



# Measure D Master Plan

Communications, Administrative, and Projects

February 4, 2021

# COMMUNICATIONS PLAN

## INTRODUCTION

The Measure D Communications Plan will serve as a guide to effectively communicate with the Pacific Grove Unified School District community. Communications will consist of project goals, site impacts, and timelines, all while ensuring transparency for the expenditure of bond funds. Communication needs to be widely circulated, efficiently organized for the target audience, and accessible.

## COMMUNICATIONS PLAN GOALS

- Inform the Board of Education
- Consistently demonstrate transparency
- Promote progress and good news
- Communicate and link bond progress to the District's commitment to voters
- Educate stakeholders to the "why" of projects
- Build and maintain community trust

## TARGET AUDIENCES

- Board of Education
- Citizens' Bond Oversight Committee
- Administration/Principals
- PGUSD Staff
- PGUSD Parents
- PGUSD Students
- District Support Organizations (PTA & PG Pride)
- Neighbors
- Taxpayers
- Community Organizations
- Business Organizations
- Intergovernmental Agencies

## COMMUNICATIONS METHODS

- Board of Education Meetings
- Citizens' Bond Oversight Committee Meetings
- PGUSD Website – Measure D page
- Print
- E-Mail
- Social Media
- PGUSD staff meetings
- School Site Council Meetings
- Signage – Project specific signage or banners

## COMMUNICATIONS AND REPORTING MATRIX

| Audience                           | Type   | Purpose   | Frequency                 | Distribution                                 |
|------------------------------------|--|---|---------------------------|--|
| Board of Education                 | Regularly Scheduled Meetings   | Key Events: schedule, contract awards, project status                                       | Bi-Monthly                | Staff Updates<br>Action Items<br>Board Docs  |
| Board of Education                 | Monthly Report   | Program Update  | Monthly                   | Information/Discussion<br>Board Docs         |
| Citizens' Bond Oversight Committee | Monthly Report   | Program Update  | Monthly                   | E-mail<br>Website                            |
| Principal/Director                 | Regularly Scheduled Meetings<br>Project Update<br>2-week look ahead (Schedule) | Project Schedule<br>Project Update  | As-Needed<br>Weekly       | Face-to-Face<br>E-Mail                       |
| Principal/Director                 | General Project Information Sheet  | Information on scope, milestones, project contacts  | Prior to start of project | Face-to-Face<br>Written<br>E-Mail<br>Website |
| Administration                     | Management Meetings  | Program Update  | Monthly                   | Face-to-Face                                 |
| PGUSD Staff                        | Staff Meetings   | Site & Program Update   | Quarterly                 | Face-to-Face                                 |
| PGUSD Staff                        | Newsletter   | Program Update<br>Program Look Ahead  | Monthly                   | E-mail<br>Website<br>Print                   |
| PGUSD Staff                        | School Site Council  | Site Update<br>Site Look Ahead<br>Develop Project Scope<br>Site Feedback on future projects | Monthly and As-Needed     | Face-to-Face                                 |
| PGUSD Parents                      | Newsletter   | Program Update<br>Program Look Ahead  | Monthly                   | E-mail<br>Print<br>Website                   |

