

TIMELINE

<u>GOAL 1</u>	LOCATION	Decision by June 30, 2002
<u>GOAL 2</u>	Square Footage/Function Analysis	Rough Draft completed February 1, 2002 Final Draft depends on LOCATION (June 30, 2002)
<u>GOAL 3</u>	What will it cost?	Cost and funding source depends on location (June 30, 2002)

GOALS - District Office "Expansion"

- ☆ Identify PREFERRED District Office LOCATION
- ☆ Design District Office Facility with Adequate Square Footage to Meet the District's Functional Needs for Service/Leadership
- ☆ Identify Cost and Funding Source for Functional District Office

GOAL: 2 IDENTIFY FUTURE DISTRICT OFFICE FUNCTIONS/ SQUARE FOOTAGE/SPECS

Goal	Activities	Outcome
<p><i>Identify those functions necessary to provide the district office service at enrollment of 6,000 students; establish square footage necessary to meet functional needs.</i></p>	<p><i>1. Visit Encinitas District office (ADA 5,700) and Lakeside District office (ADA 4,800) to research D.O. functions and square footage assigned to meet the functions</i></p>	<p><i>1. Board adopts "specs" for DMUSD District office that will drive development of District office.</i></p>
	<p><i>2. Note benefit/drawbacks for Encinitas/Lakeside functions/square footage.</i></p>	<p><i>2. Board approves architect.</i></p>
	<p><i>3. Generate rough draft of DMUSD D.O. square footage needs.</i></p>	
	<p><i>3a) Obtain input from current District office departments regarding DMUSD rough draft proposal.</i></p> <p>✓</p>	
	<p><i>3b) Share DMUSD D.O. rough draft proposal with City of Del Mar.</i></p> <p>✓</p>	
	<p><i>4. Identify architectural firm to evaluate rough draft D.O. "specs" and prepare final draft of D.O. specs (what about parking, food service and technology?)</i> <i>child care</i></p>	
	<p><i>5. Select architectural firm to generate drawings/ construction specs, etc.</i></p>	

**GOAL: / IDENTIFY LOCATIONS FOR
FUTURE DISTRICT OFFICE**

Goal	Activities	Outcome
<i>Select preferred District Office location</i>	1. Identify District-owned properties that could house 20,000 sq. ft. District office facility	Board of Trustees selects District Office location
	<i>1a) Identify City of Del Mar/City of San Diego development process to establish 20,000 sq. ft. District Office on District-owned property</i>	
	<i>1b) Discuss potential benefits/drawbacks associated with DMUSD/City of Del Mar shared District Office/City Administration Center located at Shores site or elsewhere</i>	
	2. Identify non-District-owned property that could house 20,000 sq. ft. District Office facility	
	<i>2a) Research strategies to purchase non-District owned property</i>	

GOAL: IDENTIFY COST AND FUNDING SOURCE TO PAY FOR DESIGN AND CONSTRUCTION OF FUNCTIONAL DISTRICT OFFICE FACILITY

Goal	Activities	Outcome
<i>Identify cost and funding source for design and construction of functional D.O. facility.</i>	<i>1. Research availability and cost of <u>raw land</u> that could house a 20,000 sq ft facility and parking (non-district-owned property)</i>	<i>1. Board approves financial plan for design and construction of District Office facility.</i>
	<i>2. Research availability and cost of purchasing existing facility that could house 20,000 sq ft District Office facility.</i>	
	<i>3. Research costs associated with <u>modernizing all/part of Shores facility</u> and converting it into 20,000 sq ft District office</i>	
	<i>4. Research costs associated with demolition of Shores property and construction of new District office facility.</i>	
	<i>5. Research partial/full development of Shores property with City of Del Mar, including Joint Use City/DMUSD facility.</i>	
	<i>5a) Contact City of San Marcos and San Marcos Unified School District to study their shared facility arrangement.</i>	

Regular Board Meeting of November 14, 2001

November 14, 2001

To: Board Members
From: Tom Bishop
Subject: Goals, Timeline and Square Footage Needs for the District Office Facility

During the past two months, the District has reviewed the District Office square footage and functions in the Encinitas Union School District (ADA: 5800) and the Lakeside Union School District (ADA: 4800) and the Del Mar Union School District (ADA: 3040).

