

**RIVERSIDE UNIFIED SCHOOL DISTRICT
OPERATIONS DIVISION**

Operations Board Subcommittee Meeting

March 20, 2019

3:00 p.m. – 5:00 p.m.

Conference Room 3

3380 14th Street, Riverside, CA 92501

A G E N D A

As required by Government Code 54957.5, agenda materials can be reviewed by the public at the District's Administrative Offices, Reception Area, First Floor, 3380 Fourteenth Street, Riverside, California.

Call Meeting to Order

Public Input

The subcommittee will consider requests from the public to comment. Comments should be limited to three minutes or less. If you wish to address the subcommittee concerning an item already on the agenda, please indicate your desire to do so on a provided card. You will have an opportunity to speak prior to the subcommittee's deliberation on that item.

Pursuant to Section 54954.2 of the Government Code, no action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the Subcommittee or staff may briefly respond to statements made or questioned posed by persons exercising their public testimony rights. Discussion of items brought forward that are not on the agenda shall be considered for future agendas by the Subcommittee Chair.

Action/Discussion Items

The following agenda items will be discussed and the subcommittee members may choose to introduce and pass a motion as desired.

1. Approval of Minutes

The subcommittee will be asked to approve the minutes of the February 13, 2019, meeting.

2. Victoria and Central Property Lines

Staff will present surveyed property lines and a potential disputed encroachment matter at the existing property located at Central and Victoria Avenues.

3. Ramona High School Theater Window Designs Update

Staff will present a mock up and update on the installation of the proposed window design graphics (music notes) at the Maxine Frost Performing Arts Center.

4. District Office Project Update

Staff will present an update on the proposed District Office Project and scope of work.

5. Use of Facilities Report

Staff will present an update on the District's Use of Facilities Feasibility Study.

6. California Baptist University Student Housing Project

Staff will present a request from the California Baptist University to waive developer fees on their proposed student housing project.

7. Schedule of Meetings

The subcommittee's next meeting has been scheduled for Wednesday, April 17, 2019, 3:00 - 5:00 p.m., in Conference Room 3, 3380 14th Street, Riverside, CA 92501.

Conclusion

Subcommittee Members Comments

Adjournment

**Riverside Unified School District
Operations Division
Operations Board Subcommittee Meeting
February 13, 2019
3: 00 p.m. – 5:00 p.m.
Conference Room 3
3380 14th St., Riverside, CA 92501**

MINUTES

CALLED TO ORDER: 3:03 p.m. by Mr. Lee

PRESENT: Brent Lee and Tom Hunt, Board Members, and Sergio San Martin, Assistant Superintendent, Operations.

Also present were Mays Kakish, Chief Business Officer, Ana Gonzalez, Planning and Development Director; Ken Mueller, Maintenance and Operations Director; Daniel Rodriguez, Facilities Projects Assistant Director; Jessica Mears, Facilities Planning Assistant Director, Annette Alvarez, Fiscal Services Manager; Richard Prince, Community Relations Manager; Dan Rudd, CSEA, Chapter 506 President, and Lizette Delgado, (Recorder).

Public Input

There were no requests to speak with subcommittee members.

Action/Discussion Items

1. Approval of Minutes

Mr. Hunt moved and Mr. Lee seconded to approve the minutes of the December 12, 2018, and January 8, 2019, meetings, as presented.

2. Deferred Maintenance - 2018-2019 Summary List

Staff gave a presentation on the inventory of high priority deferred maintenance needs/projects for the 2018-2019 school year, which included Deferred Maintenance Program background information and funding, project identification and prioritization process, sample of several site-specific needs, and recommendations for funding sources. The total amount for all identified Deferred Maintenance projects/needs for the 2019/2020 school year is \$5,190,500.

Subcommittee members discussed the information presented and were supportive of staff's recommendation of using carry over funds at the end of the year towards Deferred Maintenance projects, and include an ongoing dedicated deferred maintenance budget to be considered as an LCAP Goal 1 Priority in order to maintain aging facilities and keep school in good repair. Subcommittee members suggested that Deferred Maintenance funding be included in budget planning discussions.

3. Measure O Project Signs

Staff gave a presentation on project groundbreaking signs that have been installed at the sites of Group A Measure O projects, scheduled to begin this summer. Subcommittee members reviewed the information displayed on the signs and requested that more information on the

project's scope of work be added to the signs. Staff will update the "under construction" project signs to include additional information as requested. Placement of a sign for the MLK Parking Lot project on Van Buren Blvd. was suggested by subcommittee members. Staff added that the Riverside Polytechnic High School's expansion project sign has not yet been posted because the project is currently going through the California Environmental Quality Act (CEQA) process.

4. Bryant Elementary School Gayle Cloud Library

The subcommittee received mockups of the exterior lettering and interior dedication display for the Gayle Cloud Library at Bryant Elementary School. Staff informed the subcommittee that standard lettering will be used. Subcommittee members asked staff to hold meetings with Gayle Cloud, Board Member Allavie, and the Communications and Planning and Development staff to plan the dedication event and to develop a list of event attendees.

5. Central/Victoria Water

Staff presented a brief History of the Gage Canal Company's water rights in relation to the Central and Victoria property. RPU owns property water rights, wells, and infrastructure of the Gage Canal Company – 1965 judgement. Information about next steps included working with the Riverside Public Utilities (RPU) to secure a means to connect to existing agricultural water source on Central Avenue.

6. Lead Testing in Drinking Water

The subcommittee was provided an update on the status of the AB 746 Drinking Water Testing. Staff stated that lead water testing has been completed and that a fixture at Arlington High School, and two fixtures at John W. North High School showed elevated presence of lead. Staff mentioned that all fixtures have been replaced, retested, and that no lead was detected in the drinking water. Sites communities have been kept informed of the process, testing results, and remediation. Information has also been posted on the District's website, Maintenance and Operations webpage.

7. Projects Groundbreaking Protocol

The subcommittee was asked for input and recommendation concerning Project Ground Breaking Event Protocol. The subcommittee suggested that all Measure O Projects include a project unveiling event. Only "New Construction" projects would warrant a groundbreaking event, which would include invitation to dignitaries and shareholders. For a Ribbon Cutting Ceremony, when the project is completed, the Board Area Trustee will speak but all Board Members will be invited. For high profile projects, the President of the Board will speak. Site staff to follow the Event Protocol Process.

The subcommittee's recommendation will be presented to the Communications Board Subcommittee at a future meeting to further discuss the Ground Breaking Event Protocol.

Conclusion

Subcommittee Members Comments

Mr. Hunt requested that information regarding the Arlington High School stadium lights design project be presented at a future subcommittee meeting.

