

# HEAD ROYCE SCHOOL MONITORING – SPECIAL EVENT

DATE: July 9, 2024

TO: Rebecca Lind | City of Oakland

FROM: Haruka Ichikawa | DKS Associates

SUBJECT: Head Royce School – Traffic Monitoring (Special Event for 2023- 24 School Year) Project #16128-007

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## INTRODUCTION

Head Royce School has operated at its current site, located at 4315 Lincoln Avenue in Oakland, CA since the mid-1960s. Per the requirements specified in the operable Conditions of Approval (Case File: REV 13-003), Head Royce School is required to provide an independent monitor whose responsibility it is to conduct unscheduled campus visits to monitor school related transportation activity during the morning drop-off, afternoon pick-up and one special event. For the current academic year, three separate periods will be reported on including Fall 2023, Spring 2024, and Summer 2024 in addition to one special event.

DKS Associates was retained by Head Royce School as a qualified traffic consultant to provide traffic monitoring services by conducting campus visits and documenting observed conditions as they relate to the Conditions of Approval Document, dated June 7, 2016, item #23(g). This report documents observations that took place at the Middle School promotion that was held on June 7, 2024.

## MONITORING METHODOLOGY

DKS focuses its campus visits on documenting vehicle queuing, observation of drop-off or pick-up behavior, deployment of traffic assistants and monitors, survey of occupancy of all Head Royce parking lots, monitoring of Whittle Avenue and Alida Street for school related parking, review of the Head Royce Auto Trip Reduction Program and other potential safety issues.

For the special event, Parking lot F as well as the nearby Ascension Cathedral parking structure and the Oakland California Temple overflow parking lot were open to guests, faculty, and staff. In addition, valet parking for guests was available on Lincoln Avenue in front of the school gate. The valet drivers parked the cars in the Ascension Cathedral parking structure. Visitors were reminded to avoid parking on Alida Street or making U-turns on Alida Court. DKS staff conducted the special event observation on June 7th from 8:00 AM to 10:30 AM, concurrent with the arrival of guests for the Middle School Promotion. Head Royce reported attendance of approximately 400 visitors at this event. By providing guest parking at the three parking lots (Lot F, Ascension Cathedral, and Oakland California Temple), as well as providing valet parking, Head Royce School is compliant

with item #23(d)ii of the Conditions of Approval Document, which states that the school shall provide sufficient on-site parking for special events attended by 150 to 400 people.

## MONITORING RESULTS

The following section describes the observations for each category listed.

### 1. NUMBER OF TRAFFIC ASSISTANTS AND MONITORS DURING ARRIVAL OF VISITORS

A total of six traffic monitors or assistants were observed on site. All six assistants were professional security guards hired by the school to serve as traffic monitors and direct traffic. All the security guards were in uniforms. There was one guard below the school gate on the north side of Lincoln Avenue, one on Lincoln Avenue south of the gate house, one at Whittle Gate, one on Alida Street, one at the Lincoln Avenue and Burlington Street intersection, and one at the Lincoln Avenue and Tiffin Road intersection. No assistants were seen at Alida Court. Item #23(d)iii of the Conditions of Approval Document states that for special events over 200 people, the school must provide a minimum of six traffic assistants, one of which is stationed at Alida Court. Although Head Royce School provided the required number of traffic assistants, the school was not compliant with the requirement to have an assistant stationed at Alida Court.

### 2. COLLECTING THE NUMBER OF VIOLATIONS THAT HAVE BEEN REPORTED FROM HEAD ROYCE'S DATABASE AND RECOMMENDING MEASURES TO REDUCE VIOLATIONS

Head Royce traffic monitors recorded 418 user violations between the date of the DKS visit in the spring and the special event, from March 29, 2024, to June 7, 2024. The most commonly occurring violation was "U-turn on Alida Street/Alida Court", which occurred 401 times. The next most frequent infraction was "improperly parked" which occurred 17 times. A copy of the violation log is provided in **Appendix 1**. Note, when Head Royce School provided the violation log, the license plate numbers were also shown. However, to maintain a maximum level of privacy for the school families, the license plate numbers have been removed before inclusion with this report.

The school usually provides a traffic monitor near the intersection of Lincoln Avenue and Alida Street to discourage school vehicles from attempting U-turns. When U-turns do occur, the traffic monitor is supposed to document the occurrence and a violation notice is sent to the family of the registered student linked to the vehicle license plate. There was a traffic monitor present on Alida Street but not on Alida Court during the special event monitoring on June 7th. DKS staff observed a vehicle making a U-turn on Alida Court around 9:40 AM on June 7th, although it was unclear if the vehicle was affiliated with the school.

