

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



ITEM: 3.18
(ID # 20907)

MEETING DATE:

Tuesday, January 24, 2023

FROM : FACILITIES MANAGEMENT:

SUBJECT: FACILITIES MANAGEMENT: Approval of FY 23/24 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 23/24 as shown in Attachment A.

ACTION:Policy

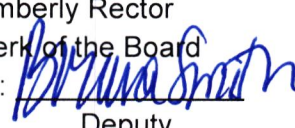

Rose Salgado, Director of Facilities Management 12/27/2022

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 Gutierrez
Nays: None
Absent: None
Date: January 24, 2023
xc: FM

Kimberly Rector
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:	23/24

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 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 two-year actual average (not including special project pass-through costs). The direct costs of these two divisions will be billed to departments on a 1/12 basis. As such, FM is presenting CSD and MSD customer allocations for FY 23/24 as shown in Attachment A

Attachment A shows the estimated financial impact for FY 23/24 for customer departments, agencies, and other occupants of county facilities. Changes in customer charges are due to the addition of vacant space, 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.

On June 22, 2010, Item 3.14, the Board of Supervisors approved a General Fund loan of \$1,240,091 for the CSD and \$2,102,000 for the MSD. The loan was provided to establish the ISF Divisions and provide the required 60-days working capital in FY2010/11. Both the CSD

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and MSD has had various challenges generating sufficient revenue to repay the loans or meet working capital requirements and no obvious re-payment source without raising rates which is not desirable. As part of the reorganization plan, FM is looking further into operations and considering all means to see if there is a method of repayment.

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.

Additional Fiscal Information

The CSD and MSD have limited cash reserves available for operations and do not currently meet the working capital requirements, and the customer department allocations developed using the rollover budget methodology do not provide enough revenue to meet the 60-day working capital requirements. FM will continue to monitor opportunities to reduce costs, increasing services, and meet working capital requirements.

Support Services Department Allocation
Summary by Department

Facilities Management Custodial Services Division (CSD)