Adjournment

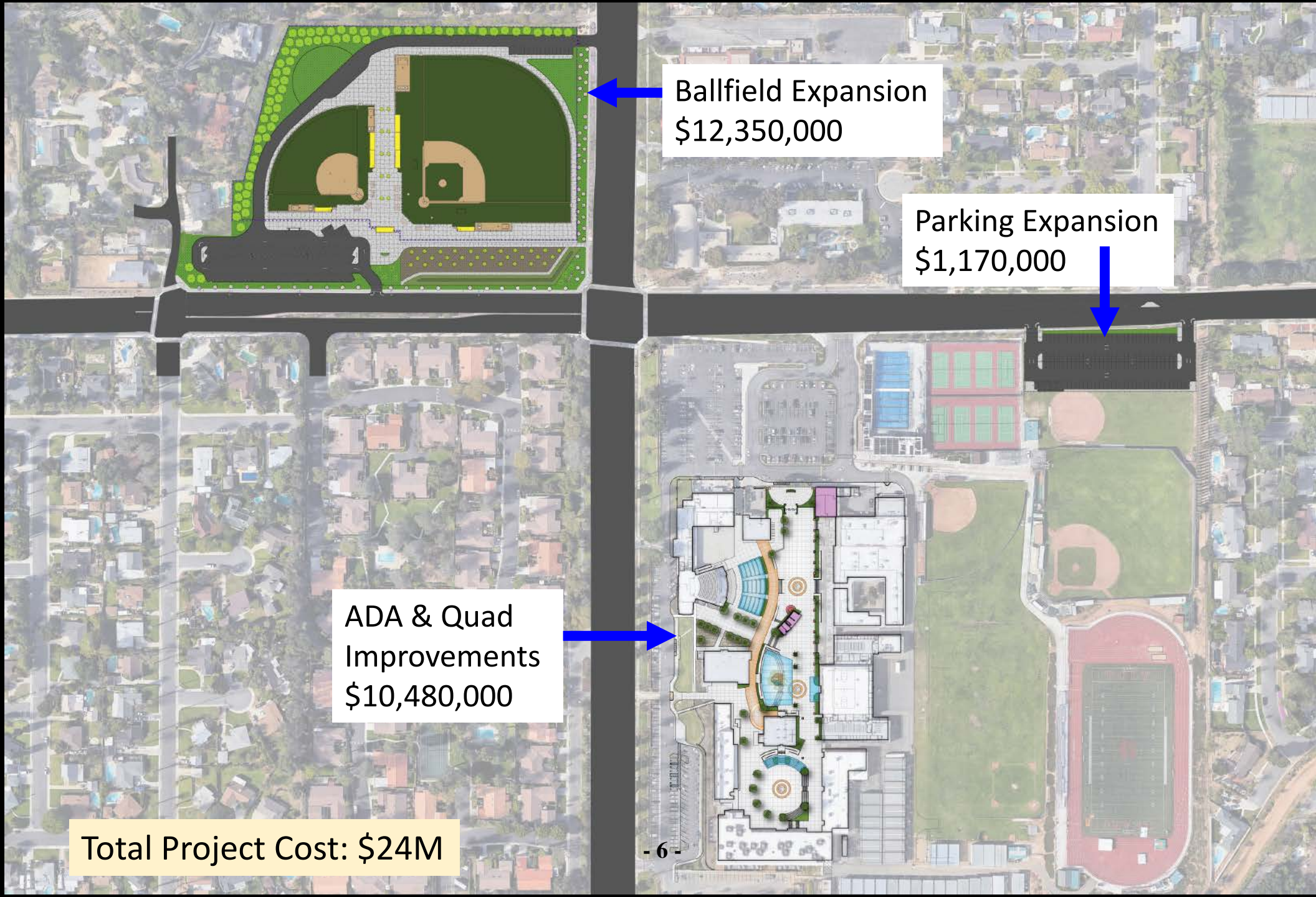
Meeting was adjourned at 5:00 p.m.



Victoria and Central Ave Property Lines

March 20, 2019

Operations Board Subcommittee



Ballfield Expansion
\$12,350,000

Parking Expansion
\$1,170,000

ADA & Quad
Improvements
\$10,480,000

Total Project Cost: \$24M



New Ballfields:

- Est. Cost - \$12.3M
- No field lighting
- 100 parking spaces
- Not a practice field
- Competition fields (approx. 12 games a year)
- Protected Fencing during non school use



EXISTING CONDITION ASSESSMENT

- Property line
- Existing block wall (approx. 3'-8" high)
- Existing chain link fence (approx. 6'-0" high)
- Existing vinyl fence (approx. 6'-0" high) over block wall (approx. 7'-6" high total)
- Existing block wall (approx. 7'-6" high)
- Existing chain link fence (approx. 7'-0" high)
- Existing chain link fence (approx. 6'-0" high) with vines (approx. 9'-0" high total)
- Overgrown trees in this location extend 12'-0" max. from property line onto District property
- Existing property encroachment
- Existing gate





PROPOSED ACTIONS

----- Property line

Existing trees in this zone to remain (approx. 8'-0" from property line)

- District to clean, trim, and prune overgrown branches and foliage that extends beyond this zone.
- District to provide pathway at the ground in this zone for ease of maintenance.
- District may elect to remove trees in this zone.

District to weld all existing gates in locking positions to prevent access

Existing trees in this zone to be removed (approx. 8'-0" and beyond)

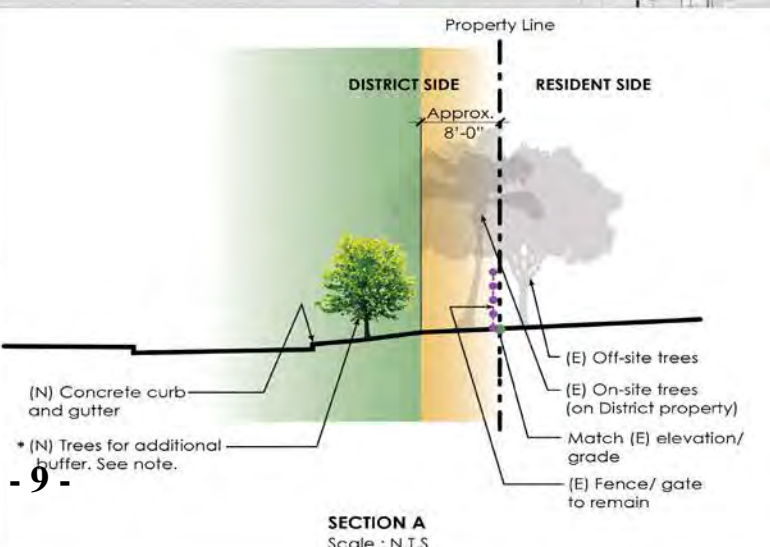
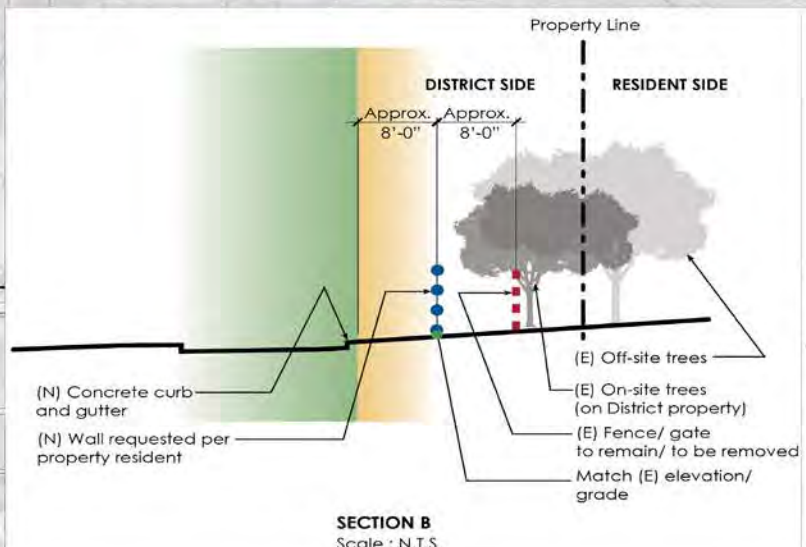
- District to grind tree stumps and remove roots located in this zone.
- District to provide (N) concrete swale to catch runoff and nuisance water from residents' properties
- District to provide new trees for additional buffer in this zone.
- District to provide pathway at the ground in this zone for ease of maintenance.

