "Agenda" Items:**

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

## **Requests to Address Board on items that are "NOT" on the Agenda/Public Comment:**

Notwithstanding any other provisions of these rules, a member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES. Donated time is not permitted during Public Comment.

## **Power Point Presentations/Printed Material:**

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please ensure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

## **Individual Speaker Limits:**

**Individual speakers are limited to a maximum of three (3) minutes.** Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin to flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. ***Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.***

## **Group/Organized Presentations:**

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the bottom of the form.

## **Addressing the Board & Acknowledgement by Chairman:**

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman, may result in removal from the Board Chambers by Sheriff Deputies.

3.7 LUNA - PM - oppose 10:21  
3.12 LUNA - Support, look at other classifications

# Riverside County Board of Supervisors Request to Speak

Submit request to Clerk of Board (right of podium), Speakers are entitled to three (3) minutes, subject to Board Rules listed on the reverse side of this form.

SPEAKER'S NAME: María Ochoa Flynn

Address: 4000 10th St

City: RIVERSIDE Zip: 92501

Phone #: 951-217-7828

Date: 3-8-2022 Agenda # 3.7 & 3.12

### PLEASE STATE YOUR POSITION BELOW:

Position on "Regular" (non-appealed) Agenda Item:

Support       Oppose       Neutral

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