

PUSD FACILITIES MASTER PLAN UPDATE PROCEDURES

OVERVIEW

The PUSD Facilities Master Plan is intended to be a living document used for ongoing facility planning and implementation. The planning process prioritizes facility needs and then establishes a roadmap for accomplishing improvement and expansion objectives. To achieve optimum benefits, the Plan must be reviewed and updated on a regular basis.

OBJECTIVE

The following procedure establishes process and accountability for periodic updates of the Master Plan, which incorporate changes in facility plans as a result of changing needs, conditions, assumptions, and education programs. Included in the procedure is a process to evaluate new project requests on a quarterly basis.

RESPONSIBILITIES

The Chief Finance and Operations Officer has primary responsibility for annual review and update of the Master Plan. A small project team, which includes the Chief Finance and Operations Officer, Director of Facilities, and two or three staff members, will assess change elements, develop current facility needs, and update the Master Plan.

Facilities Staff and consultants will provide assistance with collection of key information; project progress reports; facility needs analysis; and assembly of documents.

District Office Administrative Staff will provide resource support for data collection and information analysis in the following areas: enrollment counts; capacity planning; financial planning (cost, funding, cash flow, etc.); and education program changes. Technical outside resource support (e.g., enrollment analysis) can be utilized if budgeted and deemed necessary by project team. An annual enrollment projection will remain an integral part of the annual update process to be commissioned in September and complete by November 7 of each year.

The updated Master Plan (summary report) will be approved by the Superintendent, who presents this plan to the Board of Education for approval. The Comprehensive Master Plan, a more detailed working document, is also part of the annual update process, but this information is for use by the District Staff. The intent is to have Staff review the updated Plan in late November, with the initial Board of Education review to take place as part of a Board study session in late November. Final updated Plan is to be submitted for Board approval the first meeting in January of each year

The overall objective is to provide a Summary Plan each year which balances revenue and expenses, or identify discrepancies and recommend actions to get the Plan back in balance

PROCEDURE FOR ANNUAL UPDATES

- **Chief Finance and Operations Officer Assembles Project Team by September 1st** - Initial project meeting for updating the Master Plan establishes expectations (including input from Superintendent), objectives, preliminary project schedule, and assignment of responsibilities (including staff resource support).
- **Assess Existing Master Plan** - All project team members individually review and assess the existing master plan summary document for potential change areas.
- **Hold Regular Master Plan Team Meetings**
 1. Review of specific update activities and assignments
 2. Team assessment of needs and potential changes
 3. Discuss key information and findings
 4. Develop objective and strategy changes as required
 5. Develop agreement on plan changes
- **Develop Completed Projects Summary:**
 1. Brief summary of work completed
 2. Project results vs. plan
 3. Cost and funding analysis (including variance explanation)
- **Update Enrollment Projections**
 1. CBEDS for current year
 2. Projection update by grade level through the duration of Plan
 3. Highlight key assumption changes
- **Update Capacity Plan**
 1. Add updated enrollment projections
 2. Review capacity changes
 3. Highlight key changes
 4. Update site plans
- **Update Comprehensive Maintenance Plan**
 1. Current progress report
 2. Summary of deferred maintenance projects tied to Master Plan
 3. Cost analysis
 4. Revenue analysis
- **Review Assumptions, Issues, Education Programs** (relative to facilities)
 1. Review existing plan
 2. Analyze and document changes that will affect Master plan
- **Update Financial Plan**
 1. Review latest monthly Master Plan reporting set
 2. Develop cost / fund variance and reconciliation analysis
 3. Reconcile tracking system to General Ledger

- **Develop Facility Project Changes and Additions**
 1. Based on analysis of plan elements previously outlined
 2. Revise cost and funding plans if required
 3. Revise assumptions, if necessary
 4. Incorporate projects added during previous quarters and new recommended projects
- **Update Project / Construction Timelines and differentiate:**
 1. Completed projects
 2. Projects in-progress
 3. Future / new projects
- **Write Updated Master Plan (Summary Report)**
 1. Document changes from existing plan
 2. Develop summary of key features & changes from previous plan
 3. Develop revised “Executive Summary,” “Key Decisions,” and “Recommendations Associated with Key Decisions” sections
- **Review and Approval Process**
 1. Review draft of Summary Master Plan with Superintendent by mid November
 2. Final edits and Superintendent approval in late November
 3. Distribute plan to Board prior to November Board Study Session
 4. Board approval at first January meeting
- **Update Comprehensive Master Plan**
 1. Back-up documents to summary plan provide detail to support Summary Plan
 2. Complete plan for internal Staff use by end of first week in December

FIVE YEAR PLAN REVISION

Every fifth year of the facilities planning process, a more in-depth, “zero based” Master Plan will be developed. The process and responsibilities will generally follow the above procedure except:

- Master Plan Project Team will include members from Annual Update Project Team plus two or three Board and an equal number of community members
- A planning consultant may be used
- Chief Finance and Operations Officer will lead the process
- Strategic Facilities Plan, including vision, mission, objectives, and strategies, will be reviewed and revised if necessary
- Master Plan will add five years to the 15-year plan (e.g., 2008-2023 changes to 2013-28) with “firm” facility, cost, and funding programs developed for first 10+ years.

QUARTERLY NEW PROJECT REQUESTS

All new requests for facility projects must be submitted to the Chief Finance and Operations Officer for preliminary review. If a request appears to have sufficient merit, the Director of Facilities Planning and Construction will lead a feasibility study to assess need, cost, and funding

capability. Staff resources will be provided as needed to support new project studies. Results of new project requests will be submitted to the Superintendent for review on a quarterly basis.

Projects recommended for implementation that exceed Superintendent's approval authority or change the outcome of the Master Plan must be submitted to the Board for approval.

All new requests for facility projects must be formally submitted on a Request For Capital Addition form (RCA), which includes: description of need and benefits; scope of project; estimated cost; estimated project timeline; description of potential funding outside the Master Plan (if information is available); potential for substitution with existing Master Plan projects; and potential alternatives.

Director of Facilities Planning and Construction will determine if RCA meets the "first screening" criteria (listed below):

- Potential outcome must support Strategic Facilities Plan.
- Supports critical educational need(s).
- Request must have a funding source separate from existing Master Plan, potential to fit within existing Master Plan, or be able to replace an existing project.
- More cost effective alternatives are not available.

If the RCA passes the first screen, a more detailed feasibility analysis will be conducted and recommendations made to Assistant Superintendent of Business Administration. An assessment will also be completed to determine impact on the respective Site Master Plan. A formal revision to site plan will be made if the project request is accepted for implementation. If RCA fails the first screen, a recommendation will be made to drop or defer request until additional facility funds become available.