

SAN DIEGO CITY SCHOOLS

Date: May 14, 2004  
To: School Principals  
Subject: DISCRETIONARY FUNDS FROM PROPOSITION MM  
Department and/or  
Persons Concerned: School Principals with Proposition MM Discretionary Funds  
and SDEA Site Representatives  
Reference: Process and Criteria for the Expenditure of  
Proposition MM Discretionary Funds (\$100 per student)  
Action Requested: Review and comply with the process

Brief Explanation:

In addition to the specific projects that were identified to be funded by Proposition MM, the ballot measure provided discretionary funding for facility improvement projects that would be selected by each school. The amount of funds allocated for each site was calculated by multiplying the official fourth week (October 1, 1999) K-12 enrollment by \$100 per student.

With the recommendation of the Independent Citizens' Oversight Committee, the Board of Education approved a process and criteria (copies attached) that should be followed by the sites in requesting approval of projects for the use of these funds. The budget information on the Request for Service should include the site cost center, the legacy fund code 9C, Proposition MM site discretionary projects; object code 6115, site improvements; or object code 6207, building improvements; and program code 8531, Proposition MM site discretionary projects. Facilities Management will cross walk the budget numbers into DWA.

**Funds should be spent on capital improvement projects selected by the site. Discretionary funds cannot be used for furniture, equipment, or staff development.**

Prior to submitting requests for projects utilizing these funds, each site is encouraged to refer to the written contract between the site and the district that identifies the projects that are already planned to be completed by Proposition MM in order to avoid duplication. If a site requests a project that is already identified to be funded by Proposition MM, the request will be returned to the site and district staff will work with the site to ensure that sites are not using their discretionary funds unnecessarily. However, some sites may choose to use their discretionary funds to enhance improvements that are already planned.

The current Proposition MM schedule projects completion of all but the new schools by the end of calendar year 2005. It is our goal to have all site discretionary projects completed by the end of 2006. To that end, we request that all sites with remaining discretionary funds submit their projects as soon as possible.

Questions about the information in this circular should be directed to Harry Allen, Maintenance Planning Program coordinator, at (858) 627-7148.

William A. Dos Santos, Director  
Maintenance and Operations Department  
Facilities Management Division

APPROVED:



Robert F. Kiesling  
Interim Chief Facilities Officer

BFK:WDS;jk

Attachments (2)  
Distribution: Lists B, D, E, F, and S

**SAN DIEGO CITY SCHOOLS**

**PROPOSITION MM**

**PROCESS AND CRITERIA FOR THE  
EXPENDITURE OF \$100 PER STUDENT  
DISCRETIONARY FUNDS**

1. The amount of funds for which each school is eligible is calculated based upon the official fall 1999 enrollment (fourth week).
2. Sites submit Request for Service forms (RS) to Maintenance and Operations Department (M&O) for proposed projects.
  - a. Follow established procedures for processing RS forms.
  - b. Proposed projects must comply with criteria stated below.
3. M&O submits requests to Division Project Review Team (DPRT), chaired by the district architect for review to determine eligibility.

4. DPRT reviews requests

- a. If the DPRT determines that the proposed project meets the criteria and does not require plans to be prepared, the request is returned to M&O for preparation of a cost estimate and implementation, on a first-come, first-served basis. The site is advised of this action in writing.
- b. If the DPRT determines that the proposed project meets the criteria and requires plans, the request is forwarded to the Architectural Program within M&O for implementation. The site is advised of this action in writing.

The Architectural Program assigns a project manager. The project manager evaluates the timing of project implementation relative to other projects at the school, combines projects where appropriate for cost savings, prepares plans and cost estimates and implements the project. The PM coordinates design and construction with the site administrator.

Projects will be implemented on a first-come, first-served basis unless they require more extensive architectural or engineering support, or if scheduling is necessary to coordinate with other projects at the site in order to affect cost savings or minimize disruption of sites.

- c. If the DPRT determines that the proposed project meets the criteria and approves the project to be implemented by the site, the site is advised of this action in writing by DPRT.
  - d. If the proposed project does not meet the criteria, the request is returned to the site with a written explanation of the reason for disapproval. Sites may appeal disapproval of the project to the division head for Facilities Management.
5. Independent Citizens' Oversight Committee (ICOC) reviews funding

The status of site discretionary funding will be periodically provided to the ICOC for information.

6. Timing

- a. Sites should submit RS forms for all discretionary projects to M&O as soon as possible so that the work can be scheduled and can avoid conflict with other facilities projects.
- b. DPRT reviews Requests for Service within 30 days of receipt of the request by M&O.
- c. Sites are advised of the determination by the district architect within one week of consideration by DPRT.
- d. Sites implementing their own projects will receive funding within 30 days of project approval.
- e. Funds for discretionary projects should be expended within two years of essential completion of the whole site renovation project.