----- Existing fence/ gate to remain

----- Existing fence/ gate to remain/ to be removed

..... New wall requested per property resident. 8'-0" offset from (E) fence

* Note: The image of the tree is a graphic representation of the proposed tree at height and may not reflect the actual size of the tree at the time of planting.



Scale : 1" = 30'-0"

Questions & Answers

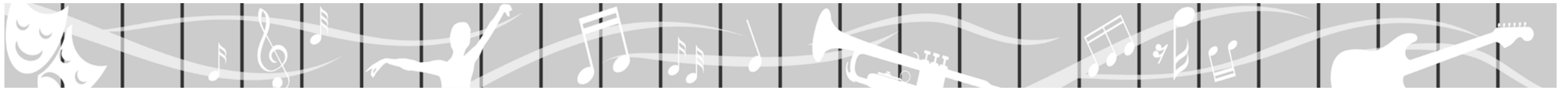


Ramona Theater Window Graphics

Operations Division

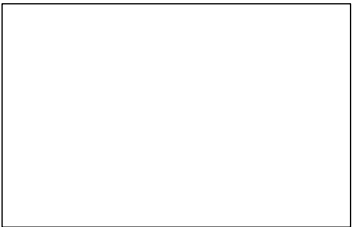
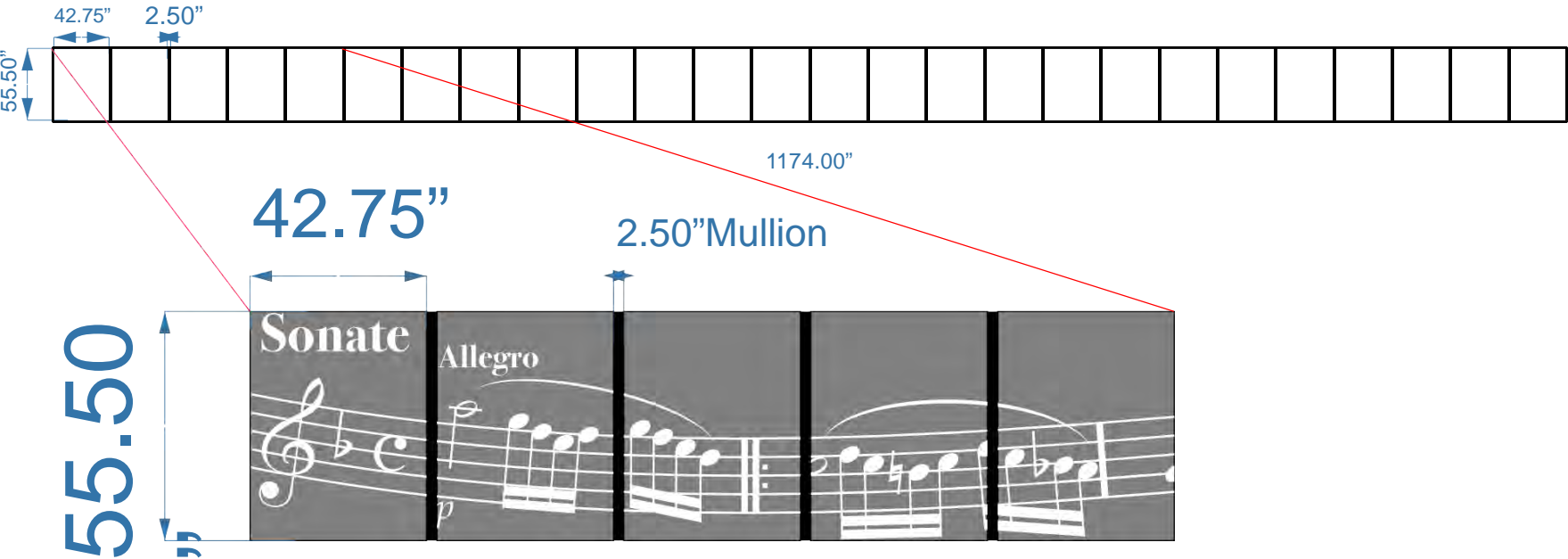
Operations Board Subcommittee March 20, 2019







DESCRIPTION: 100 feet x 6 feet overall size single color white cut vinyl silhouette graphics of musical notes installed on outside of glass. Customer to provide Vector art of graphics. ORDER# 20412



1st Surface
Cut White Vinyl





District Office Improvement Plan

Operation Board Subcommittee

March 20, 2019



DISTRICT OFFICE

3380 14th Street

Built:	1960
Building:	27,000
Size:	1.1 ac
Appraised:	\$3.8K (11/16)
Occupancy:	120 staff

FINDINGS AND ALTERNATIVES

		Total	Option A	Option B	Option C
Improvements:		Site Assessment			
1	ADA Compliance	\$ 5,000,000	\$ 5,000,000		<i>Purchase Office Building</i> \$9-\$12M (turn-key) 25,000 sqft <i>Sell D.O. -\$3.8M</i> [\$12M - \$3.8M = \$8.2M]
2	Security (lobby)			\$ 700,000	
3	Seismic Upgrades				
4	New Elevator			\$ 1,500,000	
5	New Stairwell				
6	Electrical Systems	\$ 5,500,000		\$ 600,000	[\$12M - \$3.8M = \$8.2M]
7	HVAC System/Mech.				
8	Furniture & Equipment				
Total		\$ 10,950,000	\$ 5,000,000	\$ 2,800,000	\$ 8,200,000
Interim Housing:					
9	Grant Building/Site	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
10	Offsite Office Space - 1 YR	\$ 1,204,025	\$ 1,204,025		
11	Furniture & Equipment	\$ 360,000	\$ 360,000	\$ 360,000	\$ 360,000
Total		\$ 1,864,025	\$ 1,864,025	\$ 660,000	\$ 660,000
Project Cost		\$ 12,814,025	\$ 6,864,025	\$ 3,460,000	\$ 8,860,000
Funds Allocated		\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
Balance/Short Fall		\$ (7,814,025)	\$ (1,864,025)	\$ 1,540,000	\$ (3,860,000)

Complete All Work

Pro & Cons:

- 60 year old building.
- Interim Housing req.
- Offsite Lease req.
- *Req. full vacate.*
- Relocate staff 2x.
- Major infrastructure work is completed.
- Not a modernization project.

Comments:

Slow down engineering, and, hold until funds are secured.

Pending Plan Review

Option A

Pro & Cons:

- 60 year old building.
- Interim Housing req.
- Offsite Lease req.
- Relocate staff 2x.
- Possible HVAC & mechanical systems future failure.
- Not a modernization project.

Comments:

Slow down engineering, and hold until funds are secured.
Prepare for HVAC - system future failure.
Pending Plan Review

Option B

Pro & Cons:

- 60 year old building.
- No ADA work completed.
- No Seismic work.
- No leasing of interim housing.
- 50+ staff move to Grant.
- Possible HVAC & mechanical systems future failure.
- Contingent on City appr.

