

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



**ITEM: 3.11  
(ID # 23731)**

**MEETING DATE:**  
Tuesday, January 09, 2024

**FROM :** FACILITIES MANAGEMENT:

**SUBJECT:** FACILITIES MANAGEMENT: Approval of FY 24/25 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 24/25 as shown in Attachment A.

**ACTION:Policy**

  
Rose Salgado, Director of Facilities Management 12/22/2023

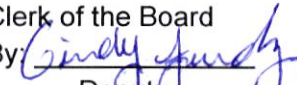
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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Perez, seconded by Supervisor Jeffries 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 9, 2024  
xc: FM

Kimberly A. 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>	24/25

**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 work environment for County employees and partner agencies, customers, visitors, and the public. The Maintenance Services Division (MSD) maintains building infrastructure in excess of 8.2 million square feet of County owned space. 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 directed by the Executive Office (EO), FM has developed customer allocations for both CSD and MSD that utilize a two-year actual billed 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 24/25 as shown in Attachment A

Attachment A shows the estimated financial impact for FY 24/25 for customer departments, agencies, and other occupants of County facilities. Changes in customer charges are due to 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 are now 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 and MSD has had various challenges generating sufficient revenue to repay the loans or meet working capital requirements and no obvious re-payment source absent raising rates which is not desirable. As part of its reorganization plan, FM is looking further into operations and considering all means to see if there is a method of repayment.

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**Impact on Residents and Businesses**

The CSD and MSD provides cleaning and routine maintenance services that promote healthy working 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 the County of Riverside.

**Additional Fiscal Information**

The MSD has limited cash reserves available for operations and does not currently meet the 60-day working capital requirements. FM will continue to monitor opportunities to reduce costs, increasing services, and meet working capital requirements to provide the County with these critical services.



## Facilities Management Custodial Services Department Allocation FY 24/25

Department Name	Actual Billed FY 21/22 (Allocation Only)	Actual Billed FY 22/23 (Allocation Only)	Occupancy Changes	Two Year Average + Changes	Percentage Share	Adjustments/ Service Level Agreements	FY 24/25 Total Allocated 2800 Amount	Notes
Auditor - Controller	70,488	89,006	(8,794)	70,953	0.53%		85,126	Reduction due to vacating 3rd Floor of the CAC
Agricultural Commissioner	12,487	23,720		18,103	0.13%		21,720	
Executive Office	344,993	408,137	63,818	440,383	3.27%		528,351	Addition of the CAC 11th Floor - RCTC
Assessor-Clerk Recorder	356,228	441,964	(63,818)	335,278	2.49%		402,251	Reduction due to vacating the 6th Floor of CAC
Board Of Supervisors/Clerk of the Board	21,529	21,123	2,146	23,472	0.17%		28,160	Addition of 5th District space at Cabazon and San Jacinto
County Counsel	54,508	78,675	4,455	71,046	0.53%		85,238	Addition of Indio Law Bldg 1/2 FY and 1/2 Floor
Housing and Workforce Solutions	58,258	62,964	147,070	207,680	1.54%		249,165	Hemet and Monroe allocation (Former MOU with Real Estate)/Custodial does not clean Path of Life Facility
RUHS - Public Health	9,157	11,245	7,259	17,460	0.13%		20,948	Addition for Washington warehouse
District Attorney	659,059	766,003	4,455	716,986	5.33%		860,207	Addition of Indio Law Bldg 1/2 FY and 1/2 Floor
Department of Child Support Services	127,006	125,431		126,218	0.94%		151,431	
Department Of Public Social Services	357,038	627,421	319,849	812,079	6.03%		974,295	Addition of Harmony Haven and Monroe allocation (Former MOU with Real Estate)
Environmental Health	138,017	208,388		173,202	1.29%		207,800	
Emergency Management Department	103,878	20,881		62,379	0.46%		74,840	
Fire Protection	217,071	255,601		236,336	1.76%		283,545	
Children & Families First Comm	29,512	50,477		39,995	0.30%		47,984	
Facilities Management	1,450,492	2,178,525	(640,475)	1,174,033	8.72%		1,408,551	Reduction due to vacating space at Mission and Franklin (RCIC MOU)/Consolidated Department ID to FM Community Centers/Monroe allocation (Former MOU with Real Estate)/Vacated space at Mission and Redistribution of Hemet and Monroe MOU's/Reduction of Hadley's Warehouse, Franklin and Monroe allocation (Former MOU with Real Estate)
Office of Economic Development			3,893	3,893	0.03%		4,671	Monroe allocation (Former MOU with Real Estate)
Human Resources	132,887	288,502	9,012	219,706	1.63%		263,593	Addition of CAC and Monroe allocation (Former MOU with Real Estate)
Probation	504,910	606,597		555,753	4.13%		666,767	
Office On Aging			12,289	12,289	0.09%		14,743	Monroe allocation (Former MOU with Real Estate)
Public Defender	275,453	309,460		292,456	2.17%		350,876	
Purchasing and Fleet Services	71,563	117,658		94,611	0.70%		113,510	
Information Technology	21,472	16,984		19,228	0.14%		23,069	
Registrar Of Voters	151,166	193,743		172,454	1.28%		206,903	
RUHS - Medical Center	1,619,933	2,462,068		2,041,000	15.16%		2,448,698	
RUHS - Behavioral Health	3,236,544	4,014,987	251,608	3,877,373	28.80%		4,651,894	Monroe allocation (Former MOU with Real Estate)
RUHS - Community Health Centers	254,982	332,222		293,602	2.18%		352,250	
RUHS - Correctional Health Systems	269,006	183,118		226,062	1.68%		271,219	
RUHS - Public Health	478,795	586,157		532,476	3.96%		638,840	

