

FILED  
THE CITY CLERK  
OAKLAND

2016 JUL 14 PM 5:57

# AGENDA REPORT

**TO:** Sabrina B. Landreth  
City Administrator

**FROM:** Stephanie Hom  
Deputy City Administrator

**SUBJECT:** OUSD Use of City Hall Agreement

**DATE:** July 13, 2016

City Administrator Approval

Date:

7/14/16

## RECOMMENDATION

**Staff Recommends That The City Council Consider Adopting An Ordinance Waiving Facility Rental Fees For Oakland Unified School District Use Of City Hall Facilities For Purposes Of Conducting Twice-Monthly Board Meetings For A One Year Period.**

## EXECUTIVE SUMMARY

City Council approval of this ordinance will waive the applicable facility rental fees listed in the Master Fee Schedule for Oakland Unified School District (OUSD) use of City Hall facilities to conduct Board meetings starting at 4:00 p.m. twice-monthly, on the second and fourth Wednesdays, for a one year period.

The waiver of facility rental fees would be equivalent to an estimated amount of \$66,000 for one year. OUSD will reimburse the City for direct staff costs, security, parking, and facility damages associated with the use of City Hall facilities in accordance with the Master Fee Schedule.

The Life Enrichment Committee, at its meeting of July 12, 2016, has recommended for forwarding to the City Council on this same date, July 19, 2016, approval of a resolution authorizing the City Administrator to enter into an agreement with the Oakland Unified School District (OUSD) enabling OUSD use of City Hall facilities for the Board meetings. The Committee also directed staff to return to City Council with this proposed ordinance waiving the associated facility rental fees.

## BACKGROUND / LEGISLATIVE HISTORY

OUSD approached the City, through the Office of the Mayor, with a request to use certain facilities in City Hall for the purposes of conducting its regular Board meetings held at 4:00 p.m. on the second and fourth Wednesdays of each month.

Currently, the City and OUSD have a Joint Facilities Use Agreement that is specific to the shared use of facilities under the supervision of the Oakland Parks & Recreation department youth, adult recreational and educational programs. Authority for entering into the Joint Facilities

Item: \_\_\_\_\_  
City Council  
July 19, 2016

Use Agreement was provided by the City Council on November 3, 2008 through Resolution No. 81647 C.M.S.

**ANALYSIS AND POLICY ALTERNATIVES**

It is in the best interest of the City and OUSD to increase the level of cooperation and coordination to benefit the general public by maximizing the use of available resources. This premise is also the basis for the current Joint Facilities Use Agreement.

OUSD currently holds its Board meetings at the LaEscuelita Education Center located at 1050 2nd Avenue. In fall 2015, OUSD approached the City through the Office of the Mayor requesting to use City Hall as the location for its regular Board meetings. Through several discussions between City and OUSD staffs, the following requirements and arrangements have been identified and addressed in order to fulfill this request:

Requirement	Proposed Arrangement	Staffing
<p><b>Board Meeting Space</b> <b>(12:00 p.m. to meeting end)</b></p>	<p>City Council Chamber is consistently available on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month. Capacity is approx. 200, including main floor and balconies. OUSD requests access to Chamber at 12:00 noon on meeting days. No food or drinks, including water, is allowed in the Council Chamber.</p> <p>On meeting days, City Hall building access will be limited to one entrance at 14<sup>th</sup> Street.</p>	<p>City of Oakland staffing requirement for meeting days:</p> <ol style="list-style-type: none"> <li>1. 8:00 am – 3:00 pm: Five (5) security guards (2 guards at 14<sup>th</sup> Street entrance and 3 guards at other stations).</li> <li>2. 3:00 pm until at least 30 minutes after meeting adjourns: Seven (7) security guards (2 guards at 14<sup>th</sup> Street entrance, 3 guards at other stations, 2 additional guards for Chamber)</li> <li>3. 3:30 pm until at least 30 minutes after meeting adjourns: One (1) Stationary Engineer One (1) Custodian</li> </ol> <p>OUSD staffing needed:</p> <ol style="list-style-type: none"> <li>4. OUSD Police Officers (4 minimum) OUSD relies on Police for meeting management and security.</li> </ol>