Comments:

Explore this option w/ City. Short term solution - until complete work is done or, purchase office building.
Pending Plan Review

Option C

Pros & Cons:

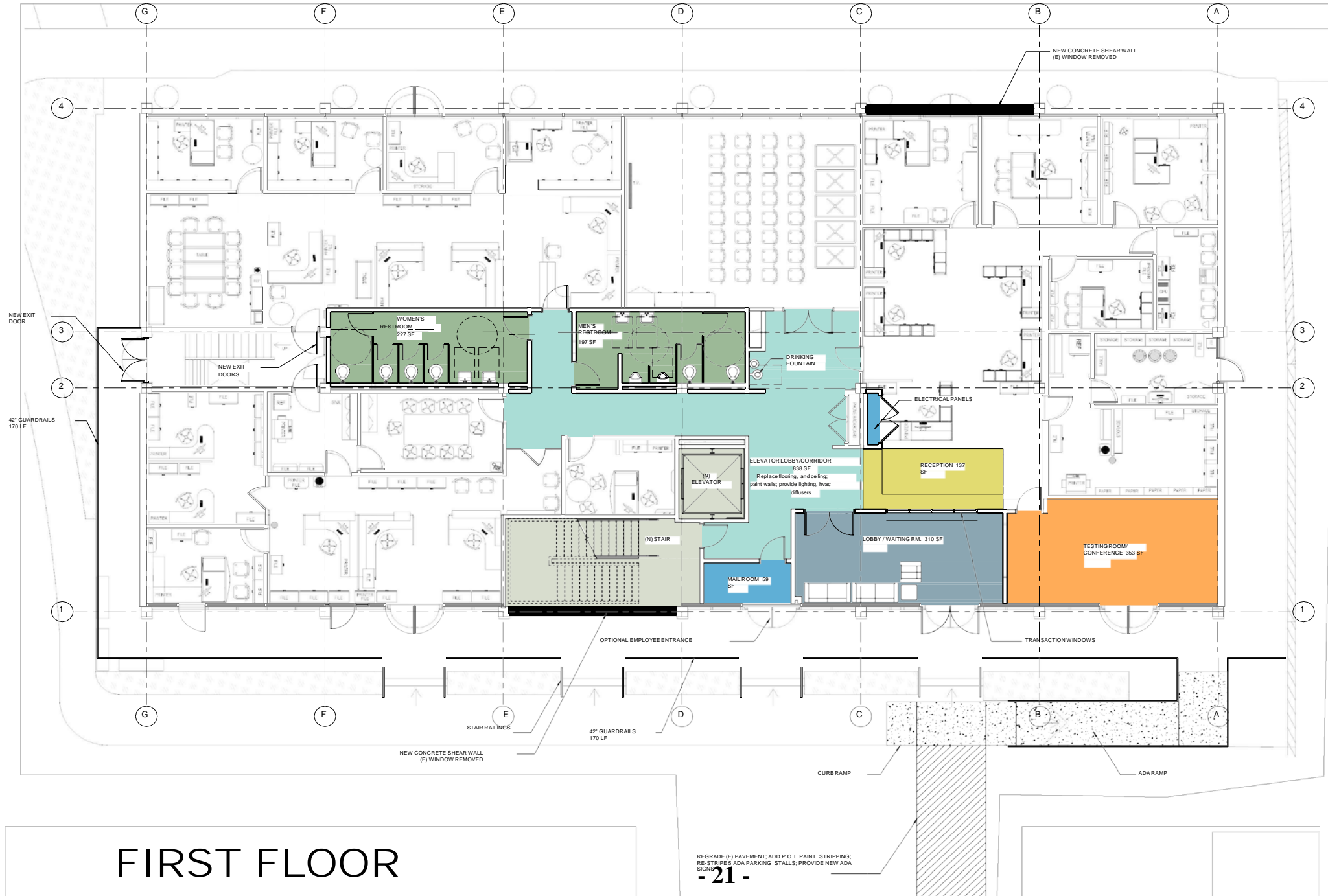
- Purchase a 10-15 year old building.
- Admin use: new building + Grant.
- Meet ADA & security.
- No interim housing needed.
- Turn-Key assumes all costs (mechanical, relocation, setup, improvements, F&E, etc.)
- Relocate staff 1x

Comments:

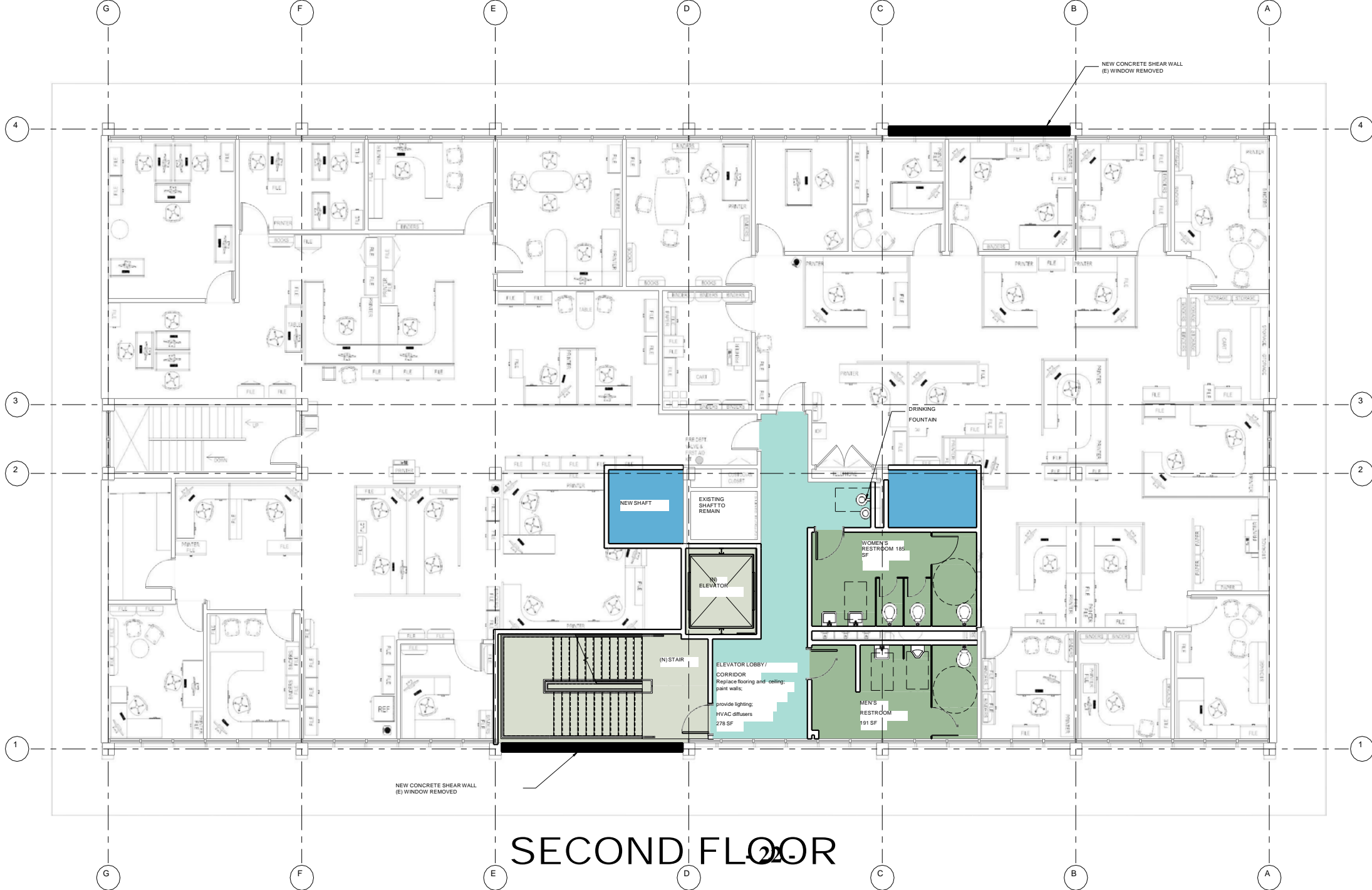
Explore this Option if feasible.
Secure funds, and complete within 5 years.
Complete within 10 years if Option B is completed.