Department Name	Actual Billed FY 21/22 (Allocation Only)	Actual Billed FY 22/23 (Allocation Only)	Occupancy Changes	Two Year Average + Changes	Percentage Share	Adjustments/ Service Level Agreements	FY 24/25 Total Allocated 2800 Amount	Notes
Sheriff	18,913	22,246		20,579	0.15%		24,690	
Sheriff - Public Safety Enterprise Communicatio	15,714	69,632		42,673	0.32%		51,197	
Transportation & Land Management Agency	412,324	387,963		400,143	2.97%		480,074	
Treasurer-Tax Collector	93,955	108,874		101,414	0.75%		121,672	
Veterans Services	9,292	9,410	20,268	29,619	0.22%		35,535	Hemet and Monroe allocation (Former MOU with Real Estate)
<b>Subtotal County Departments</b>	<b>11,576,628</b>	<b>15,079,182</b>	<b>133,033</b>	<b>13,460,938</b>	<b>100%</b>	<b>-</b>	<b>16,149,815</b>	



## Facilities Management Maintenance Services Department Allocation FY 24/25

Department Name	Actual Billed FY 21/22 (Allocation Only)	Actual Billed FY 22/23 (Allocation Only)	Occupancy Changes	Two Year Average + Changes	Percentage Share	Adjustments/ Service Level Agreements	FY 24/25 Total Allocated 2800 Amount	Notes
Auditor - Controller	59,107	101,104	(18,888)	61,218	0.19%		65,516	Reduction due to vacating 3rd Floor of the CAC
Agricultural Commissioner	38,251	50,694		44,473	0.14%		47,595	
Executive Office	739,401	951,615	76,473	921,981	2.84%		986,713	Addition of the CAC 11th Floor - RCTC
Assessor-Clerk Recorder	573,729	802,478	(76,473)	611,631	1.88%		654,573	Reduction due to vacating the 6th Floor of CAC
Board Of Supervisors/Clerk of the Board	43,857	66,337	9,786	64,883	0.20%		69,439	Addition of 5th District space at Cabazon and San Jacinto
County Counsel	95,251	77,909	10,160	96,740	0.30%		103,532	Addition of Indio Law Bldg 1/2 FY and 1/2 Floor
Housing and Workforce Solutions	47,156	45,678	127,019	173,436	0.53%		185,613	Hemet and Monroe allocation (Former MOU with Real Estate)
RUHS - Public Health	805,189	1,007,561	27,602	933,976	2.87%		999,550	Addition for Washington warehouse
District Attorney	1,148,484	1,127,703	10,160	1,148,254	3.53%		1,228,872	Addition of Indio Law Bldg 1/2 FY and 1/2 Floor
Animal Services	710,875	1,082,109	(4,700)	891,792	2.74%		954,404	Reduction of 5th District adjustment San Jacinto Animal Campus
Department of Child Support Services	185,001	135,418		160,210	0.49%		171,458	