Requirement	Proposed Arrangement	Staffing
<b>Production Space for KDOL</b> (12:00 pm to meeting end)	Mayor's Conference Room, adjacent to Council Chamber available after 3:30 pm.	OUSD staff.
<b>Storage Space for Video and IT equipment with easy access to Council Chamber</b> (Duration of agreement)	Former Press room	n/a
<b>Room for OUSD Senior Staff</b> (5:00 pm to meeting end)	Building Bridges Room, adjacent to Council Chamber. Room available after 5:00 pm.	OUSD staff.
<b>Childcare Room</b>	Hearing Room #3: Capacity of approximately 80.	OUSD staff.
<b>Overflow Meeting Space</b>	Hearing Room #2 is not available for overflow consistently, so there is no guarantee of availability. If available, KDOL will provide tuner that can plug into available cable feed. KDOL will provide projector to show broadcast of meeting. KDOL will address providing access to audio in the room. Capacity is 98 but seats approx. 70, including city providing portable chairs at front of room.	OUSD staff.
<b>Closed Session Room</b> <i>Food/drink allowed</i>	Hearing Room #4 (Available after 4:00 p.m.)	OUSD staff.
<b>KDOL Technology Support</b>	OUSD will provide mobile unit capable of producing and broadcasting meeting. OUSD will not	Availability of City IT support for the first several meetings to troubleshoot in the event of

Requirement	Proposed Arrangement	Staffing
	<p>show meeting live during meeting within Council Chamber.</p> <p>KDOL will provide 5 cameras for production. Cameras may be mounted from balconies upon approval from City Facilities Management. Cameras will be taken down and stored when meetings are not in session.</p> <p>For audio access, City will provide a second Internet Access point to City's network and specific IP</p>	<p>network connection issues.</p>
	<p>Address for KTOP's Audio Service. KDOL will purchase separate license for service. KTOP will attempt to set up unique audio profile that KDOL would use to operate audio needs during meetings.</p> <p>KDOL will provide projector to project Power Point presentations.</p> <p>KDOL will set up wireless access to OUSD network without need of assistance from City.</p> <p>For data access, City will provide one Internet Access via Public IP Address with access point located in Mayor's Caucus Room. (This is a one-time set up and no on-going staff needed.)</p>	
<p><b>Parking – General public</b></p>	<p>OUSD can use up to three (3) Validation Terminals. City invoices OUSD for the cost of validated parking used at Clay Street Garage, Dalziel Garage, and/or City Center West Garage at a flat rate of \$3.00 per vehicle with validation entering a garage after 3:00 pm on the 2nd and 4th Wednesdays for an OUSD Board Meeting.</p> <p>OUSD agrees to set up a protocol</p>	<p>OUSD staff.</p>

Requirement	Proposed Arrangement	Staffing
	<p>for an OUSD Liaison to communicate with our Parking "Ambassador" (Parking Contractor) in the event it is anticipated that a meeting will not conclude before the respective close times of the garage(s) – currently 7 pm at Dalziel, 11 pm at City Center West, and 1 am at Clay Street. Specifically, this communication could happen about an hour before a close time via phone.</p> <p>Capacity: Clay Street Garage – 315 spaces. Closes at 1 am. Dalziel – 215 spaces. Closes at 7 pm. City Center West – 800 spaces. Closes at 11 pm.</p>	
<p><b>Parking - Board Member, Superintendent, and Senior Staff</b></p>	<p>OUSD use up to three (3) Validation Terminals. City invoices OUSD for actual cost of validation used at Clay Street Garage, Dalziel Garage, or City Center West Garage will be at a negotiated flat rate of \$3.00 per vehicle with validation entering a garage after 3:00 pm on the 2nd and 4th Wednesdays for an OUSD Board Meeting.</p> <p>If reserved spaces are required, City can mark spaces in Clay Street Garage basement for reservations if after 3:30 pm. If reserved spaces required before 3:30 pm, charge of Full Day Rate applies.</p>	<p>OUSD staff.</p>