The attached spreadsheet compares the existing District Office square footage in Encinitas, Lakeside, and Del Mar. The chart documents that the existing DMUSD District Office facility does not have adequate square footage to provide the current level of District Office services.

The Superintendent has developed three potential "Goals" that may guide the process to expand or move the existing District office. These potential goals are:

- Identify Preferred Locations for the District Office
- Design a facility that has adequate square footage to meet the functional needs of District Office staff that provide services to a district of 6000 students
- Identify the cost and funding source to pay for the expansion of the District office.

Once the Superintendent identified these three potential goals, staff identified specific objectives that will need to be accomplished in order to achieve each goal (see attached sheets).



On October 30th, DMUSD Board Member, Barbara Myers, DMUSD Director of Fiscal Services, Robyn Adams and the DMUSD Superintendent held a second meeting with the City of Del Mar to discuss mutual facility needs. The first meeting occurred last June.

Regular Board Meeting of November 14, 2001

The October 30th meeting was cordial, and the DMUSD team shared information about the District's need for a larger District office facility. The City shared information about the needs of the City of Del Mar, which include a possible new fire station (see attached article).

During the October 30th meeting, one of the City of Del Mar representatives inquired about the possibility of changing the use of the Del Mar Shores School facility to another use that might generate additional District income.

The representatives from the City of Del Mar plan to meet with the Del Mar City Council on November 14th to share information from the two meetings between the City of Del Mar and the DMUSD. Representatives from the City of Del Mar will contact the District Superintendent after the City Council meeting on November 14th.

(This topic will begin to appear as a regular item in the monthly Board packet, starting January 2002).

FISCAL IMPACT: Significant.

RECOMMENDED: For Information Only.

**DISTRICT OFFICE SPACE IN ENCINTAS (ADA: 5,700),
LAKESIDE (ADA 4,800) AND DEL MAR (ADA 3,000)**

Departments	Encinitas	Lakeside	Del Mar	Del Mar 2003/2004
<i>Administration (Supt/Admin Asst/Receptionist)</i>	1,000 sq ft (3 positions)	800 sq ft (3 positions)	600 sq ft (3 positions) (housing 2 more)	1,000 sq ft (separate area for receptionist) includes 200 sq ft conference room
<i>Curriculum (including ELL)</i>	2,400 sq ft (including tech lab) (8 positions)	700 sq ft (4 positions)	200 sq ft (3 positions)	2,400 sq ft, includes 1,200 sq ft of tech training lab and 200 sq ft conference room
<i>Business</i>	1,400 sq ft (7 positions)	1,500 sq ft (8 positions)	300 sq ft (4 positions)	1,400 sq ft, includes 200 sq ft conference room
<i>Facility Planning</i>	150 sq ft (1.25 positions)	0 (included in personnel)	340 sq ft (3 positions)	400 sq ft, includes 200 sq ft storage
<i>Special Education (including health education)</i>	1,800 sq ft (3 positions)	2,000 sq ft (2.5 positions)	200 sq ft (2 positions)	1,400 sq ft, includes 200 sq ft conference room and 200 sq ft storage
<i>Personnel</i>	2,400 sq ft (6 positions, including benefits administration)	1,000 sq ft (2 positions)	100 sq ft (1 position)	1,600 sq ft, includes 200 sq ft conference room
<i>Conference Room</i>	200 sq ft	600 sq ft	150 sq ft	
<i>Board Room</i>	1,500 sq ft	3,000 sq ft	0	
<i>Staff Lounge</i>	1,000 sq ft	600 sq ft	150 sq ft	1,800 sq ft? - 3,000 sq ft?
<i>Restrooms</i>	800 sq ft	600 sq ft	60 sq ft	1,000 sq ft
<i>Workroom/Mailroom</i>	100 sq ft	100 sq ft	0	800 sq ft
				400 sq ft

7,150 BUTLER?

