

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



ITEM: 3.26
(ID # 12677)

MEETING DATE:
Tuesday, August 25, 2020

FROM: FACILITIES MANAGEMENT AND RIVERSIDE COUNTY LIBRARY SYSTEM:

SUBJECT: FACILITIES MANAGEMENT-REAL ESTATE (FM-RE) AND RIVERSIDE COUNTY LIBRARY SYSTEM: Ratification and Approval of Addendum No. 2 to the Agreement Between the County of Riverside and the Perris Union High School District for the Joint Use of Facilities at Heritage High School, One-Year Extension, CEQA Exempt, District 5, [\$59,732] 100% County Library Fund (Clerk to file Notice of Exemption)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Find that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301, Existing Facilities exemption, and Section 15061(b)(3), "Common Sense" exemption;
2. Ratify and approve the attached Addendum No. 2 to the Agreement Between the County of Riverside and the Perris Union High School District for the Joint Use of Facilities at Heritage High School, and authorize the Chairman of the Board to execute the same on behalf of the County; and
3. Direct the Clerk of the Board to file the Notice of Exemption with the County Clerk within five (5) days of approval by the Board

ACTION: Policy

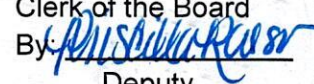

Rose Salgado, Director of Facilities Management 6/29/2020


Suzanne Holland, Director of EDA 7/23/2020

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Spiegel 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: August 25, 2020
xc: FM-RE

Kecia R. Harper
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	\$ 59,732	\$0	\$ 59,732	\$ 0
NET COUNTY COST	\$0	\$0	\$0	\$ 0
SOURCE OF FUNDS: 100% County Library Fund			Budget Adjustment: No	
			For Fiscal Year: 2020/2021	

C.E.O. RECOMMENDATION: Approve.

BACKGROUND:

Summary

The Riverside County Library System (RCLS) provides public library services to the Romoland Community through a joint-use agreement with Perris Union High School District (District). RCLS provides these library services at the library located at 26000 Briggs Road, Menifee, California. On-going library operations are arranged and maintained with oversight by the Library Administrator. The approval of Addendum #2 to the Joint-Use of Facilities Agreement (Agreement) represents a request from RCLS to extend the Agreement for its Heritage High School Library commencing on July 1, 2020 through June 30, 2021.

Pursuant to the California Environmental Quality Act (CEQA), the Agreement was reviewed and determined to be categorically exempt from CEQA under State CEQA Guidelines 15301, Class 1 – Existing Facilities exemption, and Section 15061(b)(3), “Common Sense” Exemption. The proposed project, the Agreement, is the joint use of property involving existing facilities and no expansion of an existing use will occur.

The attached Agreement is summarized below:

District’s Address:	Perris Union High School District 155 East Fourth Street Perris, California 92530	
Location:	26000 Briggs Road Menifee, California 92584	
Square Footage:	6,292	
Term:	July 1, 2020, through June 30, 2021	
Rent:	Current	New
	\$ 0.72 per sq. ft.	\$ 0.75 per sq. ft.
	\$ 4,522.27 per month	\$ 4,728.01 per month

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

	\$ 54,267.24 per year	\$ 56,736.12 per year
Rental Adjustments:	None	
Maintenance:	District	
Custodial:	District	
Utilities:	District	

The attached Agreement has been approved as to form by County Counsel.

Impact on Residents and Businesses

There will be a positive impact on residents and local businesses since this facility provides, among other programs, adult literacy services to the communities through one-on-one literacy tutoring, English as a Second Language classes and family literacy events. In general, this facility provides exciting and innovating programs and services to the community.

Additional Fiscal Information

See attached Exhibit A. All associated costs for this Addendum #2 will be budgeted in FY2020/2021 by RCLS. RCLS will reimburse the Department of Facilities Management- Real Estate Division (FM-RE) for all associated costs on an annual basis.

Contract History and Price Reasonableness

This is a one-year extension of the Agreement and the use rate is deemed below the current market rate.

The Agreement has been ratified once and amended to extend the term and modify the monthly costs.

Agreements

Date and M.O.

Joint Use of Facilities Agreement
Addendum #1 to Joint-Use of Facilities Agreement

December 12, 2017 (M.O. 3-9)
September 10, 2019 (M.O. 3-17)

RL003
Attachments:

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

- Exhibit A
- Addendum #2 to the Joint-Use of Facilities Agreement between the County of Riverside and the Perris Union High School District for joint-use of Heritage High School
- Notice of Exemption
- Aerial Image

CD:dr/061920/RL003/30.206


Steven Atkeson

8/17/2020


Gregory L. Priamos, Director County Counsel

8/10/2020

County of Riverside
Facilities Management
3133 Mission Inn Avenue, Riverside, CA

FOR COUNTY CLERK USE ONLY

Original Negative Declaration/Notice of
Determination was routed to County
Clerks for posting on.

