



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item # 10.2

Meeting Date: November 6, 2014

Subject: Facility Repurpose and Reuse: Proposal, Ranking and Fee Structure for Approval

- ☐ Information Item Only
- ☐ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: _____)
- ☐ Conference/Action
- ☒ Action
- ☐ Public Hearing

Division: Facilities Support Services

Recommendation:

Board to approve the presented Proposal, Ranking and Fee Structure format.

Background/Rationale:

Timeline:

- March 6, 2014 7-11 recommendation to the Board
- June 19, 2014 Staff presented proposed criteria and fee structure
- July 8,9,10, 2014 Tours conducted
- July 17,2014 Staff presented on criteria and tiered fee structure and civic center categories
- August 27, 2014 Community Forum
- October 2, 2014 Staff presented draft proposal format and scoring options

Additional information provided:

- SCUSD website
 - FAQs
 - Insurance Requirements
 - Utility Reports

Financial Considerations: None at this time.

Documents Attached:

1. Executive Summary
2. Proposal

Estimated Time of Presentation: 15 minutes

Submitted by: José L. Banda, Superintendent

Cathy Allen, Assistant Superintendent

Facilities Support Services

Approved by: José L. Banda, Superintendent

Board of Education Executive Summary

Facilities Support Services

Repurpose and Reuse: Proposal, Ranking and Fee Structure for Approval
November 6, 2014



I. OVERVIEW / HISTORY

On March 6, 2014, the 7-11 Committee presented a recommendation to the Board regarding the schools closed during the 2012-13 school year. The recommendation was to not surplus any of the closed school sites and to seek viable tenants to occupy the various sites.

On June 19, 2014, staff presented information to the Board outlining proposed criteria and a fee structure for the repurposing and reuse of closed District sites. The Board encouraged staff to continue moving forward and to keep the Board updated. The Board comments and requests included:

- Multiple options for defining the fee structure, including a tiered model
- An overview of the Civic Permit categories
- Benefit to the community, including but not limited to needs and affordability
- Provide site tours

On July 8, 9 and 10 staff coordinated tours for any interested individuals and organizations.

On July 17, 2014, staff presented additional information requested by the Board outlining proposed criteria and various pricing options/fee structures and civic center categories which would include:

- Financial review
- Benefit to the community – including neighborhood K-12 students
- Program description
- First/last month deposit
- Credit score of lead lessee
- Evaluation of potential impacts to the District

On August 27, 2014, a forum was held at Fruit Ridge Elementary to provide additional information and to answer any questions posed by the attendees. Community partners reviewed all handouts in detail using feedback from prior Board meetings. All documents were posted to the SCUSD website.

Board of Education Executive Summary

Facilities Support Services

Repurpose and Reuse: Proposal, Ranking and Fee Structure for Approval

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Information presented included:

- FAQs
- Utility reports for all of the closed school sites
- Insurance requirements for all of the closed school sites
- Draft proposal format

On October 2, 2014, staff presented the Board with a draft proposal format and scoring process to evaluate proposals received from interested individuals/organizations.

II. DRIVING GOVERNANCE

Education Code §17387 -17391.

III. BUDGET

N/A

IV. GOALS, OBJECTIVES, AND MEASURES

- Present Proposal, Ranking and Fee Structure for Board Approval

V. MAJOR INITIATIVES

N/A

VI. RESULTS

The desired result is the reuse of the District's closed facilities to meet District and community needs.

VII. NEXT STEPS

Proposals to be received by staff on December 15, 2014; criteria scoring applied and all proposals to be presented to the Board on January 22, 2014.



Sacramento City Unified School District

Proposals for Closed Sites

Proposed Schedule

Proposals due: ~~9/10~~ ~~10/16~~ 12/15/2014

Proposals presented to Board: ~~10/2~~ ~~11/6~~ 1/22/2015

Cathy Allen
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Facilities Support Services

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Description of Organization

- Identify the lead agency who is submitting this proposal. Give a positive, concise, and fact-based description of your organization(s) : what it does, and what is going to make it unique, competitive and successful. Describe special features that will make your organization attractive to potential users and identify your organization's primary goals and objectives. If your organization serves a specific geographic area, list that information here.

Please also include your non-profit status.

Points
10

Primary Organization Ownership/Legal Entity

- If licenses or permits are required, describe the requirements for acquiring them and where you are in the process, if applicable.

If you have not already stated whether this is an expansion of your current services or a relocation of your current services, include that here.

Points
10

Partners

- List all of your partners that will be sharing the facility with you. Will you create a partnership to offer services or will your partners operate independently? If information about your partners—including your financial arrangements with them—plays an important part of your business, include the relevant information in this section.

Points
10

Location

- Remember that location is of paramount importance to some types of organizations, less so for others.

- Please indicate your first choice of location and explain why it would be beneficial to your purpose. In case your first choice is not available, please also indicate a secondary location that would meet your needs.
- Are there particular classrooms or other spaces that you have already identified as being ideal for the setup of your service?
- Please attach site maps to the Appendices of this document, indicating your primary and secondary choices for both location(s) and for the spaces within the location(s).

Points
10

Interior

- Are there any special requirements/modifications to the space that you will have to construct or install? If so, you will need Sacramento City Unified School District permission to do so.

Points
10

Start of Operation and Hours of Operation

▶ By what date do you anticipate beginning your operations at the site?

What hours do you anticipate operating? Will you follow the Sacramento City Unified School District calendar? During your hours of operation, will you require exclusive use of common space, such as multi-purpose rooms, fields, playground equipment, etc.?

Points
10

Services/Benefits Provided

▶ Describe your services and why there is a demand for them. How do they benefit Sacramento City Unified School District students, families and community? Will you charge fees for your services, and if so how much?

Describe the benefits your service will provide in the following areas, if applicable:

- Job Creation
- Housing
- Health Care
- Senior Focused Groups

Points
20

Financial Management

▶ Please describe how you envision your organization operating for its first year in this facility, giving emphasis to your ability to meet financial obligations and other considerations of the lease.

If your proposal is approved by the Board of Education, please confirm that you will be able to meet SCUSD insurance requirements. The limits of liability shall not be less than a Combined Single Limit for Bodily Injury, Property Damage and Personal Injury Liability of \$1,000,000 per occurrence. See the attached sample insurance documents for more guidance on this subject.

Points
20

Appendix

Miscellaneous Documents

▶ Please attach any other documents that you believe are relevant to your program. Make sure to include the site maps of the locations you are interested in, with your first and second choice of spaces clearly marked.

Total Points:

Points
100