| <b>Audience</b>   | <b>Type</b>                          | <b>Purpose</b>  | <b>Frequency</b>                       | <b>Distribution</b>        |
|---|--------------------------------------|---|--|----------------------------|
| PGUSD Parents   | School Site Council                  | Site Update<br>Site Look Ahead<br>Develop Project Scope<br>Parent Feedback on future projects | Monthly and As-Needed                  | Face-to-Face               |
| PGUSD Parents   | Principal's Weekly Update to Parents | Site Update<br>Site Look Ahead  | Weekly                                 | E-Mail                     |
| PGUSD Students  | Newsletter                           | Program Update<br>Program Look Ahead  | Monthly                                | E-mail<br>Print<br>Website |
| District Support Organizations  | PTA & PG Pride Meeting               | Program Update<br>Program Look Ahead<br>Feedback  | Bi-Yearly                              | Face-to-Face               |
| District Support Organizations  | Newsletter                           | Program Update<br>Program Look Ahead  | Monthly                                | E-mail<br>Print<br>Website |
| Neighbors   | General Project Information Sheet    | Information on scope, milestones, project contacts  | As Needed<br>Prior to start of project | Written<br>Website         |
| Taxpayers   | Yearly Newsletter                    | Program Update<br>Program Look Ahead  | Yearly                                 | Written<br>Website         |
| Community Organizations<br>Business Organizations<br>Intergovernmental Agencies | Newsletter                           | Program Update<br>Program Look Ahead  | Monthly                                | E-mail                     |

# ADMINISTRATIVE PLAN

## INTRODUCTION

The Measure D administrative Plan will serve as a guide to the Board, Administration, and Staff for effectively managing the Bond. The Administrative Plan will focus on consistency, transparency, and efficiency to how Measure D is managed and overseen. Bond projects and purchases need in-depth planning to assure the overall success of the Measure D.

## ADMINISTRATIVE PLAN GOALS

- Consistent Decision Making
- Effective and Efficient Oversight
- Transparency to Project Approvals
- Allow for effective project planning
- Build and maintain community trust

## PROJECT APPROVAL

- The Board of Education will first approve the “Projects Plan” attached below. This plan consists of projects that were identified by staff as “Priority” maintenance needs. Projects were assessed by the Facilities Department and given a priority according to the remaining life of the system. Combining system life expectancy with bond cash flow the projects were given an anticipated start date. This plan is intended as a guideline and allows for proper project planning.
- Any changes or updates to the Projects Plan has to be approved by the Board.
- All contracts and purchase orders will be approved by the Board.
- For larger projects, the Board will approve the design prior to bidding
  - This will be determined on a case by case basis

| Approval Item                           | Entity                           | Means          | Purpose   |
|---|----------------------------------|----------------|---|
| Projects Plan                           | Board of Education               | Action         | Initial Approval  |
| Projects Plan                           | Board of Education               | Action         | Changes and Updates   |
| Projects Scope and Planning             | Principal<br>School Site Council | Face-to-Face   | Planning Feedback<br>Staff and Parent Input<br>Scope Approval |
| Design Contracts                        | Board of Education               | Consent/Action | Approval  |
| Construction Contracts                  | Board of Education               | Action         | Approval  |
| Material Purchases                      | Board of Education               | Action         | Approval  |
| In-House Maintenance Projects Purchases | Board of Education               | Consent        | Review of Purchases Made                                      |
| Change Orders                           | Board of Education               | Consent/Action | Approval  |

## PREVENTIVE MAINTENANCE

- Upon final approval of project or material purchases a preventive maintenance plan for the improvement will be included on the board cover or back-up documents.

## SITE PROJECT SUBMISSION

- Staff can submit a request for a project to either the School Site Council, Principal, or Director of Facilities and Transportation.
- Projects will be reviewed and approved by Principal, School Site Council, and Director of Facilities and Transportation at a school site council meeting.
- Projects will be placed on the Projects Plan to be approved by the Board

## BOND OVERSIGHT COMMITTEE

- A Bond Oversight Committee will be created with parents, taxpayers, and business leaders
- The Committee will meet once a year and provide a report to the Board of Education.
- The Bond Oversight Committee does not define projects but assures that bond funds have been spent appropriately.

# PROJECTS PLAN

## INTRODUCTION

The Projects Plan consists of projects that were identified by staff as “Priority” maintenance needs. Projects were assessed by the Facilities Department and given a priority according to the remaining life of the system. Beginning in October of 2018 the Priority List was presented to the Board to assess the need and amount of a maintenance bond.

