



City of San Leandro

Meeting Date: March 4, 2013

Staff Report

File Number: 13-076

Agenda Section: ACTION ITEMS

Agenda Number: 10.B.

TO: City Council

FROM: Chris Zapata
City Manager

BY: Carolyn Knudtson
Recreation and Human Services Director

FINANCE REVIEW: Not Applicable

TITLE: Staff Report for a Memorandum of Understanding Between the City of San Leandro and the San Leandro Unified School District Regarding the Use, Maintenance and Operation of the Pacific Sports Complex and Burrell Field

SUMMARY AND RECOMMENDATIONS

City and School District staffs have been working collaboratively the past two years in the design and development of the Pacific Sports Complex and Burrell Field renovation. In order to meet the July opening deadline a determination needs to be made as to how the Sports Complex will be run. Staff is looking for direction from the City Council to work with the San Leandro Unified School District staff in drafting a Memorandum of Understanding detailing the use, maintenance and operation responsibilities, and establishment of a separate fund which tracks revenues and expenditures associated with oversight of the Pacific Sports Complex and Burrell Field.

BACKGROUND

At the direction of City Council, City staff has been working with San Leandro Unified School District (District) staff before and after Measure M passed in 2010 on the design, development and possible maintenance and operations of Pacific Sports Complex and Burrell Field (Sports Complex). The most recent City Council actions and meetings include an agreement for the District to use a piece of City land for the proposed parking lot in January, 2012; a review of estimated expenditures and proposed options for use at the City/District liaison meeting in May, 2012; a review of estimated expenditures and proposed options for use at the September, 2012 City Council Work Session, where staff was directed to come back to City Council with revenue estimates from fees, and the January 14, 2013 City Council Work Session where staff presented the estimated revenue generated by fees and a reader board.

According to the District, the Sports Complex may be completed as early as July, 2013. In order to market and operate the facility, the use, operation, maintenance and oversight need to be determined. District and City staffs are in agreement that the City is best suited to

oversee the Sports Complex for the following reasons: the majority of use will be by the community; input received from the community throughout the process indicates a desire and expectation for the City to run the facility, and the City currently provides field use and sport activities to the community.

In addition to outlining the responsibilities of maintenance and operations, the MOU should address the provision of a separate fund that tracks the revenues and expenses associated with the Sports Complex. Revenue may come from a variety of sources, including fees, reader boards, donations and sponsorships, and expenditures may come from each agency. A separate Sports Complex fund with segregated revenues and expenditures is easier to monitor and ensures revenues are used for Sports Complex expenditures as well as future replacement costs.

Current Agency Policies

As per current joint-use agreements (Bancroft and Muir): It is the policy of City and District to jointly undertake the development, installation, construction and maintenance of recreational facilities in order to reduce capital and operational costs to both governmental jurisdictions.

Previous Actions

- January 17, 2012 - City Council approved an agreement to allow District to use a piece of City property for the parking lot at Pacific Sports Complex and Burrell Field.
- September 24, 2012 - City Council Work Session discussed the use, maintenance and operation of Pacific Sports Complex and Burrell Field.
- January 14, 2013 - City Council Work Session discussed the use, maintenance, operation and fees of Pacific Sports Complex and Burrell Field.

Committee Review and Actions

- May 17, 2012 - City Council/San Leandro Unified School District Liaison Committee discussed the use, maintenance and operation of Pacific Sports Complex and Burrell Field.

Applicable General Plan Policies

- General Plan Goal #24: Joint Use
Aggressively pursue additional agreements with the School Districts, the Boys and Girls Club, and other agencies and organizations to ensure that San Leandro's open spaces and recreational facilities are available for public use.
 - 24.01 - Promote joint use agreements between the City and School Districts to maximize public access to school recreational facilities and grounds during non-school hours.
 - 24.03 - Partner with the School Districts to develop creative solutions to the maintenance, liability, security, and funding challenges associated with the joint use of school properties for public recreation.

Summary of Public Outreach Efforts

Flyers were mailed to businesses and homes surrounding the Pacific Sports Complex and Burrell Field and User groups of Burrell Field and the Pacific Sports Complex advising them of the January 14, 2013 City Council Work Session to discuss the use, maintenance, operations and fees for the Pacific Sports Complex and Burrell Field.

Legal Analysis

Legal analysis will be necessary once a draft memorandum of understanding is complete.

Fiscal Impacts

The Memorandum of Understanding will detail agency oversight responsibilities which may have fiscal impact.

Budget Authority

ATTACHMENTS

None.

PREPARED BY: Carolyn Knudtson, Director, Recreation and Human Services Department



City of San Leandro

Meeting Date: March 4, 2013

Minute Order - Council

File Number: 13-075

Agenda Section: ACTION ITEMS

Agenda Number:

TO: City Council

FROM: Chris Zapata
City Manager

BY: Carolyn Knudtson
Recreation and Human Services Director

FINANCE REVIEW: Not Applicable

TITLE: MOTION: Motion Directing Staff to Work with the San Leandro Unified School District Staff in Drafting a Memorandum of Understanding Detailing the Use, Maintenance and Operation Responsibilities, and Establishment of a Separate Fund Which Tracks Revenues and Expenditures Associated with Oversight of the Pacific Sports Complex and Burrell Field