Maintenance/Grounds	4,200 sq ft (12 positions)	2,250 sq ft (8 positions)	700 sq ft (garage) (3 positions)	2,500 sq ft (Butler?)
Pure Storage	900 sq ft	2,400 sq ft (old building)	100 sq ft	2,000 sq ft (Butler?)
Warehouse/Purchasing (includes daily mail service)	5,700 sq ft (2 positions)	2,250 sq ft (2 positions)	0 (0 position)	2,250 sq ft (Butler?)
Print Shop	400 sq ft (1 position)	0	0	400 sq ft
Foundation	100 sq ft (1 position)	0	20 sq ft (1.3 positions)	300 sq ft
Total	24,050 sq ft	17,800 sq ft	2,920 sq ft	19,900 sq ft

Notes:

Encinitas purchased an office building in 1991 and constructed the 10,000 sq ft maintenance/print shop/warehouse in 1992. Encinitas suggested they are overcrowded and lacked storage. Encinitas suggested that buying an office building and converting it to a district office has required continuous remodeling since the building was purchased in 1991.

Lakeside had an architect design its facility in 1994; construction was completed in 1996. The District is very happy with the results in all departments except curriculum, which lacks adequate square footage. Included in Lakeside's total is 4,500 sq ft of Butler buildings (modular steel buildings).

Del Mar's facility currently lacks adequate square footage in Curriculum, Business/Facility Planning, Special Education, Personnel, Workroom, Staff Lounge, Restrooms, Maintenance, Storage and Warehouse,

I have completed the rough calculations for the square footage, which will be necessary for the District's future office facility. I used the current District office square footage in the Encinitas (ADA: 5,800) and the Lakeside (ADA: 4,800) school districts to create a starting point for discussion.

My first estimate is that the district will need about 19,900 square feet of D.O. facilities, which might include 7,150 sq ft of facilities housed in "Butler Buildings" (Maintenance/Grounds; Pure Storage; Warehouse/Purchasing; and Print Shop).

An extremely rough estimate of the construction cost of a 19,900 sq foot facility might be 19,900 sq ft x \$125 per foot = \$2,487,500.

The construction and design costs could be reduced significantly if the District constructed 12,750 sq ft of permanent facility and 7,150 sq ft of Butler Buildings (pre-fab/modular). The \$2,487,500 construction cost might be reduced down to \$2,105,000 if 7,150 sq ft was housed in "Butler Buildings".

This \$2,487,500 estimate does not include the costs of architects, engineers, construction documents, etc. The unanswered questions are:

- Could the District locate and purchase a 20,000 sq ft existing commercial building in the District? What might be the cost to remodel an existing commercial building? Should the District consider purchasing an existing building larger than 20,000 sq ft?
- Should the District construct a new building with 20,000 sq ft? Should the District locate a 20,000 sq ft building on the five (5) acre Shores site? Should the District attempt to sell or develop a portion of the Shores site to generate the funds to build a District office? Should the District re-model the existing Shores facility? Should the District demolish the current Shores facility and construct an effective District office facility?
- Should the District consider selling a portion of the Shores property to the City of Del Mar for a new fire station?

So many good questions!!! And many more, but we have the beginning of the solution to the future D.O. facility coming into focus.

IDENTIFY COST AND FUNDING SOURCE TO PAY FOR DESIGN AND CONSTRUCTION OF FUNCTIONAL DISTRICT OFFICE (continued)

Goal	Activities	Outcome
	<i>5b) Contact City of Santee/Santee School District to study their shared facility/parking arrangement.</i>	
	<i>5c) Identify benefits/constraints of shared facility/parking arrangement; discussion of financing and financial options.</i>	
	<i>5d) Proceed together toward a shared facility arrangement OR proceed separately.</i>	
<i>Expand DO</i>	6. Discuss partial development of Shores property with City of Del Mar – DMUSD only facility (not city facility – no shared use)	
	7. Research DMUSD sale/lease of Shores property.	
	<i>7a) Identify development/legal firms that have experience in surplus school site sale/lease</i>	
	<i>7b) Approve contract with development legal firm</i>	
	<i>7c) Appraise property</i>	
	<i>7d) Declare surplus</i>	
	<i>7e) Market property</i>	
	8. Research cost to add onto existing District office facility (add 18,000 sq ft to existing 2,000 sq ft)	