After approval of the bond the list was modified combining system life expectancy, bond cash flow, and future replacement timing the projects were given an anticipated start date. This plan is intended as a guideline and allows for proper project planning.

## PROJECTS PLAN GOALS

- Prioritize the Maintenance Needs of the District
- Provide a Cash Flow of Spending
- Establish timing of system replacement
- Planning for future systems replacement 25+ years into the future
- Build and maintain community trust

## PROJECTS PLAN

| <u>Amount</u>   | <u>Series</u>   | <u>Estimated</u> | <u>Over/Under</u> |
|-----------------|-----------------|------------------|-------------------|
| \$6,000,000.00  | <i>Series A</i> | \$5,984,730.00   | 15,270.00         |
| \$6,540,000.00  | <i>Series B</i> | \$5,871,750.00   | 668,250.00        |
| \$8,350,000.00  | <i>Series C</i> | \$7,315,850.00   | 1,034,150.00      |
| \$9,110,000.00  | <i>Series D</i> | \$7,282,100.00   | 1,827,900.00      |
| \$30,000,000.00 | <i>Total</i>    | \$26,454,430.00  | 3,545,570.00      |

**Year 1** **\$3,146,250.00**

### Series A

|                                       |                |
|---------------------------------------|----------------|
| Middle School                         | \$240,000.00   |
| Exterior Painting & Dry Rot Repair    | \$140,000.00   |
| PAC Stage and Production Improvements | \$100,000.00   |
| High School                           | \$1,665,000.00 |
| Foods Classroom                       | \$100,000.00   |
| Intercom & Bell System                | \$115,000.00   |
| K&L Dry Rot & Termite Damage          | \$500,000.00   |
| Pool Heater Replacement               | \$100,000.00   |
| Stadium Field Replacement             | \$550,000.00   |
| Track Replacement                     | \$300,000.00   |
| Forest Grove                          | \$86,250.00    |
| Intercom & Bell System                | \$86,250.00    |

|  |                       |
|--|-----------------------|
| FMO                                      | \$355,000.00          |
| Maintenance Vans/Trucks/Trailers         | \$200,000.00          |
| Replace Grounds Mowers                   | \$105,000.00          |
| Warehouse and Shop Equipment Replacement | \$50,000.00           |
| All Sites                                | \$800,000.00          |
| HVAC COVID Replacement or Modifications  | \$800,000.00          |
| <b>Year 1 &amp; 2</b>                    | <b>\$1,095,480.00</b> |
| <hr/>                                    |                       |
| <b>Series A</b>                          |                       |
| District Office                          | \$100,000.00          |
| Bond Admin Assistant                     | \$100,000.00          |
| Bond Fees                                | \$220,000.00          |
| Bond Fees                                | \$220,000.00          |
| All Sites                                | \$775,480.00          |
| Emergency Repair Contingency             | \$150,000.00          |
| Re-Key & Replace Hardware                | \$500,480.00          |
| Technology Infrastructure & Wiring       | \$50,000.00           |
| In-House Maintenance Projects            | \$75,000.00           |
| <b>Year 2</b>                            | <b>\$1,743,000.00</b> |
| <hr/>                                    |                       |
| <b>Series A</b>                          |                       |
| Robert Down                              | \$315,000.00          |
| Exterior Painting & Dry Rot Repair       | \$135,000.00          |
| Playground Structures                    | \$100,000.00          |
| VCT Flooring Replacement                 | \$80,000.00           |
| Middle School                            | \$110,000.00          |
| Replace Phone System                     | \$50,000.00           |
| Woodshop Roofing                         | \$60,000.00           |
| High School                              | \$100,000.00          |
| Replace Phone System                     | \$100,000.00          |
| Forest Grove                             | \$10,000.00           |
| Rain Gutters K-Wing                      | \$10,000.00           |
| David Ave                                | \$1,113,000.00        |
| Driveway Improvements                    | \$110,000.00          |
| Playground Structures                    | \$150,000.00          |
| Replace Phone System                     | \$5,000.00            |
| Roofing & Gutters                        | \$530,000.00          |
| Sewer Line Replacement                   | \$230,000.00          |
| Exterior Painting and Dry Rot Repair     | \$88,000.00           |
| Adult School                             | \$95,000.00           |
| Replace Phone System                     | \$20,000.00           |
| Sewer Line Repair                        | \$75,000.00           |
| <b>2023 to 2025</b>                      | <b>\$5,871,750.00</b> |
| <hr/>                                    |                       |
| <b>Series B</b>                          |                       |
| Robert Down                              | \$523,450.00          |
| HVAC                                     | \$281,750.00          |