SCOPE OF WORK

Option A

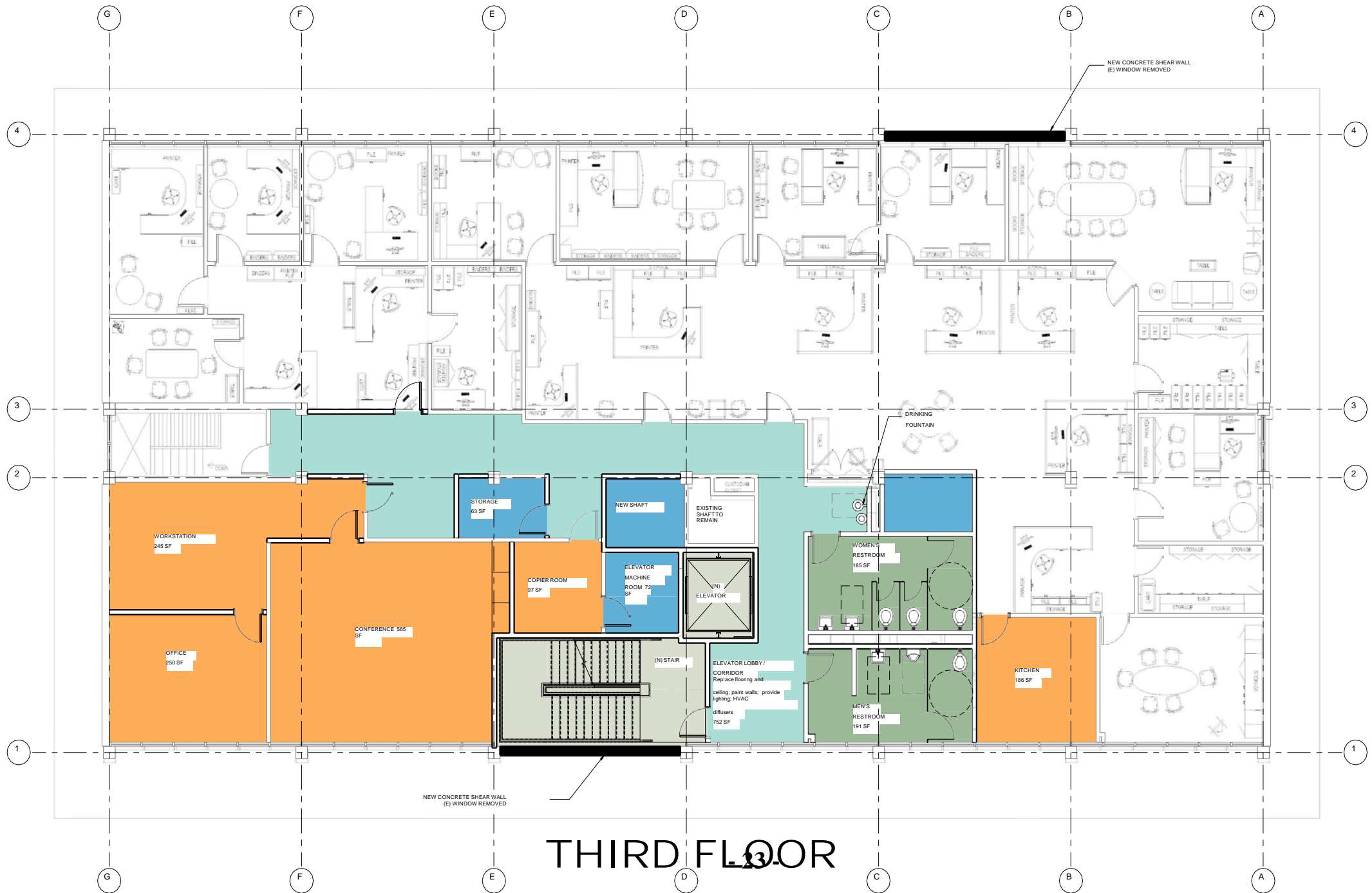


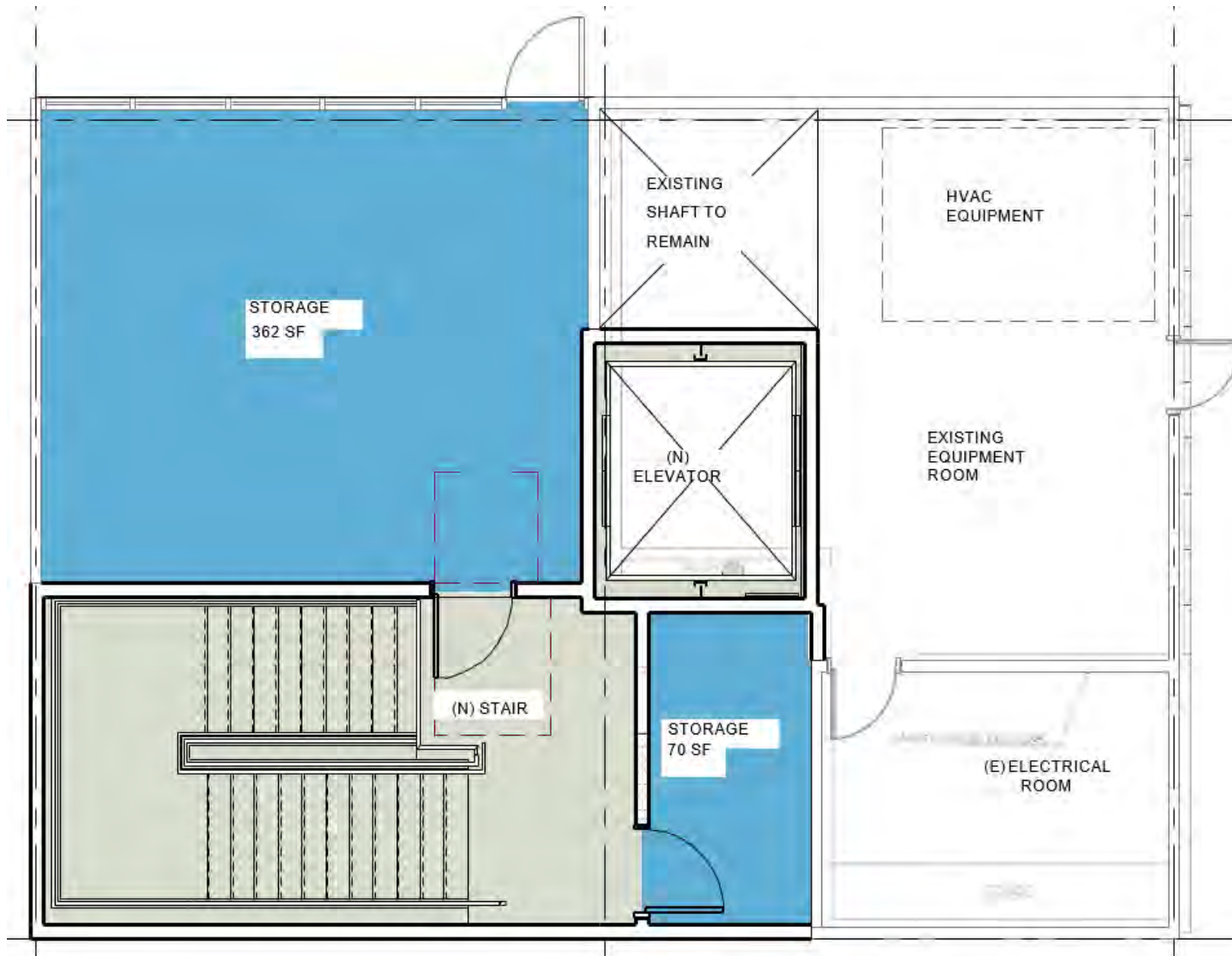
FIRST FLOOR



SECOND FLOOR





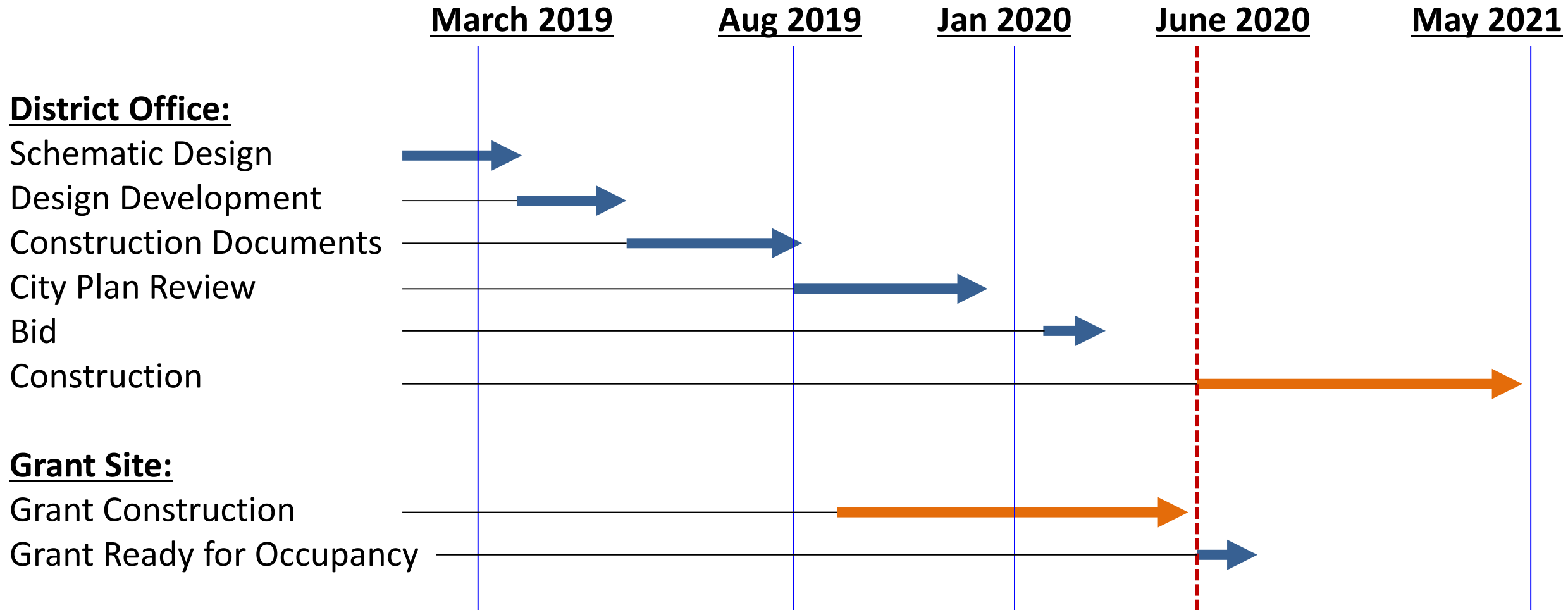


- LEGEND
- CORRIDOR
 - ELEVATOR & STAIR
 - EXISTING
 - LOBBY
 - OFFICE/CONFERENCE ROOM
 - RECEPTION
 - RESTROOMS
 - UTILITY

FOURTH FLOOR



TIMELINES



