WORK PROGRAM FOR JOINT CITY-SCHOOLS FACILITY INVESTMENT TASK FORCE
as of 07/10/17

I. **Phase 1 – CIP Development:** *Project Programming Policy, Criteria and Prioritization*

    1. TF Meeting 1 – Tuesday, June 27
        a. Overview of Task Force Mission and Proposed Work Program
        b. Roles and Responsibilities
        c. Discussion of Capital Project Programming Policies
        d. Discussion/formation of subcommittees
        e. Materials needed:
            i. List of City/ACPS CIP projects (OMB/ACPS Financial Services)
            ii. Available funding for these projects over a 15-year period (CMO/OMB/ACPS Financial Services)
            iii. Examples of capital programming policies
        f. Meeting Outcome
            i. Potential elements of policy framework

    2. TF Meeting 2 – Thursday, July 13
        a. Establish policy for prioritizing projects
        b. Discuss/draft criteria for prioritizing projects
        c. Finalize subcommittees and meeting schedule
        d. Materials needed:
            i. Examples of criteria
            ii. List of City/ACPS CIP projects
            iii. Sample scoring criteria sheet
            iv. Initial discussion on sequencing of projects (timing/level of urgency)
        e. Meeting Outcome
            i. Concurrence on draft criteria for project prioritization

➢ *July – August: Staff-Consultant work: gather available info on CIP projects / begin applying draft criteria; precedent/sample research, etc.*

➢ *No TF meetings currently planned for August*

    3. TF Meeting 3 – 2nd week September
        a. Continue discussion on draft sequencing for CIP projects (timing/level of urgency)
        b. Review draft matrix of CIP projects and how they meet initial draft criteria, with supporting info/documentation, contributing analyses
        c. Prioritize projects (focus is on sequencing, not funding)
        d. Meeting Materials
            i. Draft CIP project matrix
            ii. Draft questions for Task Force consideration
        e. Meeting Outcome: Draft sequencing for CIP projects (timing/level of urgency)

➢ *Note: Subcommittees begin meeting (Sept – Oct, 2-3 meetings for each subcommittee). Potential to consolidate subcommittees and sequence topics as appropriate.*
        a. Co-location and Civic engagement (PZ, GS, ACPS)
        b. Asset management, standards for (maintenance) (GS, ACPS)
        c. Oversight management and governace, agreement for review process (PZ, Dept. Project Implementation (DPI), ACPS)
        d. Public private partnerships, tax credits, other avenues for funding (OMB, ACPS)

4. **TF Meeting 4 – 4th week of September**
   a. Review and provide feedback on draft CIP project matrix matched with available funding for each year
   b. Meeting Materials
      i. Draft CIP project matrix matched with available funding for each year
   c. Meeting Outcome: Progress toward final CIP recommendation

5. **TF Meeting 5 – 2nd week October**
   a. Continue CIP Development
   b. Meeting Outcome: Progress toward final CIP recommendation

6. **TF Meeting 6 – 4th week October**
   a. Continue CIP Development
   b. Meeting Outcome: Final CIP recommendation (sequencing/with funding)

➢ *Check-in meetings on CIP w/City & ACPS Budget Offices to facilitate early incorporation into budget process.*

➢ *Phase 1 Complete:*
   o Community meeting
   o City Council/School Board Worksession(s) – Task Force chair/consultant will present CIP Recommendation for SB/CC discussion
   o CIP recommendation is forwarded to City OMB and ACPS Financial Services

II.   Phase 2 – CIP Implementation

7. **TF Meeting 7 – 2nd week November**
   a. Subcommittee report out and discussion
   b. Meeting Outcome: Draft principals for CIP implementation topics

8. **TF Meeting 8 – last week November**
   a. Subcommittee report out and discussion
   b. Meeting Outcome: Draft principles for CIP implementation topics

9. **TF Meeting 9 – 2nd week December**
   a. Review, discuss, revise principles for all CIP implementation topics
   b. Meeting Outcome: Finalize principals for CIP implementation topics

➢ *Phase 2 Complete:*
   o Community meeting
   o School Board/City Council Worksession(s) – Task Force chair/consultant will present CIP implementation recommendations for SB/CC discussion

❖ **January – SB/CC receive/endorse/adopt**

III.   Community involvement
   o Task Force meetings open to public. All materials and meeting recordings posted to project webpage.
   o Community may submit comments/questions at any time during process. Comments will be shared with the Task Force and posted to the project webpage.
   o Staff will present Task Force product at community meetings at two points during the process:
      ▪ Completion of Phase 1
      ▪ Completion of Phase 2
   o Community may attend/comment during SB/CC Public Hearings