8/27/20
Date

PP
Initial

NOTICE OF EXEMPTION

May 28, 2020

Project Name: Addendum 2 to Heritage High School Library Joint Use

Project Number: FM042612000300

Project Location: 26001 Briggs Road, south of State Highway 74, Menifee, California 92584; Assessor's Parcel Number (APN) 331-300-012; (See Attached Exhibit)

Description of Project: The County Library provides public library services to the Romoland Community through a joint use agreement with Perris Union High School District. The County provides these library services at the library located at 26000 Briggs Road, Menifee, California. This facility is operated as a joint-use facility in conjunction with the Perris Union High School District. On-going library operations are arranged by the Library Administrator and maintained with oversight by the Library Administrator. On July 1, 2007, the County of Riverside (County) entered into a Joint Use Agreement with the Perris Union High School District for the right to use and operate the library on the Heritage High School campus. The parties now desire extend the lease for the Joint Use Agreement for an additional year, commencing July 1, 2020 through June 30, 2021. The Addendum #2 to the Joint Use Agreement is identified as the proposed project under the California Environmental Quality Act (CEQA). The proposed project would involve the continuation of the letting of library space and would involve ongoing maintenance and repair of the facilities. No expansion of the existing library will occur. The operation of the facility will continue to provide library services and no additional direct or indirect physical environmental impacts are anticipated.

Name of Public Agency Approving Project: Riverside County

Name of Person or Agency Carrying Out Project: Riverside County Facilities Management

Exempt Status: State CEQA Guidelines Section 15301, Class 1, Existing Facilities Exemption; Section 15061(b) (3), General Rule or "Common Sense" Exemption. Codified under California Code of Regulations Title 14, Article 5, Section 15061.

Reasons Why Project is Exempt: The proposed project is categorically exempt from the provisions of CEQA specifically by the State CEQA Guidelines as identified below. The project will not result in any specific or general exceptions to the use of the categorical exemption as detailed under State CEQA Guidelines Section 15300.2. The project will not cause an impact to an environmental resource of hazardous or critical concern nor would the project involve unusual circumstances that could potentially have a significant effect on the environment. The project would not result in impacts to scenic highways, hazardous waste sites, historic resources, or other sensitive natural environments, or have a cumulative effect to the environment. No significant environmental impacts are anticipated to occur with the extension of the Joint Use Agreement.

AUG 25 2020 3.26

RIVERSIDE COUNTY CLERK & RECORDER

AUTHORIZATION
TO BILL
BY JOURNAL VOUCHER

Project Name: Addendum 2 to Heritage High School Library Joint Use

Accounting String: 524830-47220-7200400000 - FM042612000300

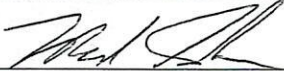
DATE: May 28, 2020

AGENCY: Riverside County Facilities Management

THIS AUTHORIZES THE COUNTY CLERK & RECORDER TO BILL FOR FILING AND HANDLING FEES FOR THE ACCOMPANYING DOCUMENT(S).

NUMBER OF DOCUMENTS INCLUDED: One (1)

AUTHORIZED BY: Mike Sullivan, Senior Environmental Planner, Facilities Management

Signature: 

PRESENTED BY: Candice Diaz, Real Property Agent, Facilities Management

-TO BE FILLED IN BY COUNTY CLERK-

ACCEPTED BY: -

DATE: -

RECEIPT # (S) -

County of Riverside
Facilities Management
3133 Mission Inn Avenue, Riverside, CA 92507

Date: May 28, 2020
To: Kiyomi Moore/Josefina Castillo, Office of the County Clerk
From: Mike Sullivan, Senior Environmental Planner, Facilities Management
Subject: **County of Riverside Facilities Management Project # F M042612000300**
Addendum 2 to Heritage High School Library Joint Use

The Riverside County's Facilities Management's Project Management Office is requesting that you post the attached Notice of Exemption. Attached you will find an authorization to bill by journal voucher for your posting fee.

After posting, please return the document to:

Mail Stop #1330

Attention: Mike Sullivan, Senior Environmental Planner,
Facilities Management,
3133 Mission Inn Avenue, Riverside, CA 92507

If you have any questions, please contact Mike Sullivan at 955-8009 or email
at msullivan@rivco.org.

