

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent

**FROM:** Lew Jones, Director of Facilities

**DATE:** August 22, 2007

**SUBJECT:** Approve an Implementation Plan for the Hillside Property

### **BACKGROUND INFORMATION**

On January 17, 2007, the Board accepted the report from their appointed community "Surplus Committee" and based on the recommendation, voted to declare the Hillside property surplus. After that action, the Board requested that the staff return with an implementation plan for discussion and approval. The Surplus Committee did a thorough job of reviewing the property and synthesizing the requests and concerns of the neighborhood. The Committee had a number of important recommendations. Among the Committee's strongest recommendations were the need to 1) hire a real estate professional to assist the District in marketing this property and 2) the critical need to keep the Hillside community informed throughout the process of property development or sale. Before we can begin to make decisions regarding the ultimate use of the Hillside property, staff is recommending that we engage a real estate professional to study the report and develop options for the use and marketing of the property.

Staff recommends that the following implementation schedule and task list be approved by the Board:

1. Authorize issuance of a RFP for Real Estate development services. August 22, 2007
2. RFP sent and received Sept. thru Oct. 2007  
Board approval of consultant November 2007
3. Receive consultant preliminary report April 2008
4. Consultant recommendation of lease/sale May 2008
5. Consultant markets to required entities June – December 2008
6. Bid Announced for use/purchase of Hillside January 2009
7. Public Bid for use/purchase April 2009
8. Analysis of bids (if needed) May 2009
9. Transfer to new entity June 2009

The consultant would be required to meet with the community at least twice between November 2007 and April 2008 and at least one time after the Board's decision to sell or lease and prior to the public bid. The RFP would specify that the real estate professional cannot bid on a sale or purchase. The cost for the real estate professional and any new property assessment would be paid from the District's discretionary block grant in an amount not to exceed \$32,000.

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### **POLICY/CODE**

Education Code 17387 – 17390.

### **FISCAL IMPACT**

Cost not to exceed \$32,000 to be paid from discretionary block grant.

### **STAFF RECOMMENDATION**

Approve the implementation plan.