

**JOINT ASSEMBLY SCHOOL BOARD FACILITY PLANNING COMMITTEE
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

SEPTEMBER 15, 2016 1:00 PM
MUNICIPAL BUILDING - ASSEMBLY CHAMBERS

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

A. April 18, 2016

IV. AGENDA TOPICS

A. Facility Master Plan Scope of Work

B. Facility Master Plan Schedule

V. PUBLIC PARTICIPATION

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

VI. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org

JOINT ASSEMBLY & SCHOOL BOARD FACILITY PLANNING COMMITTEE

Regular Meeting – April 18, 2016

5:30 – 6:30 PM – Room 224

Mary Becker, Chair

MINUTES

I. ROLL CALL

Meeting was called to order at 5:30 pm.

Committee Members Present: Deputy Mayor Jesse Kiehl, Assembly Member and Committee Chair Mary Becker, Assembly Member Jerry Nankervis, School Board President Brian Holst, School Board Member Sean O'Brien, School Board Member Josh Keaton

Assembly Members Present: Loren Jones, Debbie White

CBJ Staff Present: City Manager Rorie Watt, CBJ Chief Architect Richard Ritter, Project Manager Nathan Coffee, Deputy City Manager Mila Cosgrove, Finance Director Bob Bartholomew

School District Staff Present: Superintendent Mark Miller, Director of Administrative Services David Means, Maintenance Supervisor Curtis Blackwell

Public Present: Juneau Empire Reporter Sam DeGrave

II. APPROVAL OF AGENDA

Mary Becker asked Rorie Watt to give his report after the approval of the minutes. It was agreed to add Staff Reports to the agenda. There was a discussion about public comments being at the end of the meeting. It was agreed to leave it towards the end of the agenda.

III. APPROVAL OF MINUTES

Minutes from the March 7th meeting were handed out. Committee members had a chance to review them. There were no corrections noted and they were unanimously approved.

IV. STAFF REPORTS

Rorie Watt reminded the committee that it's important for the group to stay together in their roles and work through the process at the same time; no member should get out in front of the

process. Today's agenda is a high level overview of budgeting for what we have and the process for moving forward.

V. AGENDA TOPICS

A. JSD Facility Summary

Rich Ritter went over the first handout pointing out, age of buildings, square footage, capacity, and value of deferred maintenance by 2025 if nothing is done. Currently only Floyd Dryden Middle School is over capacity.

B. JSD Facility Maintenance Summary

Nathan Coffee went over the second handout which summarized the total value of deferred maintenance by facility by 2020 and 2025. There was a question about the difference between "Total Construction" and "Total Project" columns. The "Total Project" column includes architect/engineering/administrative costs and other items like surveys, permits, and 1% for Art.

Discussion.

C. Renewal and Replacement Worksheets

Nathan Coffee went over the worksheets included in the packet; one for every facility. This worksheet template was prepared by the Alaska Department of Education for school districts to analyze their facilities. These worksheets list the systems in the facilities, their life span, and the cost of the deferred maintenance of those systems. The sheets also provide a "Facility Cost Index" which is a percentage of the systems in the facility that are in deferred maintenance status.

Discussion.

D. Master Plan Request for Proposals

Nathan Coffee shared the thought process on defining the scope of services for the RFP. The RFP will list problems and issues and the consultant will provide solution options. There was discussion about the scoring and the team that will participate in the RFP evaluation. There was also discussion about using an outside consultant versus doing the work in-house. It was decided the skills and time required were not available in-house. There were suggestions for small changes to emphasize the public's involvement in the process.

Discussion.

The committee unanimously agreed to proceed with the RFP.

E. Master Plan Schedule

Rich Ritter commented that the RFP will go out in four to six weeks. Mary Becker asked about the change in completion date from April 2018 to September 2017. It was discussed that April would be too late for the School District to implement any changes by August 2018. The consultant selected will have from July 2016 to September 2017 to complete the work.

Discussion

VI. Public Participation

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

There was no public comment.

VII. ADJOURNMENT – NEXT MEETING IS SCHEDULED FOR:

Mary Becker asked when the committee should meet again. Rorie Watt said not for several months. The RFP will go out and a consultant will be selected; then the committee will reconvene. There was discussion about who will be on the scoring team for the RFP proposals.

Meeting adjourned at 6:55 PM.



MEMORANDUM

Serving Alaska Since 1935

Date: 9-1-16

SCOPE OF WORK OUTLINE – Revised Scope of work

Phase 1 Initial Reconnaissance:

Task 1

- A. Compile low medium and high enrollment projections.
- B. Based on enrollment projections, compile projections of low medium and high operations funding to be received from the state based on State based student allocation.
- C. Analyze how funding will impact JSD's ability to provide appropriate facilities for the existing educational programs. For this we will:
 - a. Identify the number of students at each school
 - b. Identify the number of classrooms
 - c. Create a school long term viability matrix
 - i. Interview District staff (Teaching & Learning) (via teleconf)
 - ii. Provide an educational adequacy assessment.
 - iii. Complete matrix & outline recommendations.
- D. Identify/analyze critical funding thresholds that will trigger forced adjustments to current educational delivery.

Task 2

- A. Review facility operation data provided by CBJ/JSD.
- B. Identify Strategies for reducing facility operations cost, that do not compromise current educational program delivery (ie cannot lose programs, activities, staff or teachers)
- C. Identify Strategies for increasing efficiency of school district operation, that do not compromise current educational program delivery (ie cannot lose programs, activities, staff or teachers)

Task 3

- A. Based on CBJ provided information, develop a priority list for future CIP projects
 - a. List needs to acknowledge the lack of state funding over the next 5 years
 - b. List needs to acknowledge the school districts growing back log of deferred maintenance projects.
 - c. List needs to prioritize work at essential facilities.

Task 4

- A. Evaluate the design capacity of each facility, current enrollment and current attendance area.
- B. Analyze current and future housing trends to assist the school district to more efficiently align attendance area boundaries with facility capacities.

Task 5

- A. Compile findings.
- B. Meet with CBJ/JSD to review findings, discuss conditions, ideas, options. The full team will be present in Juneau. Solicit comments.
- C. Address comments (if within the scope of work identified in task 1-4).
- D. Prepare a Draft Summary of Findings
- E. Meet with CBJ/JSD to review summary of findings and discuss completion of the Master Plan. (DLR & ACE via tele-conf)

Phase 2 Master Plan Completion

Task 6

- A. Prepare draft Comprehensive Facilities Plan.
- B. Meet with CBJ & JSD to present the plan and discuss. The full team will be present in Juneau.
- C. Prepare final plan based on comments received.
- D. Submit final plan

G:_Projects\16040\0scopefee\fee\fee proposal 2\Scope of work.docx

DRAFT JUNEAU SCHOOL DISTRICT DRAFT
COMPREHENSIVE FACILITY PLANNING