Attachment

cc: file

**ADDENDUM NO. 2 TO THE
AGREEMENT BETWEEN THE
COUNTY OF RIVERSIDE AND
THE PERRIS UNION HIGH
SCHOOL DISTRICT FOR THE
JOINT USE OF FACILITIES AT
HERITAGE HIGH SCHOOL**

This ADDENDUM NO. 2 TO THE JOINT USE OF FACILITIES AGREEMENT (“Addendum”) is made and entered between the County of Riverside, a political subdivision of the State of California (“County”), and the Perris Union High School District, a California public school district (District”). The date last executed by the parties is the Effective Date.

WHEREAS, Section 17077.40 of the Education Code of the State of California authorizes a school district to enter into a contract with the County or other appropriate entity having responsibility for the provision of public library services in which the school district is located, for the purposes of operating a joint-use library facility at a school site owned by the school district; and

WHEREAS the County and the District initially entered into a Joint Use Agreement on July 1, 2007 (the “Original Joint Use Agreement”) after a determination that through cooperative efforts the best library services could be provided with a combined pooling of public resources; and

WHEREAS, the County and the District entered into a new Joint Use Agreement on December 12, 2017 (the “New Joint Use Agreement”) after a determination was made to continue to combine pooling of public resources; and

WHEREAS, the County and District entered into an Addendum No. 1 to the New Joint Use Agreement dated September 10, 2019, whereby the parties amended the New Joint Use Agreement to update costs and renew the agreement for an additional year; and

WHEREAS, a need for library facilities and services continues to exist in the Community of Menifee; and

WHEREAS the parties now wish to amend the New Joint Use Agreement to update costs and renew for an additional year.

NOW, THEREFORE, the parties agree as follows:

1. Section 5.1 in the New Joint Use Agreement is revised as follows: The term of the New Joint Use Agreement shall be extended for one (1) year, commencing on July 1, 2020 and expiring on June 30, 2021 (“Second Annual Renewal”).
2. Section 5.10. in the New Joint Use Agreement is deleted and replaced in its entirety as follows:

“5.10. Use Fee, Operation Expense, Maintenance, and Repair

Except as herein provided, the District agrees to operate, maintain, and repair, at its expense, the Library Facilities in their condition as they exist upon completion of construction of such Facilities, or in a functional equivalent of their condition as it exists upon completion of construction, normal wear, and tear excepted. County agrees to pay **\$4,728.01 per month** for facilities use, including Custodial services, Maintenance Worker services, HVAC Tech services, and utilities during the term of the Agreement. The use fee shall be adjusted by the District to reflect current rates for the remaining potential renewal term. Exhibit “B” is a calculation justifying use fees.”
3. Exhibit B of the New Joint Use Agreement is replaced with the Exhibit B attached hereto to reflect the change in costs for the term of the Second Annual Renewal.
4. The parties agree that all terms, conditions, and obligations of the New Joint Use Agreement remain in effect throughout the Second Annual Renewal term except for those provisions of the New Joint Use Agreement that are directly contradicted by this Addendum, in which event the terms of this Addendum shall control over the New Joint Use Agreement. Unless defined herein or the context requires otherwise, all capitalized terms herein shall have the meaning defined in the New Joint Use Agreement, as heretofore amended.
5. Severability - If any part or parts of this Addendum shall be held unenforceable for any reason, the remainder of the Addendum shall continue in full force and effect.

SIGNATURE PAGE TO FOLLOW

IN WITNESS THEREOF, the County and the District have executed this Addendum thereby indicating they have read and understood the same, and indicate their full and complete consent to its terms.

LESSEE:

County of Riverside, a political subdivision
of the State of California

By: 

V. Manuel Perez, Chairman
Board of Supervisors

LESSOR:

Perris Union High School District, a California public
school district

By: 

Dawn Bray
Director of Purchasing

ATTEST:

Kecia R. Harper
Clerk of the Board

By: 

Deputy

Approved as to Form:

Gregory P Priamos
County Counsel

By: 

Thomas Oh, Deputy County Counsel

IN WITNESS THEREOF, the County and the District have executed this Addendum thereby indicating they have read and understood the same, and indicate their full and complete consent to its terms.

