

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



**ITEM: 3.36
(ID # 18871)**

MEETING DATE:
Tuesday, June 21, 2022


FROM : TRANSPORTATION AND LAND MANAGEMENT AGENCY (TLMA):


SUBJECT: TRANSPORTATION AND LAND MANAGEMENT AGENCY (TLMA): Approval of a Facilities Management Building Exemption to allow TLMA to oversee facility management activities including real estate services, project management, and light building maintenance on all TLMA occupied facilities; All Districts. [\$1,000 Total Cost - TLMA Budget 100%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. **Approve** the Facilities Management Building Exemption Form to allow TLMA to oversee facility management activities including real estate services, project management, and light building maintenance on all TLMA occupied facilities.

ACTION:Policy

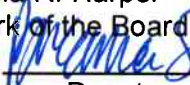

Rose Salgado, Director of Facilities Management 6/16/2022


Charissa Leach, TLMA Director 6/16/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, 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: June 21, 2022
xc: TLMA

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	\$1,000	\$0	\$1,000	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% TLMA Approved Budget			Budget Adjustment: No	
			For Fiscal Year: 21/22	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

On March 8, 2022, the Board Authorized the exception option to Facilities Management and related Board Policies to allow consideration for departments that demonstrate the ability and capacity to oversee their own facilities management activities, including custodial, maintenance, project management, and real estate services.

TLMA is a unique County Agency in that it possesses project managers at various levels within the Agency's departments. These project managers have extensive backgrounds in delivering public works projects. In addition to project management, TLMA also can utilize the Building & Safety Department with the oversight of the County Building Official and experienced plan check, inspection, and permit staff.

As a result of the Agency's wealth of resources listed above, TLMA has submitted the Building Official Exemption Form to the Executive Office and requests approval from the Board for an ongoing Departmental Exemption in the Areas of Project Management and Real Estate to allow TLMA to perform project management (including plan check & inspection services) and real estate services (including right of way acquisition) on future TLMA projects. This will result in expedited services and a reduction in operational costs in the areas of Project Management and Real Estate Management within the TLMA budget.

Also, as part of this exemption request TLMA is asking to perform full site and building maintenance on 12 Transportation yards and the County's 5 General Aviation Airports as well as to continue light (interior cosmetic improvements) building maintenance on the specified site locations indicated on Attachment B. With the exemption of light building maintenance, all other sites will continue to be maintained by Facilities Management which includes shared facilities. TLMA will continue to pay for its share of county-wide vacant space and maintenance cost for shared facilities.

TLMA plans to utilize existing staff for the light maintenance of TLMA facilities in coordination with Facility Management, which is the current approach. In co-occupied facilities this exemption will only apply to TLMA occupied areas within the facility. For services that could not be handled by in house staff, TLMA staff would provide project management expertise and project oversight

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to a vendor to conduct the work in accordance with Board Policy H-27. TLMA has worked with the Facilities Management department to create this mutually agreed upon plan to ensure a smooth transition.

TLMA has not asked to be exempted for custodial services for any facilities as part of this submission.

Impact on Residents and Businesses

This exemption, that would allow TLMA to oversee TLMA facility management activities, creates a time savings by reducing delays due to resource availability, and cost savings by minimizing administrative layers and associated administrative costs for project management.

Additional Fiscal Information

TLMA plans to utilize existing staff that are already allocated in the TLMA approved budget, for facilities project management duties and add two (2) positions to the TLMA real estate which will allow the existing FM Real Estate staff to dedicate their time on other County projects. Facilities Management will be retaining their staff, as they have a sufficient workload for their current employees.

Contract History and Price Reasonableness

N/A

ATTACHMENTS

ATTACHMENT A. Facilities Management Building Exemption Form

ATTACHMENT B. Site Locations


Jason Farin, Principal Management Analyst 6/16/2022



FACILITIES MANAGEMENT SERVICE EXEMPTION FORM

This questionnaire has been designed to assist County of Riverside departments in providing information necessary in the processing of departmental exemption requests.