DKS reviewed the vehicle license plates for each violation and found that there were 30 repeat violators. There were 19 violators with two violations, five violators with three violations, three violators with four violations, and one violator each with five, six and 15 violations. It is recommended that traffic monitors continue to be stationed near the intersection of Alida Street

and Lincoln Avenue to maintain compliance. Similar to the spring semester, there has been an increase in the total number of violations and repeat violators. A traffic monitor should be stationed near the intersection of Alida and Lincoln Avenue on a consistent basis to ensure that traffic violations decrease. The drop-off and pick-up rules and violation consequences should be repeatedly shared with families to improve compliance with the traffic rules.

**3. RECORDING PARKING OCCUPANCY IN ALL HEAD ROYCE PARKING LOTS**

Normally, there are 279 available parking spaces on-campus at Head Royce (22 and 135 spaces respectively in the main campus Lots E and F and 140 in Lots A-D). An inventory of the number of parking spaces in Lots A-D was taken by DKS staff on July 6, 2022. As with the previous monitoring visits in this school year, Lots A-D continued to be closed due to construction for the Head Royce Expansion Project on the south side of Lincoln Avenue. As a solution to the lack of parking availability, the entirety of the nearby Ascension Cathedral parking structure (237 spaces) and the Oakland California Temple overflow parking lot (104 spaces) were allocated for exclusive use by Head Royce School during the special event. Approximately 42% (or 209 spaces) of parking spaces in the designated parking lots (498 spaces) were occupied at the end of the special event monitoring. **Table 1** shows the observed occupancy and capacity of each parking lot.

DKS also observed twelve vehicles using the valet parking service.

**TABLE 1: OBSERVED OCCUPANCY IN AVAILABLE PARKING LOTS**

LOT	CAPACITY	OBSERVED OCCUPANCY
E <sup>1</sup>	22	22
F	135	82
ASCENSION CATHEDRAL <sup>2, 3</sup>	237	105
OAKLAND TEMPLE OVERFLOW LOT <sup>3</sup>	104	0
<b>TOTAL</b>	<b>498</b>	<b>209</b>

DKS Associates, 2024

<sup>1</sup> Lot E is typically reserved for faculty and assumed to be full.

<sup>2</sup> The number of available spaces in the first two levels of the Ascension Cathedral parking structure was provided by Head Royce School staff.

<sup>3</sup> The number of available spaces on the third level of the Ascension Cathedral parking structure and the Oakland Temple overflow lot was counted by DKS staff on June 7, 2024.

**4. MONITORING WHITTLE AVENUE AND ALIDA STREET FOR SCHOOL RELATED PARKING**

Alida Street and Alida Court were visited to monitor for any school related activity. There was one monitor each on Alida Street, Burlington Street, and Tiffin Road, but none on Alida Court. No student drop-offs or pick-ups were observed at Alida Street or Alida Court during the observation

period. School staff were not observed to be parking along either street. During the observation period, a vehicle was observed performing a U-turn at Alida Court at approximately 9:40 AM, although it was unclear if the vehicle was affiliated with the school.

## **5. AUTO TRIP REDUCTION PROGRAM AND RELATED DOCUMENTS**

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DKS reviewed the current Transportation Policy Guide document that is distributed to all school staff and families as well as the Head Royce Transportation Demand Management (TDM) Plan. Trip reduction programs and other transportation recommended practices are provided within the TDM document. DKS finds these documents to be satisfactory.

## **FINDINGS AND RECOMMENDATIONS**

Overall, Head Royce School maintained orderly operations during the special event. For this monitoring visit, the school was mostly compliant with the following items in #23(d), Special Events, of the Conditions of Approval Document. The school should ensure that traffic monitors are consistently present at all required locations, including at Alida Court. In addition, Head Royce School should further emphasize the TDM plan, rules, and consequences with families to address the increase in traffic violations and repeat traffic violators.