Questions & Answers



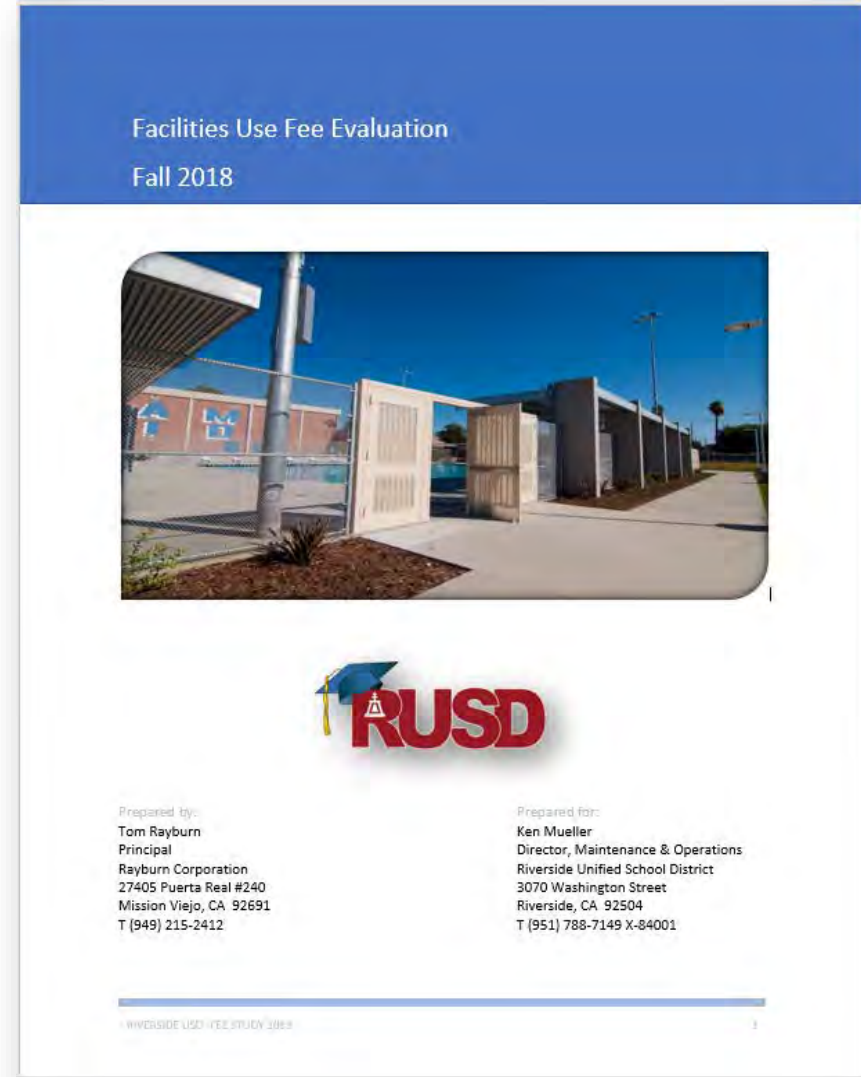
Facilities Use Fees 2019

Ken Mueller - Director of Maintenance & Operations

Introduction

Purpose and Catalyst

- SB-1404
- Periodic Review
 - Policies
 - Fees – Last update 2014
- Updated Cost Ran Through CDE Calculator
- Proposed Cost-Based Fee Schedule
- Formal Fee Waiver Request Process