|   |                       |
|---|-----------------------|
| Intercom & Bell System                        | \$75,000.00           |
| Slurry Seal & Stripe                          | \$66,700.00           |
| Ottertorium Improvements                      | \$100,000.00          |
| Middle School                                 | \$300,000.00          |
| Flooring                                      | \$300,000.00          |
| High School                                   | \$3,962,000.00        |
| Exterior Painting                             | \$264,500.00          |
| JV & Varsity Backstop & Bleachers             | \$172,500.00          |
| O-Wing Portables                              | \$1,625,000.00        |
| Roofing & Gutters                             | \$1,750,000.00        |
| Electrical Room Ground Water Sealing          | \$75,000.00           |
| Library Basement Ground Water Sealing         | \$75,000.00           |
| Forest Grove                                  | \$338,950.00          |
| Exterior Painting                             | \$201,250.00          |
| Playground Slurry Seal & Stripe               | \$112,700.00          |
| Playground Structures                         | \$25,000.00           |
| District Office                               | \$146,000.00          |
| Bond Admin Assistant                          | \$100,000.00          |
| Exterior Painting                             | \$46,000.00           |
| David Ave                                     | \$56,350.00           |
| Playground Slurry Seal & Stripe               | \$56,350.00           |
| Bond Fees                                     | \$220,000.00          |
| Bond Fees                                     | \$220,000.00          |
| All Sites                                     | \$325,000.00          |
| Emergency Repair Contingency                  | \$150,000.00          |
| Technology Infrastructure & Wiring            | \$50,000.00           |
| In-House Maintenance Projects                 | \$75,000.00           |
| Student Restroom Partition Repairs            | \$50,000.00           |
| <b>2025 to 2027</b>                           | <b>\$7,315,850.00</b> |
| <b>Series C</b>                               |                       |
| Robert Down                                   | \$3,016,000.00        |
| 1st Grade Portable Replacement                | \$2,300,000.00        |
| Irrigation & Vegetation Replacement (Phase 1) | \$10,000.00           |
| Playground Structures                         | \$200,000.00          |
| Roof & Gutters                                | \$506,000.00          |
| Middle School                                 | \$1,167,300.00        |
| HVAC  | \$290,950.00          |
| Intercom & Bell System                        | \$115,000.00          |
| Irrigation & Vegetation Replacement (Phase 1) | \$15,000.00           |
| Roof & Gutters                                | \$649,750.00          |
| Slurry Seal & Stripe                          | \$96,600.00           |
| High School                                   | \$908,250.00          |
| Exterior Painting                             | \$264,500.00          |
| HVAC  | \$373,750.00          |