Departments receiving exemption approval must follow all applicable government codes and existing county guidelines. Exempt departments will be responsible for all department facilities operations including, but not limited to, staffing and oversight of the following selected activities: maintenance, custodial, project management, and real estate.

Department/Agency

Exemption Requested:

Custodial Maintenance Project Mgmt Real Estate

Exemption Term:

One-time Project On-going

Funding Source:

Budgeted CIP NCC Other: _____

1. Detailed justification for the requested exemption. If one-time request, state expected cost, timeframe, and type of project.

The Transportation and Land Management Agency (TLMA) is the umbrella agency that is comprised of four departments including Transportation, Planning, Building & Safety and Code Enforcement. TLMA also includes the Airport Land Use Commission and the County Airport - Aviation Division. TLMA is unique in that we have Project Managers at various levels within our current departments with extensive backgrounds in delivering public works projects. In addition to project Management, TLMA also has a Building & Safety Department that has many Certified Building Officials on staff as well as a full Land Use team responsible for processing permits, plan checks, and building Inspections which will allow for streamlined processing within the agency, generating significant savings and expedited services.

Regarding real estate, if this exception is granted, the Transportation Department, the major user of real estate services in TLMA, plans to put out an RFP for contract real estate services or add 2 real estate positions in the Transportation budget. Furthermore, TLMA acquired the Aviation Division in 2018 and that division possesses real estate staff resources that can assist TLMA, in an interim capacity.

As a result, TLMA would like to request an ongoing Departmental Exemption in the Areas of Project Management and Real Estate to allow TLMA to perform project management (including plan check & inspection services) and real estate services (including right of way acquisition) on future TLMA projects. This will result in expedited services and a reduction in operational costs in the areas of Project Management and Real Estate Management.

Also, as part of this exemption request TLMA is asking to perform full site and building maintenance on all 12 Transportation yards and the County’s 5 General Aviation Airports as well as to continue light (interior cosmetic improvements) building maintenance on all TLMA occupied facilities. (See site locations attachment)

The Department ID’s that are a part of this exemption request are in the table below:

TLMA Department / Division	Dept. ID
Admin	3100200000
ALUC	3130800000
Aviation - Operations	1910700000
Building & Safety	3110100000
Code Enforcement	3140100000
Counter Services	3100300000
Transportation - Garage	3130700000
Planning	3120100000
Survey	3130200000
Transportation - Operations	3130100000

TLMA is not asking to have custodial maintenance exempted as part of this submission for any facilities.

2. Explain the financial and operational impacts or benefits to the County if the exemption is granted. What value will this exemption add county-wide?

If this exemption is granted, we believe that this approach will minimize administrative layers reducing delays due to resource availability and associated administrative costs for project management (PM). TLMA plans to utilize existing staff for the PM duties.

3. Explain the financial and operational impacts to the ISF department (Facilities Management) if the exemption is granted.

TLMA coordinated with Facilities Management for this proposal. Facilities Management staff agreed with this proposal and concluded that this request will have minimal impact to their department. Facilities Management will be retaining their staff, as they have a sufficient workload for their current employees.

4. State how the services will be provided and your staff capacity/experience to perform or oversee this work.

Current TLMA staff will use their respective project management expertise / experience detailed in the justification section to provide the noted facility management services. For services that could not be handled by in house staff, TLMA staff would provide project management expertise and project oversight to a vendor to conduct the work in accordance with Board Policy H-27.

If TLMA staffing or Board Policy changes that substantially change this exemption form TLMA will immediately amend this exemption request accordingly.

5. Provide a proposed timeline and transition plan for the absorption of facilities operations.

TLMA is ready to take on project management, real estate functions (including right of way acquisition), and full site and building maintenance on all 12 Transportation yards and the County's 5 General Aviation Airports and within 90 days of the exemption approval by utilizing current TLMA staff.

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.