These logistical arrangements will enable OUSD to use City Hall as a meeting place for the OUSD regular Board meetings for a one year period, which could increase the level of cooperation and coordination. While OUSD will provide monetary compensation to the City for the staff and parking costs associated with the use of City Hall, the City will experience increased wear and tear of the City Hall facilities that will not be monetarily compensated. During OUSD regular Board meetings, the first and third floors of City Hall will be accommodating potentially large numbers of meeting attendees. In addition, while City Hall facilities are generally available on the second and fourth Wednesdays of the month, the

commitment to OUSD Board meetings will mean that City meetings, including special City boards and commission meetings cannot be scheduled in City Hall for the second and fourth Wednesdays during the period of the agreement with OUSD.

**FISCAL IMPACT**

For illustrative purposes, the following cost estimates are based on a regular Board meeting that starts at 4:00 pm and ends at 11:00 pm (7 hours).

OUSD would reimburse the City for staff / contract costs associated each meeting totaling an estimated \$3,628 based on the current Master Fee Schedule rates. The estimated annual dollar value would be \$87,072 for twice-monthly meetings.

Quantity	Description	Rate	Total
8	CUSTODIAN REGULAR HOURS 3:30 PM - 11:30 PM, ½ hour before and after meeting	\$53.17	\$425.36
8	ENGINEER O/T HOURS 3:30 PM - 11:30 PM, ½ hour before and after meeting	\$135.27	\$1,082.16
35	SECURITY GUARD SERVICES 8:00 AM - 3:00 PM – 5 security guards (2 guards at 14th Street entrance and 3 guards at other stations)	\$22.44	\$785.40
59.5	SECURITY GUARD SERVICES 3:00 PM - 11:30 PM – 7 security guards (2 guards at 14th Street entrance, 3 guards at other stations, 2 additional guards for Chamber)	\$22.44	\$1,335.18
	Total Estimate (Per Meeting):		\$3,628.10

In addition, OUSD would make payment to the City for parking services, including 3 validation terminals at a cost of \$100 per terminal for Validation Programming Fee and a non-refundable \$800 per terminal Validation Terminal Deposit. Actual costs of parking will be charged at a rate of \$3.00 per vehicle per meeting.

The City would waive an estimated \$2,750 per meeting, or \$66,000 annual amount in facility rental fees as listed in the current Master Fee Schedule.

Quantity	Description	Rate	Total
7	CITY HALL HR 2 (4:00PM - 11:00PM)	\$100.00	\$700.00
7.5	CITY HALL HR 3 (3:30PM - 11:00PM)	\$100.00	\$750.00
2	CITY HALL HR 4 (4:00PM - 6:00PM)	\$100.00	\$200.00
11	CITY HALL CHAMBER HOURS (12:00PM - 4:00PM & 4:00PM - 11:00PM)	\$100.00	\$1,100.00
1	BUILDING BRIDGES (No established MFS Rate)	\$0.00	\$0.00
1	MAYOR'S CONFERENCE ROOM (No established MFS Rate)	\$0.00	\$0.00
1	PRESS ROOM FOR 1 YEAR (No established MFS Rate)	\$0.00	\$0.00
	Total Estimate (Per Meeting):		\$2,750.00

The reimbursement of staff / contract costs would be deposited into the Oakland Public Works, Facilities Management organization in Fund 4400 – City Facilities, Organization 30632 – Public Works Facilities Services, Account 45419 – Fees.

### **PUBLIC OUTREACH / INTEREST**

At this time, no outreach was deemed necessary for the proposed policy action beyond the standard City Council agenda noticing procedures.

### **COORDINATION**

The subject of this report has been developed in coordination with the Oakland Unified School District and various City departments including OPW – Facilities Management, OPW – Traffic, Safety and Parking, City Clerk – KTOP, Information Technology, City Administrator's Office, and the Mayor's Office. This report has been reviewed by the Office of the City Attorney and Controller's Budget Office.

