

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



**ITEM: 3.20**  
**(ID # 20906)**

**MEETING DATE:**

Tuesday, January 24, 2023

**FROM :** FACILITIES MANAGEMENT:

**SUBJECT:** FACILITIES MANAGEMENT: Approval of FY 23/24 Facilities Management Real Estate (FM-RE) Internal Service Rate, All Districts. [\$0]

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

1. Approve the Facilities Management-Real Estate (FM-RE) Internal Services rate for FY 23/24 as shown in Attachment A.

**ACTION:Policy**

  
Rose Salgado, Director of Facilities Management 12/22/2022

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**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

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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: Department Budgets 100%</b>			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	23/24

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

**BACKGROUND:**

**Summary**

The Department of Facilities Management-Real Estate Services Division (FM-RE) oversees over 11 million square feet of county-owned space and approximately 5.7 million square feet of county-leased space and manages over 460 lease agreements. FM-RE provides several types of on-demand services, including the acquisition and disposition of real property, property analysis and negotiations, right of way, design/build/lease (Public Private Partnership – P3) transactions of new and existing facilities, leasing and property management services. Requesting customers will be billed the approved hourly rate multiplied by the number of hours worked in providing these services, including pre-leasing activities. In accordance with Board Policy B-8, *Leasing of Real Property*, FM-RE bills customers for leasing services based on a management fee applied to the lease amount once an agreement has been executed.

FM is requesting that the Board adopt the hourly rates for FY 23/24 for the FM-RE, 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).

The FM-RE operates as an Internal Service Fund (ISF) department and must recover its operating costs through charges to customers. FM-RE rates were derived by combining direct and indirect costs to run and operate the division divided by the annual estimated billable hours.

**Impact on Residents and Businesses**

There is no impact on residents and businesses for this Board action.

**Attachment A**

**Proposed FM FY 2023/24  
Real Estate Division Productive Hourly Rates**

	<b><u>FY 22/23 Current</u></b>	<b><u>FY 23/24 Proposed</u></b>	<b><u>FY 22/23 Current OT</u></b>	<b><u>FY 23/24 Proposed OT</u></b>
Real Estate Services: (Acquisitions & Pre-Leasing)	\$153.06	\$153.06	\$173.29	\$188.81
Leasing Services:	4.86%	4.86%		