Department Of Public Social Services	755,757	1,080,197	582,042	1,500,019	4.61%		1,605,335	Addition of Harmony Haven and Monroe allocation (Former MOU with Real Estate)
Environmental Health	165,083	227,302		196,192	0.60%		209,967	
Emergency Management Department	160,094	233,405		196,750	0.61%		210,563	
Fire Protection	374,880	535,784		455,332	1.40%		487,300	
Children & Families First Comm	68,623	55,444		62,034	0.19%		66,389	
Facilities Management	3,719,317	4,343,870	(852,568)	3,179,026	9.78%		3,402,224	Reduction due to vacating space at Mission and Franklin (RCIC MOU)/Addition for Desert Expo Center/Consolidated Department ID to FM Community Centers/Reduction of Hadley's Warehouse and Monroe/Vacated space at Mission and Redistribution of Hemet and Monroe MOU's
Human Resources	158,869	352,825	10,017	265,864	0.82%		284,530	Addition of Monroe allocation (Former MOU with Real Estate)
Office On Aging			13,660	13,660	0.04%		14,619	Monroe allocation (Fomer MOU with Real Estate)
Office of Economic Development	1,134,619	1,486,872	4,328	1,315,073	4.04%		1,407,404	Monroe allocation (Fomer MOU with Real Estate)
Edward Dean Museum	3,000	3,401		3,201	0.01%		3,425	
Probation	1,801,078	1,747,551		1,774,315	5.46%		1,898,888	
Public Defender	450,806	426,551		438,678	1.35%		469,478	
Purchasing and Fleet Services	205,038	338,919	(12,632)	259,347	0.80%		277,556	Moved to RCIC (MOU)
Information Technology	85,294	129,028		107,161	0.33%		114,684	
Registrar Of Voters	270,568	244,810		257,689	0.79%		275,781	
RUHS - Medical Center	1,521,666	1,251,706		1,386,686	4.27%		1,484,045	
RUHS - Behavioral Health	4,226,583	4,191,497	279,685	4,488,724	13.81%		4,803,875	Monroe allocation (Fomer MOU with Real Estate)
RUHS - Community Health Centers	489,744	592,110		540,927	1.66%		578,905	
RUHS - Correctional Health Systems	71,796	146,524		109,160	0.34%		116,824	
Sheriff	10,281,189	9,840,966		10,061,078	30.95%		10,767,460	
Sheriff - Public Safety Enterprise Communication	192,458	215,287		203,873	0.63%		218,186	
Transportation & Land Management Agency	325,885	536,270		431,078	1.33%		461,343	
Treasurer-Tax Collector	85,339	140,014		112,677	0.35%		120,588	
Veterans Services	27,653	24,831	18,901	45,143	0.14%		48,313	Hemet and Monroe allocation (Former MOU with Real Estate)
<b>Subtotal County Departments</b>	<b>31,021,643</b>	<b>33,593,770</b>	<b>204,572</b>	<b>32,512,278</b>	<b>100%</b>	<b>-</b>	<b>34,794,947</b>	