What is the Civic Center Act

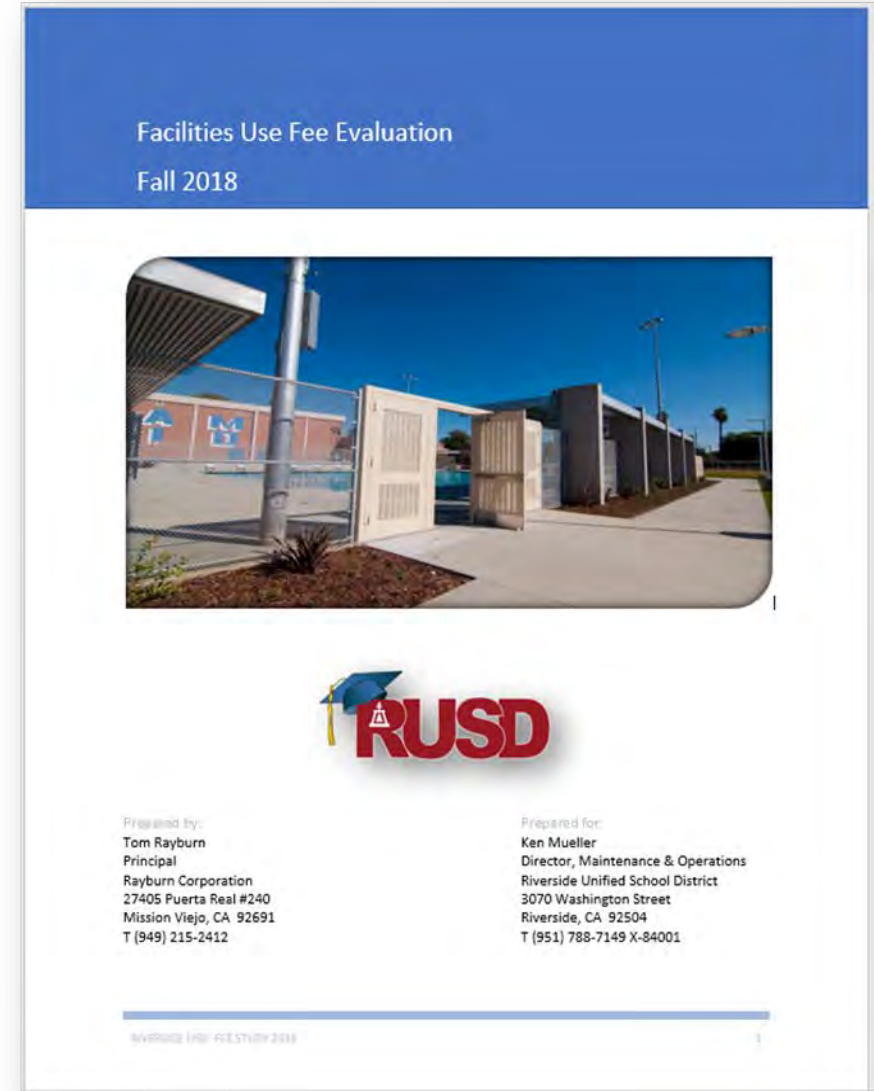
- California Education Code Section 38130 establishes the Civic Center Act as of 1998
 - 38138(b) The governing board of any school district may grant the use of school facilities or grounds as a civic center upon the terms and conditions the board deems proper, subject to the limitations, requirements, and restrictions set forth in this article...
 - 38134(a)(1) The governing board of a school district shall authorize the use of school facilities or grounds under its control by nonprofit organizations, or by a club or association organized to promote youth and school activities...
 - SB-1404 was enacted in 2012 amending the Civic Center Act

SB-1404 WHAT'S NEW?

- The phrase “Capital Direct Costs” (vs. Operational Direct Cost) has been expanded to include a share of costs for maintenance, repair, restoration, and refurbishment of the school facilities or grounds; proportional to that entity’s use.
- Requires tracking of capital direct cost fees collected under these provisions to be deposited into a special fund that can only be used for purposes specified under the Civic Center Act (i.e. monies to be spent to refurbish wear and tear).
- Charges are emphasized based on “activities” (e.g. fund raising events for the school can be exempt whereas a religious meeting must be charged at least direct cost and no less).
- Although SB-1404 adds these proportional Capital Direct Costs, it elected to uniquely exclude classroom space. Districts cannot pass on non-operational costs for classroom spaces.

Method

- Collected:
 - Existing Data
 - Neighbor Fee Schedules
 - Neighbor Policies
- Reviewed for best practices
- Processed cost data through CDE Fee Calculator
- Created cost-based fee schedule per SB-1404



Data Points

Space Use from Leticia 06-27-16.xlsx - Microsoft Excel

	A	B	C	D	E	F	G	H	I
		Sample Size in	Actual Size in		Sample HS #1			Sample HS #2	
	Space (from fee schedule)	Square Feet	Square Feet		*Hours School Use	**Hours Others		*Hours School Use	**Hours Others
4	Boardroom	15,000 sq ft							
5	PAC/Auditorium Little Theater	5,000 sq ft							
6	Quad/ Senior Park/ UpperLower Commons	80,000 sq ft							
7	Library	8,000 sq ft							
8	Cafeteria	5,760 sq ft							
9	Teachers Lounge/ Conference Room	900 sq ft							
10	Gym	10,000 sq ft							
11	Stadium	27,000 sq ft							
12	Pool	9,750 sq ft							
13	Baseball Field	57,600 sq ft							
14	Softball Field	57,600 sq ft							
15	Soccer Field/ Utility Field	57,600 sq ft							
16	Tennis Courts	2,800 sq ft							
17	Outdoor Basketball Courts	6,000 sq ft							
18	Wrestling Room	1,920 sq ft							
19	Classrooms	960 sq ft							
20	Parking Lot	83,400 sq ft							
21									
22	LEGEND:								
23	*Hours School Use	Hours used during the day for school curriculum and school endorsed events							
24	**Hours Others	Hours space used by others, renters, after-hours programs, non-school-activities							
25									
26									
27									
28									

Ready

FullertonJHSD_FacUse_Data_Rev05-20-2016.xlsx - Microsoft Excel

	A	B	C	D
		Note	SAMPLE	Answer
3	MISC STATS FROM FACILITIES			
4	Total Building Gross Square Footage District wide		885,000 sq feet	
5	Current Replacement Value (if known) cost per square foot	From Ins policy	\$ 400.00	
6	Total Acreage (acres, feet, whatever you have)		280 acres	
7	Total occupied hours per year		2500/campus	
9	FROM ACCOUNTING (to determine maintenance costs):			
10	Annual Utilities		\$ 640,000.00	
11	Annual Maintenance Costs		\$1,440,000.00	
12	Custodial Costs		\$2,100,000.00	
13	All M&O Overtime		\$ 120,000.00	
14	Supplies Budget for M&O		\$ 85,000.00	
15	Any Dedicated Deferred Maintenance or special funding provided to M&O		\$ 500,000.00	
17	FROM ACCOUNTING & ESTIMATE (to determine overhead costs):			
18	Security	4 staff	\$ 240,000.00	
19	Facilities Department Management % of time/cost devoted to Facilities Use	208 hours * \$45	\$ 9,360.00	
20	Facilities Use Sr. Admin Specialist	1 + overhead	\$ 75,000.00	
21	School-site administration % of time/cost devoted to Facilities Use	368 hours * \$25	\$ 109,200.00	
22	Business Services % of time/cost devoted to Facilities Use		\$ 20,000.00	
23	Software System Utilized for Facilities Use		\$ 15,000.00	
25	FROM FACILITIES (Modernization Activities)			
26	Modernization - monies spent on Bond program, any mods etc			
27	Any COP's, SFID Bonds, etc?			
28				
29				