Department	Deptid	FY 20/21 Actuals	FY 21/22 Actuals	Changes	2-Year Average	Shared Costs Percentage Share	Shared Costs Allocation Amounts	Adjustments (+/- Service Level Agreements)	FY 23/24 Total Shared Costs Allocation - 2800 Amounts	Notes
AGRICULTURAL COMMISS	2800100000	21,963	12,487	(9,476)	17,225	0.15%	23,211		23,211	
ASSESSOR	1200100000	216,042	225,238	(9,196)	204,852	1.83%	276,041		276,041	CAC change in occupancy
ASSESSOR	1200200000	132,545	130,989	1,556	131,767	1.18%	177,558		177,558	
AUDITOR-CONTROLLER	1300100000	51,096	61,009	(9,913)	56,053	0.50%	75,532		75,532	
AUDITOR-CONTROLLER	1300300000	6,399	9,479	(3,080)	7,939	0.07%	10,698		10,698	
BOARD OF SUPERVISORS	1000100000	17,658	14,453	3,205	16,056	0.14%	21,635		21,635	
BOARD OF SUPERVISORS	1000200000	6,774	7,075	(301)	6,925	0.06%	9,331		9,331	
BUILDING & SAFETY	3110100000	20,170	33,605	(13,435)	26,888	0.24%	36,231		36,231	
CHILDREN & FAM FIRST	938001	28,354	29,512	(1,158)	28,933	0.26%	38,987		38,987	
CODE ENFORCEMENT	3140100000	42,318	69,212	(26,894)	55,765	0.50%	75,144		75,144	
COOPERATIVE EXTENSIO	6300100000	10,861	9,157	1,704	17,397	0.16%	23,443		23,443	Washington Street occupancy
COUNTY AIRPORTS	1910700000	2,622	5,842	(3,220)	4,232	0.04%	5,703		5,703	
COUNTY COUNSEL	1500100000	57,710	54,508	3,202	56,109	0.50%	75,607		75,607	
DEPT OF ENVIRONMENTAL HEALTH	4200400000	140,238	138,017	2,221	161,501	1.44%	217,625		217,625	CAC 10th floor occupancy
DESERT EXPO CENTER	1920100000	5,145	-	5,145	0	0.00%	0		0	No longer service Desert Expo
DISTRICT ATTORNEY	2200100000	616,623	659,059	(42,436)	637,841	5.70%	859,499		859,499	
DPS	5100100000	453,645	357,038	97,607	386,816	3.46%	521,240		521,240	DPS Kidd Street change in occupancy
EMERGENCY MNGT DEPT	2000100000	33,143	71,110	(37,967)	52,126	0.47%	70,241		70,241	
EXECUTIVE OFFICE	1100100000	313,611	320,854	(7,243)	317,233	2.83%	427,475		427,475	
EXECUTIVE OFFICE	1103900000	28,792	23,990	4,802	26,991	0.24%	35,562		35,562	
FACILITIES MANAGEMENT	7200100000	59,447	36,244	23,203	34,767	0.31%	46,849		46,849	Vacated Mission Inn
FACILITIES MANAGEMENT	7200300000	83,330	86,246	(2,916)	84,788	0.76%	114,253		114,253	
FACILITIES MANAGEMENT	7200400000	1,311,269	1,232,424	78,845	1,263,465	11.29%	1,702,536		1,702,536	Vacated Mission Inn
FACILITIES MANAGEMENT	7200500000	21,809	10,898	10,911	9,814	0.09%	13,225		13,225	Vacated Mission Inn
FACILITIES MANAGEMENT	7200700000	55,548	38,572	16,976	42,720	0.38%	57,565		57,565	Vacated Mission Inn
FACILITIES MANAGEMENT	7201200000	2,282	3,161	(879)	2,722	0.02%	3,667		3,667	Department consolidation to 72013 effective FY23/24
FACILITIES MANAGEMENT	7201300000	4,719	39,221	(34,502)	21,970	0.20%	29,605		29,605	
FACILITIES MANAGEMENT	7201400000	-	3,727	-	1,864	0.02%	2,511		2,511	Department consolidation to 72013 effective FY22/23
FIRE PROTECTION	2700200000	229,449	217,071	12,378	237,752	2.12%	320,374		320,374	CAC 10th floor occupancy
HOUSING AUTHORITY	5600100000	58,882	55,878	2,904	57,380	0.51%	77,320		77,320	
HOUSING HOMELESS WORKFORCE	5500300000	25	-	25	0	0.00%	0		0	No services provided
HOUSING HOMELESS WORKFORCE	5500600000	1,408	2,380	(972)	1,894	0.02%	2,552		2,552	
HUMAN RESOURCES	1130100000	93,807	134,868	(41,061)	132,530	1.18%	178,586		178,586	CAC 5th floor occupancy
HUMAN RESOURCES	1130800000	13,738	43	13,695	6,891	0.06%	9,285		9,285	Department consolidation to 11301 effective FY22/23
INFORMATN TECHNOLOGY	7400100000	24,202	20,265	3,937	22,234	0.20%	29,960		29,960	
INFORMATN TECHNOLOGY	7400900000	838	1,208	(370)	1,023	0.01%	1,379		1,379	
MENTAL HEALTH	4100100000	82,172	33,861	48,311	58,016	0.52%	78,178		78,178	