**APPENDIX 1 – VIOLATION LOG**

<b>Date</b>	<b>Time</b>	<b>Infraction</b>
3/30/2024	3:15 PM	u turn on alida
3/30/2024	3:15 PM	u turn on alida
3/30/2024	3:15 PM	u turn on alida
3/30/2024	3:15 PM	u turn on alida
4/1/2024	4:00 PM	u turn on alida
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5/12/2024	3:00 PM	u turn on alida
5/12/2024	3:00 PM	u turn on alida
5/12/2024	3:00 PM	u turn on alida
5/14/2024	3:00 PM	u turn on alida
5/14/2024	3:00 PM	u turn on alida
5/14/2024	3:00 PM	u turn on alida
5/14/2024	3:00 PM	u turn on alida
5/14/2024	3:00 PM	u turn on alida
5/14/2024	3:00 PM	u turn on alida
5/15/2024	3:00 PM	u turn on alida
5/15/2024	3:00 PM	u turn on alida
5/15/2024	3:00 PM	u turn on alida
5/15/2024	3:00 PM	u turn on alida
5/15/2024	3:00 PM	u turn on alida
5/15/2024	3:00 PM	u turn on alida
5/16/2024	8:00 AM	u turn on alida
5/16/2024	8:00 AM	u turn on alida
5/16/2024	8:00 AM	u turn on alida
5/16/2024	8:00 AM	u turn on alida
5/16/2024	8:00 AM	u turn on alida
5/16/2024	8:00 AM	u turn on alida
5/16/2024	8:00 AM	u turn on alida
5/16/2024	8:00 AM	u turn on alida
5/16/2024	8:00 AM	u turn on alida
5/16/2024	8:00 AM	u turn on alida
5/16/2024	8:00 AM	u turn on alida
5/16/2024	8:00 AM	u turn on alida
5/17/2024	8:00 AM	u turn on alida
5/17/2024	8:00 AM	u turn on alida
5/17/2024	8:00 AM	u turn on alida
5/17/2024	8:00 AM	u turn on alida
5/17/2024	8:00 AM	u turn on alida
5/17/2024	8:00 AM	u turn on alida
5/17/2024	8:00 AM	u turn on alida
5/17/2024	8:00 AM	u turn on alida
5/17/2024	8:00 AM	u turn on alida
5/17/2024	8:00 AM	u turn on alida
5/20/2024	10:00 AM	u turn on alida
5/20/2024	10:00 AM	u turn on alida
5/20/2024	10:00 AM	u turn on alida
5/20/2024	10:00 AM	u turn on alida
5/20/2024	10:00 AM	u turn on alida
5/20/2024	10:00 AM	u turn on alida
5/20/2024	10:00 AM	u turn on alida
5/20/2024	10:00 AM	u turn on alida

<b>Date</b>	<b>Time</b>	<b>Infraction</b>
5/20/2024	10:00 AM	u turn on alida
5/20/2024	10:00 AM	u turn on alida
5/20/2024	10:00 AM	u turn on alida
5/20/2024	10:00 AM	u turn on alida
5/20/2024	10:00 AM	u turn on alida
5/20/2024	10:00 AM	u turn on alida
5/21/2024	3:00 PM	u turn on alida
5/21/2024	3:00 PM	u turn on alida
5/22/2024	8:30 AM	u turn on alida
5/22/2024	8:30 AM	u turn on alida
5/22/2024	8:30 AM	improperly parked
5/22/2024	8:30 AM	improperly parked
5/23/2024	8:00 AM	u turn on alida
5/23/2024	8:00 AM	u turn on alida
5/23/2024	8:00 AM	u turn on alida
5/23/2024	8:00 AM	u turn on alida
5/23/2024	8:00 AM	u turn on alida
5/24/2024	8:00 AM	u turn on alida
5/24/2024	3:00 PM	u turn on alida
5/28/2024	7:30 AM	u turn on alida
5/28/2024	7:30 AM	u turn on alida
5/28/2024	7:30 AM	u turn on alida
5/28/2024	7:30 AM	u turn on alida
5/28/2024	7:30 AM	u turn on alida
5/29/2024	9:00 AM	u turn on alida
5/29/2024	9:00 AM	u turn on alida
5/29/2024	9:00 AM	u turn on alida
5/29/2024	9:00 AM	u turn on alida
5/29/2024	9:00 AM	u turn on alida
5/30/2024	8:00 AM	u turn on alida
5/30/2024	8:00 AM	u turn on alida
5/30/2024	8:00 AM	u turn on alida
5/30/2024	8:00 AM	u turn on alida
5/31/2024	8:15 AM	u turn on alida
5/31/2024	8:15 AM	u turn on alida
5/31/2024	8:15 AM	u turn on alida
5/31/2024	8:15 AM	u turn on alida
5/31/2024	8:15 AM	u turn on alida
6/3/2024	5:00 PM	u turn on alida
6/3/2024	5:00 PM	u turn on alida
6/3/2024	5:00 PM	u turn on alida
6/3/2024	5:00 PM	u turn on alida
6/4/2024	3:00 PM	u turn on alida
6/4/2024	3:00 PM	u turn on alida
6/4/2024	3:00 PM	u turn on alida
6/7/2024	12:00 PM	u turn on alida
6/7/2024	12:00 PM	u turn on alida

<b>Date</b>	<b>Time</b>	<b>Infraction</b>
6/7/2024	12:00 PM	u turn on alida
6/7/2024	12:00 PM	u turn on alida
6/7/2024	12:00 PM	u turn on alida
6/7/2024	12:00 PM	u turn on alida
6/8/2024	10:00 AM	u turn on alida
6/8/2024	10:00 AM	u turn on alida
6/8/2024	10:00 AM	u turn on alida
6/8/2024	10:00 AM	u turn on alida