LESSEE:

County of Riverside, a political subdivision
of the State of California

By: _____

V. Manuel Perez, Chairman
Board of Supervisors

ATTEST:

Kecia R. Harper
Clerk of the Board

By: _____

Deputy

Approved as to Form:

Gregory P Priamos
County Counsel

By: _____

Thomas Oh, Deputy County Counsel

LESSOR:

Perris Union High School District, a California public
school district

By: _____

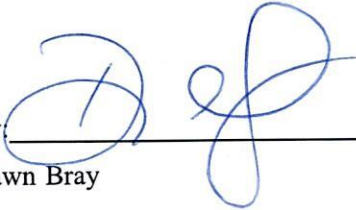

Dawn Bray
Director of Purchasing

EXHIBIT B

Use of Facility Fee Calculation for Operation, Maintenance, and Repair (section 5.10 of Agreement) Basic Assumptions pertaining to the calculation of the Use Fee:

1. Hours of County operation are scheduled as follows:

Day	Hours of Operation
Monday-Thursday	3:00 p.m. – 7:00 p.m.
Friday	Closed
Saturday	10:00 a.m. – 2:00 p.m.
Sunday	Closed

2. It is assumed the library will be open every Saturday during the year, except Saturdays that fall on a holiday. There are approximately 52 Saturdays in each year. Whereas holidays occasionally fall on a Saturday, the calculation will be adjusted to approximate this at 50 Saturdays per year.

3. Maintenance and HVAC work is assumed to be completed during regular working hours and therefore will be calculated at the straight time rate of approximately 4 hours per month or 48 hours per year for maintenance and approximately 4 hours per month or 48 hours per year for HVAC work.

4. Maintenance and custodial material burden is estimated to be \$154.16 per month.

5. Energy costs are based on an estimate for the 5,373 square feet (includes the 308 sq. ft. reduction for site use) for County-utilized area of the library building at Heritage High School. Energy consumption studies performed within the District on comparable buildings have indicated an approximate energy cost of \$33.60 per hour.

6. The District will incur additional energy consumption due to the operations of the public following the close of school each day at an average of 22 hours per week equaling 1,144 hours per year.

**EXHIBIT B
(continued)**

For the 2020-21 Calculation of Labor Rates to Apply to Use Fee:

Position	2020-21 Hourly Rate Incl. Fixed Costs and H&W
Custodian	\$39.77
Maintenance Worker	\$46.92
HVAC Technician	\$47.20

Baseline Calculation for the Monthly Use Fee:

Description of Cost Item	Labor Hours per Month	Total Hours per Year	Hourly Rate Including Fixed Costs and H&W	Other Costs	Total Cost Per Year
Custodial Svcs	25	300	\$39.77	N/A	\$11,931.00
Maintenance Svcs	4	48	\$46.92	N/A	\$2,252.16
HVAC Svcs	4	48	\$47.20	N/A	\$2,265.60
Materials Burden	N/A	N/A	N/A	\$1,850	\$1,850
Energy Burden	N/A	1,144	N/A	\$33.60/hr	\$38,438.40
Total Annual Cost					\$56,736.16
Total Monthly Cost					\$4,728.01

FY 2020/21
Riverside County Library System
26000 Briggs Road, Menifee (Romoland Library)
ESTIMATED AMOUNTS

Total Square Footage to be Leased:

Current Office:	6,292 SQFT	
Approximate Cost per SQF \$	0.75	
Lease Cost per Month (Jul-Jun)	\$ 4,728.01	
Total Lease Cost (Jul-Jun)		\$ 56,736.12
Total Estimated Lease Cost for FY 2020/21		\$ 56,736.12

Estimated Additional Costs:

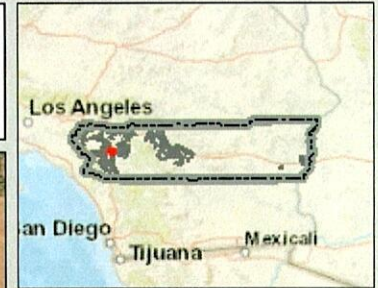
EDA Lease Manager	5.28%	\$ 2,995.67
TOTAL ESTIMATED COST FOR FY 2020/21		\$ 59,731.79
TOTAL COUNTY COS¹	0%	\$ -
	F11 Total Cost	\$ 59,731.79
	F11 Total County Cost	

26000 Briggs Road- Heritage High School

Addendum 2



City of
Menifee



Legend

- Blueline Streams
- City Areas



IMPORTANT Maps and data are to be used for reference purposes only. Map features are approximate, and are not necessarily accurate to surveying or engineering standards. The County of Riverside makes no warranty or guarantee as to the content (the source is often third party), accuracy, timeliness, or completeness of any of the data provided, and assumes no legal responsibility for the information contained on this map. Any use of this product with respect to accuracy and precision shall be the sole responsibility of the user.

0 752 1,505 Feet

REPORT PRINTED ON... 5/21/2020 11:34:55 AM

© Riverside County GIS

Notes

District 2