MENTAL HEALTH	4100200000	1,567,803	2,664,368	37,050	2,134,610	19.08%	2,876,416	2,876,416	DPSS Kidd Street change in occupancy
MENTAL HEALTH	4100300000	78,461	87,009		82,735	0.74%	111,486	111,486	
MENTAL HEALTH	4100400000	464,465	347,447		405,956	3.63%	547,031	547,031	
MENTAL HEALTH	4100500000	129,659	103,859		116,759	1.04%	157,334	157,334	
PLANNING	3120100000	29,310	40,954		35,132	0.31%	47,340	47,340	
PROBATION	2600100000	155,910	153,339		154,625	1.38%	208,359	208,359	
PROBATION	2600200000	320,199	306,063		313,131	2.80%	421,948	421,948	
PROBATION	2600700000	52,772	45,508		49,140	0.44%	66,216	66,216	
PSEC	7400600000	54,112	15,714		34,913	0.31%	47,046	47,046	
PUBLIC DEFENDER	2400100000	280,909	283,470		282,189	2.52%	380,254	380,254	
PUBLIC HEALTH	4200100000	489,478	478,795		484,136	4.33%	652,380	652,380	
PURCHASING & FLEET	7300100000	-	8,476	(8,476)	0	0.00%	0	0	Vacated Washington Street
PURCHASING & FLEET	7300400000	240	608	(848)	0	0.00%	0	0	Do not use this Dept ID
PURCHASING & FLEET	7300500000	98,179	56,323	(6,300)	74,101	0.66%	99,852	99,852	Vacated Washington Street
PURCHASING & FLEET	7300600000	-	6,156		3,078	0.03%	4,148	4,148	
REGISTRAR OF VOTERS	1700100000	152,029	151,166		151,598	1.35%	204,280	204,280	
RIV CO DEPT OF CHILD SRVICES	2300100000	114,859	127,006		120,932	1.08%	162,958	162,958	
RUHS	4300100000	1,718,102	1,619,933		1,669,017	14.91%	2,249,023	2,249,023	
RUHS	4300300000	271,299	269,006		270,152	2.41%	364,034	364,034	
RUHS	4300600000	257,776	254,982		256,379	2.29%	345,474	345,474	
SHERIFF	2500100000	-	14	(14)	0	0.00%	0	0	No services provided
SHERIFF	2500200000	714	1,904		1,309	0.01%	1,764	1,764	
SHERIFF	2500300000	280	1,229		754	0.01%	1,017	1,017	
SHERIFF	2500400000	61,939	6,525		6,525	0.06%	8,792	8,792	
SHERIFF	2500500000	2,050	2,590		2,320	0.02%	3,127	3,127	
SHERIFF	2500600000	5,512	5,826		5,669	0.05%	7,639	7,639	
SHERIFF	2500700000	675	825		750	0.01%	1,011	1,011	
TLMA	3100200000	67,911	82,809		75,360	0.67%	101,549	101,549	
TLMA	3100300000	17,242	26,068		21,655	0.19%	29,180	29,180	
TRANSPORTATION	3130100000	128,614	131,262		129,938	1.16%	175,093	175,093	
TRANSPORTATION	3130200000	13,965	20,026		16,995	0.15%	22,901	22,901	
TRANSPORTATION	3130700000	6,264	2,626		4,445	0.04%	5,990	5,990	
TREAS_ TAX COLLECTOR	1400100000	75,848	93,955		84,901	0.76%	114,406	114,406	
VETERANS SERVICES	5400100000	11,829	9,292		9,292	0.08%	12,521	12,521	
Totals		10,877,037	11,553,829	7,830	11,190,372	100.00%	15,079,176	15,079,176	
BANKRUPTCY COURT	N/A	157,098	134,562		145,830	49.54%	207,389	207,389	
RC OFFICE OF EDUCATION	N/A	13,742	15,015		14,379	4.88%	20,448	20,448	
U.S. DISTRICT COURT	N/A	151,812	116,476		134,144	45.57%	190,770	190,770	
Totals		322,651	266,054		294,353	100.00%	418,608	418,608	-
FM Non-Billable									
Grand Total		\$ 11,199,688	\$ 11,819,883		\$ 11,484,725		\$ 15,497,784	\$ 15,497,784	

**Support Services Department Allocation
Summary by Department**

Facilities Management Maintenance Services Division (MSD)