Maintenance on TLMA facilities will be conducted by current TLMA staff via regularly scheduled maintenance checks. For services that could not be handled by in-house staff, TLMA staff would provide project management expertise and project oversight to a contractor to conduct the work. TLMA will assure that these facilities are 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.

Over the past three years multiple TLMA Departments / Divisions has delivered relevant public works projects which demonstrates our ability to perform this work.

The Transportation Department delivers many public works projects every year and most span multiple years due to their size and scope. One notable project that was completed in 2021 was the **Cajalco Road Interim Safety Project**. This complex three-year project included multiple transportation aspects along Cajalco road including the construction of center turn lanes, pavement, striping modifications, signing modifications, relocation of electric and transmission electric distribution lines to allow for the improvements, as needed, bus stops at the major intersections, limited Americans with Disabilities Act (ADA) compliant sidewalks and a new traffic signal. The Transportation Project Manager coordinated the project schedule, construction staging, acquisition of right of way, utility conflicts, and maintaining traffic flow during construction. The total cost for this project was \$4.5 Million.

Another relevant public works project that the Transportation team completed in 2021 was the **Washington Yard Engineering Services Building Roof Restoration and Repair**. In general, the project consisted of performing a roof restoration and repair work on a County owned building spanning approximately 14,500 square feet. The Transportation Project Manager coordinated a request for proposal, construction Schedule, and yard continuity of operations during the construction. Construction started in March 2021 and was completed in April 2021 with a total cost of \$231,000. It should be noted that an initial quote for this project was over \$1 Million and Transportation made the decision to proceed with this project utilizing it's in house project managers.

The TLMA Administrative Services Branch has also completed (4) floor refresh projects here at the CAC including all TLMA floors on 8th, 9th, 12th and 14th floors. The scope of these projects was to replace carpet and hard flooring, while refreshing the paint on each floor and making adjustments to furniture configurations to better fit the evolving business needs of the Agency.

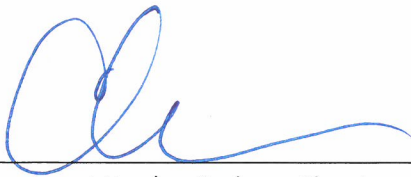
The TLMA Administrative Services Officer was able to coordinate all work internally in creating project schedules, phasing, communications plans etc. while working with our TLMA Support Services Team to coordinate office, furniture and staff movement as well as painting and coordination with Facilities Management for furniture changes, reconfigurations, electrical requests etc. Coordination also occurred with TLMA's Purchasing Procurement Contract Specialist on all procurement requirements were met. TLMA was able to minimize costs by handling all project management, painting, and furniture/staff relocations with current TLMA Support Services Staff further expediting projects and minimizing down time to the departments on each floor. (Project Schedule and Phase Plan Attached)

- 8. Attach existing and proposed org charts for staff performing facilities operations.**

Please see attached Org Chart

- 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?**

TLMA will agree to the continuing payment of the Agency's reasonable annual share of county-wide vacant space to Facilities Management. The FY 22/23 cost for TLMA for county-wide vacant space is \$14,689.



Department Head or Designee Signature

Charissa Leach
Asst. CEO/TLMA Director

Title

Date

6/7/22

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.

Executive Office Comments:

Approve ✓

Approve with Condition(s)

Disapprove



Executive Office Analyst

6/7/22

Date

Approve

Approve with Condition(s)

Disapprove



CEO or Designee

6/9/22

Date

FY 21/22 - TLMA Square Footage - Custodial & Maint Billable

Department / Division	Address	Floor Level	Sq. Ft.
TLMA-Survey	2950 Washington Street	1	1,200
TLMA-Survey Total			1,200
TLMA-Transportation - Operations	2950 Washington Street	1	14,550
TLMA-Transportation - Garage 1	2950 Washington Street	1	11,691
TLMA-Transportation - Transportation Engineering	2950 Washington Street	1	10,776
TLMA-Transportation Total			37,017
Grand Total			#REF!