|   |                       |
|---|-----------------------|
| Irrigation & Vegetation Replacement (Phase 1) | \$20,000.00           |
| Slurry Seal & Stripe                          | \$250,000.00          |
| Forest Grove                                  | \$992,500.00          |
| HVAC  | \$253,000.00          |
| Irrigation & Vegetation Replacement (Phase 1) | \$15,000.00           |
| Roof & Gutters                                | \$724,500.00          |
| District Office                               | \$105,000.00          |
| Bond Admin Assistant                          | \$100,000.00          |
| Irrigation & Vegetation Replacement (Phase 1) | \$5,000.00            |
| David Ave                                     | \$110,450.00          |
| Exterior Painting                             | \$95,450.00           |
| Irrigation & Vegetation Replacement (Phase 1) | \$15,000.00           |
| Bond Fees                                     | \$220,000.00          |
| Bond Fees                                     | \$220,000.00          |
| All Sites                                     | \$275,000.00          |
| Emergency Repair Contingency                  | \$150,000.00          |
| Technology Infrastructure & Wiring            | \$50,000.00           |
| In-House Maintenance Projects                 | \$75,000.00           |
| Adult School                                  | \$521,350.00          |
| HVAC  | \$102,350.00          |
| Irrigation & Vegetation Replacement (Phase 1) | \$5,000.00            |
| Roof & Gutters                                | \$414,000.00          |
| <b>2027 to 2030</b>                           | <b>\$7,282,100.00</b> |

**Series D**

|   |                |
|---|----------------|
| Robert Down                                   | \$500,500.00   |
| Classroom Flooring                            | \$293,250.00   |
| Exterior Painting                             | \$132,250.00   |
| Irrigation & Vegetation Replacement (Phase 2) |                |
| Basement Ground Water Sealing                 | \$75,000.00    |
| Middle School                                 | \$499,500.00   |
| Exterior Painting                             | \$149,500.00   |
| Irrigation & Vegetation Replacement (Phase 2) |                |
| Elevators                                     | \$350,000.00   |
| Science Rooms                                 |                |
| Woodshop                                      |                |
| High School                                   | \$1,449,000.00 |
| Classroom Flooring                            | \$471,500.00   |
| Irrigation & Vegetation Replacement (Phase 2) |                |
| Stadium Field Replacement                     | \$632,500.00   |
| Track Replacement                             | \$345,000.00   |
| Science Rooms                                 |                |
| Woodshop                                      |                |
| Forest Grove                                  | \$2,900,250.00 |
| Classroom Flooring                            | \$299,000.00   |

|   |                        |
|---|------------------------|
| E-Wing Portable Replacement                   | \$2,300,000.00         |
| Exterior Painting                             | \$201,250.00           |
| Irrigation & Vegetation Replacement (Phase 2) |                        |
| Kindergarten Playground Structure             | \$100,000.00           |
| Food Service                                  | \$150,000.00           |
| Equipment Replacement                         | \$150,000.00           |
| District Office                               | \$230,000.00           |
| Bond Admin Assistant                          | \$100,000.00           |
| Irrigation & Vegetation Replacement (Phase 2) |                        |
| Replace Grounds Trucks                        | \$80,000.00            |
| Replace John Deere Tractor                    | \$50,000.00            |
| David Ave                                     | \$116,150.00           |
| HVAC  | \$116,150.00           |
| Irrigation & Vegetation Replacement (Phase 2) |                        |
| Bond Fees                                     | \$220,000.00           |
| Bond Fees                                     | \$220,000.00           |
| All Sites                                     | \$275,000.00           |
| Emergency Repair Contingency                  | \$150,000.00           |
| Safety Blind Replacement                      |                        |
| Technology Infrastructure & Wiring            | \$50,000.00            |
| In-House Maintenance Projects                 | \$75,000.00            |
| ADA Improvements                              |                        |
| Electrical Infrastructure Improvements        |                        |
| Adult School                                  | \$941,700.00           |
| Exterior Painting                             | \$140,300.00           |
| Irrigation & Vegetation Replacement (Phase 2) | \$45,000.00            |
| Repave & Stripe                               | \$156,400.00           |
| Flooring                                      | \$200,000.00           |
| Window Replacement                            | \$350,000.00           |
| Pine Ave Co-Op Playground                     | \$50,000.00            |
| <b>Grand Total</b>                            | <b>\$26,454,430.00</b> |