Department	DeptID	FY 20/21 Actuals	FY 21/22 Actuals	Changes	2-Year Average	Shared Costs Percentage Share	Shared Costs Allocation Amounts	Adjustments (+/- Service Level Agreements)	FY 23/24 Total Shared Costs Allocation - 2800 Amounts	Notes
AGRICULTURAL COMMISSIONER	2800100000	35,396	38,251		36,824	0.12%	39,969		39,969	
ASSESSOR	1200100000	425,979	323,561	(58,159)	345,691	1.12%	375,220		375,220	CAC change in occupancy
ASSESSOR	1200200000	212,267	250,168		231,218	0.75%	250,968		250,968	
AUDITOR-CONTROLLER	1300100000	55,262	44,776		50,019	0.16%	54,292		54,292	
AUDITOR-CONTROLLER	1300200000	1,412	-		706	0.00%	766		766	
AUDITOR-CONTROLLER	1300300000	17,109	14,331		15,720	0.05%	17,063		17,063	
BOARD OF SUPERVISORS	1000100000	62,607	39,404		51,006	0.16%	55,362		55,362	
BOARD OF SUPERVISORS	1000200000	5,347	4,453		4,900	0.02%	5,318		5,318	
BUILDING & SAFETY	3110100000	22,650	19,595		21,123	0.07%	22,927		22,927	
CHILDREN & FAMILY FIRST	938001	54,259	68,623		61,441	0.20%	66,690		66,690	
CODE ENFORCEMENT	3140100000	65,934	48,528		57,231	0.18%	62,119		62,119	
COOPERATIVE EXTENSION	6300100000	25,084	27,765	30,618	41,734	0.13%	45,298		45,298	Washington Street occupancy
COUNTY AIRPORTS	1910700000	2,741	3,724		3,233	0.01%	3,509		3,509	
COUNTY COUNSEL	1500100000	78,704	95,251		86,977	0.28%	94,407		94,407	
DEPT OF ANIMAL CONTROL	4200600000	869,798	710,875		790,336	2.55%	857,847		857,847	
DEPT OF ENVIRONMENTAL HEALTH	4200400000	147,289	165,083	44,987	178,679	0.58%	193,942		193,942	CAC 10th floor occupancy
DESERT EXPO CENTER	1920100000	2,583	-	(2,583)	0	0.00%	0		0	No longer service Desert Expo
DISTRICT ATTORNEY	2200100000	997,809	1,148,484		1,073,147	3.46%	1,164,816		1,164,816	
DPSS	5100100000	812,273	755,757	(40,589)	763,721	2.46%	828,958		828,958	DPSS Kidd Street change in occupancy
OFFICE OF ECONOMIC DEVELOPMENT	1900700000	1,092,491	1,137,772	(29,958)	1,100,152	3.55%	1,194,128		1,194,128	Vacated Desert Hot Springs Library
EDWARD DEAN MUSEUM	1930100000	2,962	3,000		2,981	0.01%	3,236		3,236	
EMERGENCY MANAGEMENT DEPT	2000100000	217,805	161,326		189,566	0.61%	205,758		205,758	
EXECUTIVE OFFICE	1100100000	292,289	256,687		274,488	0.89%	297,935		297,935	
EXECUTIVE OFFICE	1103900000	648,524	481,348		564,936	1.82%	613,193		613,193	
FACILITIES MANAGEMENT	7200100000	147,545	110,602	(91,651)	83,248	0.27%	90,359		90,359	Vacated Mission Inn
FACILITIES MANAGEMENT	7200200000	97,119	91,607		94,363	0.30%	102,423		102,423	
FACILITIES MANAGEMENT	7200400000	2,279,673	2,317,591	(81,365)	2,257,950	7.29%	2,450,825		2,450,825	Vacated Mission Inn, Transitioned Law Library to Courts
FACILITIES MANAGEMENT	7200500000	52,682	28,593	(39,509)	20,883	0.07%	22,667		22,667	Vacated Mission Inn
FACILITIES MANAGEMENT	7200700000	347,880	423,753	(21,640)	374,996	1.21%	407,029		407,029	Vacated Mission Inn
FACILITIES MANAGEMENT	7201200000	278,443	325,073		301,758	0.97%	327,534		327,534	Department consolidation to 72013 effective FY23/24
FACILITIES MANAGEMENT	7201300000	394,838	440,977		417,908	1.35%	453,605		453,605	
FACILITIES MANAGEMENT	7201400000	-	7,221		3,611	0.01%	3,919		3,919	Department consolidation to 72013 effective FY22/23
FIRE PROTECTION	2700200000	331,681	374,880	60,752	383,656	1.24%	416,428		416,428	CAC 10th floor occupancy
HOUSING HOMELESS WORKFORCE	5500300000	44,497	42,179		43,338	0.14%	47,040		47,040	
HOUSING HOMELESS WORKFORCE	5500600000	2,750	4,978		3,864	0.01%	4,194		4,194	
HUMAN RESOURCES	1130100000	139,910	158,869	144,288	221,533	0.71%	240,457		240,457	CAC 5th floor occupancy
HUMAN RESOURCES	1130800000	7,096	-		3,548	0.01%	3,851		3,851	Department consolidation to 11301 effective FY22/23