### **SUSTAINABLE OPPORTUNITIES**

***Economic:*** There are no direct economic opportunities associated with this report.

***Environmental:*** There are no direct environmental opportunities associated with this report.

***Social Equity:*** There are no direct social equity opportunities associated with this report.

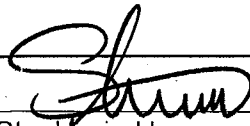
Item: \_\_\_\_\_  
City Council  
July 19, 2016

**ACTION REQUESTED OF THE CITY COUNCIL**

Staff requests that the City Council Consider Adopting An Ordinance Waiving Facility Rental Fees For Oakland Unified School District Use Of City Hall Facilities For Purposes Of Conducting Twice-Monthly Board Meetings For A One Year Period.

For questions regarding this report, please contact Stephanie Hom, Deputy City Administrator at (510) 238-7542.

Respectfully submitted,



---

Stephanie Hom  
Deputy City Administrator  
City Administrator's Office



2016 JUL 14 PM 5:57 **OAKLAND CITY COUNCIL****ORDINANCE No. \_\_\_\_\_ C.M.S.**

**ORDINANCE WAIVING FACILITY RENTAL FEES FOR OAKLAND  
UNIFIED SCHOOL DISTRICT USE OF CITY HALL FACILITIES FOR  
PURPOSES OF CONDUCTING TWICE-MONTHLY BOARD MEETINGS  
FOR A ONE YEAR PERIOD**

**WHEREAS**, the City owns the City Hall building located at 1 Frank Ogawa Plaza in the City of Oakland (“City Hall”); and

**WHEREAS**, the Oakland Unified School District (“District”) desires to use certain facilities in City Hall for the purposes of conducting twice-monthly meetings, on the second and fourth Wednesdays of each month, of the District’s Board of Education (“Board Meetings”); and

**WHEREAS**, the District’s use of City Hall facilities will include the City Council Chamber, Mayor’s Caucus Room, Building Bridges Room, Hearing Room 3, Hearing Room 2, and a storage room; and

**WHEREAS**, the Master Fee Schedule establishes fees for the rental and use of City Hall facilities; and

**WHEREAS**, the District will reimburse the City for direct staff costs, security, parking, facility damages associated with the use of City Hall facilities in accordance with the Master Fee Schedule but desires that the City waive applicable facility rental fees listed in the Master Fee Schedule for use of City Hall facilities; and

**WHEREAS**, both the City and the District believe that it is in the public interest for the District to be able to conduct the Board Meetings at City Hall; and

**WHEREAS**, the City Council has authorized the City Administrator to enter into an agreement with the District to allow the District’s use of City Hall facilities for Board Meetings; now, therefore

**THE COUNCIL OF THE CITY OF OAKLAND DOES ORDAIN AS FOLLOWS:**

**Section 1.** That the applicable facility rental fees listed in the Master Fee Schedule are waived at an estimated annual amount of \$66,000 for the Oakland Unified School District use of City Hall facilities for purposes of conducting twice-monthly board meetings, on the second and fourth Wednesdays of each month.

**Section 2.** This ordinance shall become effective immediately on final adoption if it receives six or more affirmative votes; otherwise it shall become effective upon the seventh day after final adoption.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

AYES- BROOKS, CAMPBELL WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID, AND PRESIDENT  
GIBSON MCELHANEY

---

NOES-

ABSENT-

ABSTENTION-

ATTEST: \_\_\_\_\_

LaTonda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California

DATE OF ATTESTATION: \_\_\_\_\_

## NOTICE AND DIGEST

### **ORDINANCE WAIVING FACILITY RENTAL FEES FOR OAKLAND UNIFIED SCHOOL DISTRICT USE OF CITY HALL FACILITIES FOR PURPOSES OF CONDUCTING TWICE-MONTHLY BOARD MEETINGS FOR A ONE YEAR PERIOD**

This ordinance waives the facility rental fees as stated in the City of Oakland Master Fee Schedule for the Oakland Unified District's (OUSD) use of City Hall facilities to conduct Board meetings on the second and fourth Wednesdays each month.

---