FY 21/22 - TLMA Square Footage - other

Department / Division	Address	Floor Level	Sq. Ft.
TLMA-Aviation- Electrical Vault	17240 W Hobson wy	1	200
TLMA-Aviation - Terminal Building	17240W Hobson wy	1	1,250
TLMA-Aviation - FBO Office Building	17240W Hobson wy	1	1,289
TLMA-Aviation - Large Hanger	17240W Hobson wy	1	24,750
TLMA-Aviation - EDA Shop Building 1	17240W Hobson wy	1	10,000
TLMA-Aviation - EDA Shop Building 2	17240W Hobson wy	1	10,000
TLMA-Aviation - Hemet Ryan - Elec Vault	Crawston Rd at Wentworth	1	80
TLMA-Aviation - Hemet Ryan CAP Office	4710 Stetson Ave	1	2,766
TLMA-Aviation - Hemet Ryan Aviation	4710 Stetson Ave	1	32,000
TLMA-Aviation - Hemet Ryan T Hanger	4710 Stetson Ave	1	56,875
TLMA-Aviation - Hemet Ryan Hanger A	4200 Walden Weaver N. Sic	1	2,500
TLMA-Aviation - Hemet Ryan Hanger B	4200 Walden Weaver N. Side Hanger B		4,037
TLMA-Aviation - Hemet Ryan Hanger C	4200 Walden Weaver N. Side Hanger C		2,500
TLMA-Aviation - Aviation Office	47100 W Stetson	1	3,320
TLMA-Aviation - FV Airport	37600 Sky Canyon Dr.	1	16,910
TLMA-Aviation - French Valley Terminal Building	37600 Sky Canyon Dr.	1	295
TLMA-Aviation - French Valley Terminal Building	37600 Sky Canyon Dr.	1	382
TLMA-Aviation - French Valley Terminal Building	37600 Sky Canyon Dr.	1	2,844
TLMA-Aviation - French Valley Terminal Building	37600 Sky Canyon Dr.	1	2,321
TLMA-Aviation - French Valley T Hangar 72	37600 Sky Canyon Dr.	1	448
TLMA-Aviation - French Valley T Hangar 73	37600 Sky Canyon Dr.	1	3,152
TLMA-Aviation - Electrical Vault	37600 Sky Canyon Dr.	1	100
TLMA-Aviation - TR Fire 39	56925 Higgens Dr.	1	4,000
TLMA-Aviation - Jacqueline Cochran FBO Hangar	56-850 Higgens Dr	1	39,750
TLMA-Aviation - Jacqueline Cochran Elec. Vault	58860 Higgens Dr	1	90
TLMA-Aviation - Jacqueline Cochran Storage Building	58860 Higgens Dr	1	700
TLMA-Aviation - Jacqueline Cochran Eweather Station	58860 Higgens Dr	1	1,400
TLMA-Aviation - Aviation Admin			223,959

Department / Division	Address	Floor Level	Sq. Ft.
TLMA-Transportation - Washington/Hut 1- 5	2950 Washington Street	1	6,000
TLMA-Transportation - Hazmat	2950 Washington Street	1	320
TLMA-Transportation - Storage	2950 Washington Street	1	1,856
TLMA Transportation - Survey	2950 Washington Street	1	1,200