Ready

CDE Calculator

Facility_Use_Calculator_FY16-17_Final.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins Nuance PDF Acrobat Team

Paste Clipboard Font Alignment Number Styles Cells Editing

G21 $\$459,381 / 1,327,000 = .35/\text{sq foot} * 960 = \336.00

Line #	Regulation Section	Description of Input	Unit
3	14038(a)(3)	Direct cost fee payers' proportionate share = Line 1/Line 2	1.98%
Step 2: Determine Capital Direct Costs			
4	14039(a)	The useful life of a specific facility or grounds or type of facility or grounds, in years, from the initial date of occupancy or use.	30 years
5	14039(b)	The estimated cost to repair, restore, or refurbish a specific facility or grounds, at the end of its useful life. Or, the cost to replace a facility or grounds as specified.	\$288,000.00
6	14039(c)	Annual Capital Direct Costs = Line 5/Line 4	\$9,600.00 \$/yr
Step 3: Determine Operational Direct Costs			
7	14040(a)	The estimated annual cost of salaries and benefits for personnel required to operate, clean, and maintain a specific facility or grounds, or type of facility or grounds.	\$9,676.80 \$/yr
8	14040(b)	The estimated annual cost of supplies required to operate and maintain a specific facility or grounds or type of facility or grounds.	\$643.20 \$/yr
9	14040(c)	The estimated annual cost of utilities required to operate a specific facility or grounds or type of facility or grounds.	\$2,361.60 \$/yr
10	14040(d)	The estimated prorated salaries and benefits paid to school district employees, for administering the Civic Center Act.	\$336.00 \$/yr
Step 4: Establish Fee Schedule and Calculate Fee			
Option A: Capital Direct Costs Only			
11	14041(a)(1)	Hourly rate = (Line 6 * Line 3) / Line 2	\$190.16 \$/yr (Responsibility of All)
Option B: Operational Direct Costs Only			
12	14041(a)(2)	(Line 7 + Line 8 + Line 9) * Line 3 / Line 1	\$251.20 \$/yr (Responsibility of All)
13	14041(a)(2)	Line 10 / Line 1	\$336.00 \$/yr (Applicant Share)
14	14041(a)(2)	Hourly rate = Line 12 + Line 13	\$7.40 \$/hr
Option C: Capital and Operational Direct Costs			
15	14041(a)(3)	Hourly rate = Line 11 + Line 14	\$17.30 \$/hr

Ready Little Theatre - Lecture Hall Cafeteria-MPR Kitchen (incs cafeteria) Class - 33 -

Comparative Fee Schedule

Use of Facilities Fee Schedule

Specific Facility	Group II Non-Profit Per Hour	Existing Fees	Group III Fair Rental Value Per Hour	Existing Fees	Surveyd Districts Fair Rental Per Hour (Average)
1 Athletic Fields					
Field - practice/soccer	26.03	avg 63.00/day	53.66	avg 92.00/day	53.66 - averaged el/md/hs rates
Field with lights (where applicable)	16.69	91.00	121.40	181.00	121.40
Stadium Small (Arlington, Poly)	170.88	158.00	255.00	238.00	255.00
Stadium Large (North, Ramona, MLK)	231.86	220.00	341.24	296.00	341.24
Add Stadium Lights	20.54	91.00	124.24	181.00	124.24
Stadium Concession Bldg	11.31	new	56.40	new	56.40
All Weather Track (practice only)	74.16	37.00/day	265.75	47.00/day	265.75
2 Performing Art Center/Auditorium/Little Theatre/MPR *					
Performing Art Center (Ramona)/HS Auditorium	382.06	124.00	611.45	181.00	611.45
High School Theatre	154.90	57.00	154.90	102.00	154.90
MS Auditorium	52.91	44.00	83.90	102.00	83.90
ES Multi Purpose Room	48.71	34.00	79.61	72.00	79.61
Add Kitchen***	20.89	65.00	64.27	102.00	64.27
4 Outdoor Facilities					
Parking Lot	45.83	5.00 space	79.61	5.00 space	79.61
Outdoor Courts - basketball, tennis	20.40	95- / day	30.53	new	30.53
Outdoor - lunch, blacktop, quads	5.25	new	30.08	136.00	30.08
5 Classroom/Specialty Room *					
Standard Classroom	19.65	13.00	19.65	21.00	35.03
Conference Room/Teachers lounge	12.35	new	54.96	new	54.96
6 Gymnasium *					
Large Gym (High School)	152.72	102.00	178.65	205.00	178.65
Small Gym (Middle School)	65.44	44.00	101.99	69.00	101.99
Add Locker Room	21.98	new	21.98	new	
7 Library *					
Elementary	32.11	24.00	44.79	49.00	44.79
Middle School	41.28	44.00	55.30	69.00	55.30
High School	114.30	65.00	114.30	92.00	63.66
8 Aquatics *					
Pool - 25 meter (Tom - add school names here)	129.00	49.00	129.00	72.00	123.17
Pool - 50 meter (Tom - add school names here)	181.62	97.00	253.10	143.00	253.10
With Lights	16.69	45.00	42.24	91.00	42.24
With Locker Room (Poly Only)	21.98	new	42.58	new	42.58
9 Equipment **					
Overhead Projector & Screen	21.00/use	21.00	27.30	41.00	20.00
Piano (upright)	84.44/use	35.00	109.77	69.00	cost + 30%
Piano (grand)	97.60/use	61.00	126.88	123.00	cost + 30%
Portable Sound System	159.72/use	new	207.64	new	cost + 30%
Light tower	77.04/use	34.00	100.15	68.00	cost + 30%
10 Labor					
Sound or Light Systems Operator (Student)	min wage	min wage	min wage	min wage	min wage
Sound or Light Systems Operator (District staff)	37.70	new	-	new	55.81
Custodian, Grounds, Maint., Food Svcs Worker	39.60	30.00	-	30.00	40.31
Journey Tradesman	41.61	39.00	-	39.00	50.15
Technical Director (Classified or Certificated)	49.46	43.00	-	43.00	45.39
11 Portable Restrooms					
Per Set	150.00		-		

* Facilities that require the space to be opened/closed have a minimum 2 hour rental fee.

** Not all equipment is available at each school, check with the individual site first.

*** Use of kitchen requires food service worker

BLUE - Fair Rental Value will = average of neighboring fair rental values fees.

ORANGE - Daryl to review and provide updated hourly rate (with note as to formula used).

Effective July 1, 2019

Prepared by
Maintenance & Operations Division
3070 Washington Street
Riverside, CA. 92504

Ph: (951) 788-7496 X-84055

Fax: (951) 778-5641

Next Steps