7. Criteria

Projects requested for the expenditure of discretionary Proposition MM funds must comply with the following criteria:

- a. Projects must meet statutory criteria for the expenditure of general obligation bond funds (i.e., capital improvements, major repairs and remodeling are permitted. Expenditures for furniture, equipment, personnel, supplies and textbooks are not permitted), and
- b. Projects must have been identified as eligible projects on the attached list. This list is based upon the levels of need identified during the planning for Proposition MM.

**SAN DIEGO CITY SCHOOLS****Business Services Division Facilities Planning Department****PROPOSITION MM PROJECTS**  
**ELIGIBLE FOR USE OF SITE**  
**DISCRETIONARY FUNDS**

## I. Eligible projects

## A. Repair or replace existing facilities

1. Comply with state and federal health and safety regulations
  - a. Improve handicapped accessibility at each site by providing parking spaces, ramps, restrooms for students and staff, hardware, fire alarms, Braille signage and second-floor access as required by the Americans with Disabilities Act
  - b. Upgrade playground equipment
  - c. Asbestos removal or encapsulation
  - d. Lead paint removal
  - e. Restroom fixtures (provide number of fixtures per plumbing code)
2. Major repair and replacement of existing building and site systems
  - a. Floor covering (tile/carpet)
  - b. Interior painting
  - c. Exterior painting
  - d. Electrical/communication system (panels, fire alarms, public address)
  - e. Classroom lighting
  - f. Roofing
  - g. Plumbing
  - h. Heating/ventilation/air conditioning
  - i. Wall systems (doors, door hardware, window assemblies)
  - j. Paving (asphalt/concrete)
  - k. Underground storage tanks
  - l. Asbestos abatement
3. Major repairs which have been identified by site personnel or the M&O Department on the list of needs for each site (e.g., repairs to landscaping and irrigation, fencing and erosion)
4. Replace permanent and portable buildings where the renovation cost exceeds 50% of new building costs

## B. Technology

1. Technology infrastructure including electrical power upgrade, data distribution, video, and electrical outlets

2. Computer classrooms at high schools
  3. Technology labs at middle and high schools
- C. Upgrade existing schools to current district standards
1. Library/media centers  
Increase size of libraries or build new libraries.
  2. Science classrooms  
Renovate existing classrooms and/or construct new classrooms at secondary schools including space for storage and demonstrations.
  3. Construct indoor and covered/uncovered outdoor dining areas for students.
  4. Others:
    - a. Paved play area  
Construct additional paved play area.
    - b. Replace portable classroom buildings  
Replace portable classrooms with permanent buildings.
    - c. Indoor assembly (elementary and middle schools)  
Provide additional area in accordance with district standards.
    - d. Performing arts (high schools)  
Provide additional building space and built-in equipment for drama and music programs.
    - e. Parking for staff, visitors and handicapped people  
Provide additional on-site parking to meet district standards.
    - f. Parking for students (high schools)  
Provide additional on-site parking to meet district standards.
    - g. Educational support rooms (itinerant staff/pullout rooms/  
counseling centers/conference rooms)  
Remodel or add building area to meet district standards.
    - h. Other core facilities (administrative offices/  
nurse/workroom/custodial/landscape storage)  
Remodel or add building to meet district standards.
    - i. Water for elementary school classrooms  
Provide water to all elementary classrooms that do not presently have water. Install water fountains.
    - j. Outdoor pedestrian lighting for access between street/parking lots and buildings
    - k. Furnishings  
Replace deteriorated window coverings and replace chalkboards with white boards.
    - l. Vehicular circulation  
Improve access, circulation and drop-off areas for cars and buses.

- II. Eligible projects subject to approval of strategy submitted by site to district to provide for ongoing maintenance and operational costs.
  - A. Air conditioning  
Install air conditioning, insulation and related improvements.
  - B. Turfed playfields  
Replace decomposed granite fields with turf and irrigation.
  - C. Landscaping  
Install trees, shrubs, turf, groundcover and irrigation to improve the appearances of the campus.
  
- III. Eligible projects subject to recommendation for approval from Independent Citizens' Oversight Committee to Board of Education and approval by the board.
  - A. Localized copy centers
  - B. Swimming pools (high school level)
  - C. Community theatre
  - D. Elementary school art/science building
  - E. Others  
Projects which are not specifically listed in Sections I and II, but which meet the statutory criteria for expenditure of general obligation bond funds