INFORMATN TECHNOLOGY	7400100000	70,827	84,237		77,532	0.25%	84,155		84,155	
INFORMATN TECHNOLOGY	7400900000	1,653	1,056		1,355	0.00%	1,470		1,470	
MENTAL HEALTH	4100100000	56,189	57,181		56,685	0.18%	61,527		61,527	
MENTAL HEALTH	4100200000	3,023,786	3,661,895	242,319	3,464,000	11.18%	3,759,897		3,759,897	New Locations: Kidd Street, ARC, RTC, Harrison
MENTAL HEALTH	4100300000	11,890	4,417		8,154	0.03%	8,850		8,850	
MENTAL HEALTH	4100400000	362,208	379,640		370,924	1.20%	402,608		402,608	
MENTAL HEALTH	4100500000	122,388	123,450		122,919	0.40%	133,419		133,419	Do not use this Dept ID
PLANNING	3120100000	29,064	22,854		25,959	0.08%	28,176		28,176	
PROBATION	2600100000	1,211,954	1,102,149		1,157,052	3.73%	1,255,888		1,255,888	
PROBATION	2600200000	596,033	637,115		616,574	1.99%	669,242		669,242	
PROBATION	2600700000	54,765	61,814		58,290	0.19%	63,269		63,269	
PSEC	7400600000	185,364	192,458		188,911	0.61%	205,048		205,048	
PUBLIC DEFENDER	2400100000	394,268	450,806		422,537	1.36%	458,630		458,630	
PUBLIC HEALTH	4200100000	763,855	777,423		770,639	2.49%	836,467		836,467	
PURCHASING & FLEET	7300100000	-	20,778	(20,778)	0	0.00%	0		0	Vacated Washington Street
PURCHASING & FLEET	7300400000	2,268	1,022	(3,290)	0	0.00%	0		0	Do not use this Dept ID
PURCHASING & FLEET	7300500000	447,175	179,432	(9,260)	308,674	1.00%	335,041		335,041	Vacated Washington Street and Indio Fleet
PURCHASING & FLEET	7300600000	-	3,807		3,807	0.01%	4,132		4,132	
REGISTRAR OF VOTERS	1700100000	193,516	270,568		232,042	0.75%	251,863		251,863	
RIV CO DEPT OF CHILD SRVICES	2300100000	126,617	185,001		155,809	0.50%	169,119		169,119	
RUHS	4300100000	1,372,566	1,521,666		1,447,116	4.67%	1,570,730		1,570,730	
RUHS	4300300000	102,246	71,796		87,021	0.28%	94,455		94,455	
RUHS	4300600000	512,838	489,744		501,291	1.62%	544,111		544,111	
SHERIFF	2500100000	83,720	91,125		87,422	0.28%	94,890		94,890	
SHERIFF	2500200000	300,551	330,529		315,540	1.02%	342,494		342,494	
SHERIFF	2500300000	1,551,120	1,774,791		1,662,956	5.37%	1,805,006		1,805,006	
SHERIFF	2500400000	7,466,764	6,876,086		7,171,425	23.14%	7,784,012		7,784,012	
SHERIFF	2500500000	63,931	65,510		64,720	0.21%	70,249		70,249	
SHERIFF	2500600000	4,868	3,977		4,422	0.01%	4,800		4,800	
SHERIFF	2500700000	595,095	840,134		717,615	2.32%	778,914		778,914	
SHERIFF	2501000000	277,442	269,178	50,000	298,310	0.96%	323,792		323,792	RSO requested specialized Filters for Coroner Facilities
SHERIFF	2501100000	37,228	33,360		35,294	0.11%	38,309		38,309	
TLMA	3100200000	154,956	95,730		125,343	0.40%	136,050		136,050	
TLMA	3100300000	19,656	15,363		17,509	0.06%	19,005		19,005	
TRANSPORTATION	3130100000	137,369	109,160		123,265	0.40%	133,794		133,794	
TRANSPORTATION	3130200000	13,124	12,143		12,633	0.04%	13,713		13,713	
TREAS TAX COLLECTOR	1400100000	102,170	85,339		93,755	0.30%	101,763		101,763	
VETERANS SERVICES	5400100000	26,998	27,653		27,325	0.09%	29,659		29,659	
Totals		30,749,151	31,055,474		30,991,307	100.00%	33,638,601	0	33,638,601	
BANKRUPTCY COURT	N/A	\$ 207,999	212,344		210,171	18.67%	153,365		153,365	
COACHELLA VALLEY VOLUNTEER MED CLINIC	N/A	\$ 9,714	5,420		7,567	0.67%	5,522		5,522	
LAW LIBRARY	N/A	\$ 690,882	43,736		367,309	32.64%	268,031		268,031	
SUPERIOR COURT OF CA	N/A	\$ 236,082	260,149		248,115	22.05%	181,054		181,054	
U.S. DISTRICT COURT	N/A	\$ 268,384	316,218		292,301	25.97%	213,297		213,297	
Totals		1,413,060	837,866		1,125,463	100.00%	821,269	-	821,269	
FM Non-Billable										
Grand Total		\$ 32,162,211	\$ 31,893,340		\$ 32,116,770		\$ 34,459,870	\$ -	\$ 34,459,870	