TLMA-Transportation - Tire Shop	2950 Washington Street	1	1,200
TLMA-Transportation - Signal Shop	2950 Washington Street	1	4,000
TLMA-Transportation - Garage 2	2950 Washington Street	1	10,744
TLMA-Transportation - Modular	2950 Washington Street	1	2,160
TLMA-Transportation - Anza Maintenance Yard/Fuel	57210 Cahuilla Rd	1	400
TLMA-Transportation - Anza Maintenance Yard/Shop	57210 Cahuilla Rd	1	1,480
TLMA-Transportation - Beaumont Maintenance Facility	10-901 Hannon Rd	1	3,800
TLMA-Transportation - Beaumont Maintenance/Fuel	10-901 Hannon Rd	1	1,092
TLMA-Transportation - Beaumont Maint. Restrooms	10-901 Hannon Rd	1	850
TLMA-Transportation - Blythe Maint. /Fuel Island	561 S Broadway	1	858
TLMA-Transportation - Blythe Maint./Shop	561 S Broadway	1	3,000
TLMA-Transportation - Blythe Maint./Bunkhouse	561 S Broadway	1	2,280
TLMA-Transportation - Blythe Maint./Kitchen	561 S Broadway	1	1,520
TLMA-Transportation - Blythe Maint./Tire Room	561 S Broadway	1	308
TLMA-Transportation - El Cerito Maint. Yard/Shop	19255 E. Ontario Ave	1	3,000
TLMA-Transportation - El Cerito Maint. Yard/Oil Room	19255 E. Ontario Ave	1	252
TLMA-Transportation - El Cerito Maint. Yard/Fuel	19255 E. Ontario Ave	1	446
TLMA-Transportation - Sky Valley Maint./ Shop	19003 Bennett Rd	1	3,600
TLMA-Transportation - Sky Valley Maint./Fuel	19003 Bennett Rd	1	775
TLMA-Transportation - Sky Valley Maint./Oil Room	19003 Bennett Rd	1	480
TLMA-Transportation - Hemet Maintenance/Fuel	595 Juanita St.	1	-
TLMA-Transportation - Hemet Maintenance/Oil Rm	595 Juanita St.	1	252
TLMA-Transportation - Hemet Maintenance/Shop	595 Juanita St.	1	3,080
TLMA-Transportation - Idyllwild Maint /Fuel	25780 Johnson Rd	1	1,258
TLMA-Transportation - Idyllwild Maint /Shop	25780 Johnson Rd	1	3,156
TLMA-Transportation - Idyllwild Maint /Snow Plow/Salt She	25780 Johnson Rd	1	4,014
TLMA-Transportation - Idyllwild Maint /House	25780 Johnson Rd	1	1,934
TLMA-Transportation - Idyllwild Maint /Garage	25780 Johnson Rd	1	553
TLMA-Transportation - Idyllwild Maint /Tool Storage	25780 Johnson Rd	1	600
TLMA-Transportation - Murrieta Yard/Fuel	25315 Jefferson	1	780
TLMA-Transportation - Murrieta Yard/Road Yard	25315 Jefferson	1	3,000
TLMA-Transportation - MurrietaConst./Office 1	36750 Avenida Manana	2	1,311
TLMA-Transportation - MurrietaConst./Office 2	36750 Avenida Manana	1	686
TLMA-Transportation - MurrietaConst./Shop	36750 Avenida Manana	1	2,400
TLMA-Transportation - MurrietaConst./Metal Garage	36750 Avenida Manana	1	400
TLMA-Transportation - Perris Maint/Oil Rm	220 S G Street	1	240
TLMA-Transportation - MurrietaConst./Fuel	220 S G Street	1	441
TLMA-Transportation - MurrietaConst./Office	220 S G Street	1	3,600
TLMA-Transportation - Thermal /Bunk House	86199 Airport Rd	1	2,160
TLMA-Transportation - Thermal /Oil Room	86199 Airport Rd	1	480
TLMA-Transportation - Thermal /Walk In Refrigerator	86199 Airport Rd	1	112
TLMA-Transportation - Thermal /Shop	86199 Airport Rd	1	4,900
TLMA-Transportation - Thermal /Sign Room	86199 Airport Rd	1	1,620
TLMA-Transportation - Thermal /Fuel	86199 Airport Rd	1	1,200
TLMA-Transportation - Thermal / Kitchen	86199 Airport Rd	1	1,508
TLMA-Transportation - Thermal /Office	86199 Airport Rd	1	1,040
TLMA-Transportation Total			92,346