



MEMORANDUM
PUBLIC WORKS AND FACILITIES
PROPERTY MANAGEMENT DIVISION
County of Placer

TO: Board of Supervisors **DATE:** September 13, 2016
FROM: Ken Grehm, Director of Public Works and Facilities
By: Laurie Morse, Property Manager
SUBJECT: Property Management / License Agreement / Dry Creek Joint Elementary School District / Sheriff Department Community Service Station at 2955 PFE Road, Roseville CA

ACTION REQUESTED

Authorize the Director of Public Works and Facilities, or designee, to execute and administer the License Agreement with the Dry Creek Joint Elementary School District to allow the Placer County Sheriff's Office to use 2,030± sq.ft. of the former Dry Creek Elementary School office for a community service station, at \$500 per month.

BACKGROUND

The Placer County Sheriff's Office (PCSO) has continued to work with the West Roseville community to provide increased law enforcement presence in this area. In May 2016, the Dry Creek Joint Elementary School District (District) and PCSO identified an opportunity to locate a community service station within the former Dry Creek Elementary School at the corner of PFE and Cook Riolo Roads in Roseville. To allow this, the Dry Creek Joint Elementary School District (District) provided the PCSO with a License Agreement (License) authorizing the use of approximately 2,030 sq.ft. within the former school offices (See Attachment - Premises). The Premises would be used by the District's School Resource Officer, PCSO deputies and volunteers, and as a general service center functioning as an extended office to write reports, meet with citizens, take reports, and provide a more easily identifiable law enforcement presence within the West Roseville community as a whole.

At the request of the PCSO, Property Management has worked with the District to finalize the proposed License. The License's initial term is one year and will renew annually for another four years, unless otherwise terminated by either party with 90-day notice. In recognition of the community benefits associated with the proposed community service program, rent is fixed at \$500 per month throughout the term in an effort to recoup the District's costs to provide maintenance, utilities and monthly custodial services to the Premises. The PCSO will be responsible only for telephone and internet service and any costs to repair any damage it causes to the Premises.

In order to allow the PCSO's use of the Premises for the community service program, it is requested that your Board authorize the Director of Public Works and Facilities, or designee, to execute and administer the License.

ENVIRONMENTAL IMPACT

This License is Categorically Exempt from review pursuant to Section 15301 of the California Environmental Quality Act. This Section provides for activities, including leasing of existing facilities, where there is no expansion of use beyond that previously existing.

FISCAL IMPACT

Beginning on the Effective Date of the License, rent is fixed at \$6,000 per year or \$30,000 over the 5-year term. Funding for rent is included in the Sheriff's Department Final FY 2016-17 Budget.

ATTACHMENT

Premises

PREMISES

