

Disney Project Meetings and Discussions Timeline

10/3/18 to 9/30/20

SFOC Meeting 10/3/18

- Goal to hold Town Hall meeting in November to provide an update
- Original budget for \$3,300,000 single story building
- School Community wanted two story building
- Decision to wait to see if matching funds available
- State is slowly releasing matching funds, but funds much less than anticipated
- Placeholder budget for Disney is \$6,400,000
- Estimated cost of two story building \$10,000,000
- Meetings have been held with principal to see how to redesign the school to fit their needs and to stay on budget at \$6,400,000. Option to put funds into modernizing
- Team is working to determine the best plan

SFOC Meeting 11/7/18

- Board Study Session will be held at Disney on November 13, 2018 at 6:00p.m.
- A town hall was held in 2016. At the time the school community did not like the modular design as the feeling was that it would take up too much playground space. The school community preferred to wait for State matching funds to be realized to allow for building a possible two story building. State matching funds have not been realized. When and if they are realized, the funds are expected to be much less.
- Current budget is a firm \$6,400,000 which will not allow for the two story structure at cost of \$10,000,000
- Proposed to instead redesign school to include modernization of eleven rooms, modernization of Building 8 toilet room, HVAC replacement, fire alarm upgrade, Bogen public address system, relocation of existing handball court, new sprinklers along Orange Grove Ave, removal of leased buildings, asphalt resurfacing, hydro seeding of the existing field and one to one Chromebook devices.
- Superintendent Hill requested staff to sit down with school site to design the playground space to determine if it is possible to create more green space

Disney Town Hall Meeting 11/13/18

- The Disney portable budget has been increased by \$3.1 million since the initial 2015 estimate, even though we still have not received State Matching Funds (current estimate of State matching funds is approximately \$1.1 million)
- Important dates noted:
 - Phase I. Complete by August 1, 2019
 - Building Modernization (rooms 19-22)
 - Main Campus – HVAC, Bogen, fire alarm, lock upgrades, Chromebooks
 - Phase II. Complete by Spring 2020
 - 2 portable classrooms with sinks

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- Phase III. Complete by August 1, 2020
 - Building modernization (rooms 15-18, 24,25 & 8)
 - Asphalt
- Phase IV. Complete Winter 2020
 - Playfield & Sprinkler

Working Session 11/19/18

Attendees- Steve Frintner, Charlene Tabet, Peter Knapik, David Jaynes, Stephanie Pulcifer (Cordoba) and Kurt Hauffe, Larry Cross

- Design and cost to build were discussed

Working Session 12/5/18

Attendees- Matt Hill, Peter Knapik, David Jaynes, Kurt Hauffe, Molly Hwang, Charlene Tabet, Steve Frintner, Sharon Cuseo, Stephanie Pulcifer and Brian Smith, Larry Cross

- Cordoba presented options for the two story building layout and costs. A one story building was also considered. This presentation included options for 8, 10 and 12 classrooms.

SFOC Meeting 12/7/18

- The Disney Community is concerned regarding the lack of playground space.
- A working session was held to address the needs at Disney.
- Possible solution to add another portable.
- Funds are approximately \$500,000 short but may become available
- Discussion followed: moving six classes to another site; school utilize the park for physical education classes; school attendance has been stabilized
- Intradistrict transfer permits are available for unhappy parents
- Minority of parents still want a two story building
- Working toward the positive goal of more classroom space for students
- Field and garden area will be down for a year or two; Garden tree will be retained
- Class sizes are lower than at other elementary schools
- Town Hall meeting to be held on December 17 at 6:00pm at Disney

12/11/18 Budget and Design Meeting

Attendees- Matt Hill, Kurt Hauffe, Stephanie Pulcifer and David Jaynes, Larry Cross

- Continued discussion on what was doable within the original 6.5 million budget. Considered canceling other projects to free up an additional 2.5 million for the Disney Project

Disney Town Hall Meeting 12/17/18

- Unable to locate any agenda or handout(s)

1/25/19 Site Walk

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- Walked The Disney site with Molly Hwang

Disney Town Hall Meeting 1/29/19

- Disney budget has been increased by \$5.8 million since the initial 2015 estimate; this increase is based on community feedback, site considerations, and long-term planning
- Modular Unit Includes:
 - Boys and Girls student restrooms
 - 9 classrooms
 - 4 specialty services spaces
 - 1 Adult unisex restroom
 - 1 custodial closet
 - 1 combo data/electrical room as required
- Playfield size is doubled.
- Structure has a 50-year life expectancy versus 20 for modular
- Roof is different than other sites
- HVAC unit is in the classroom in lieu of on the roof
- No rear windows
- Alternate LED fixtures
- No net increase in student spaces
- Music and ASES portables will not be modernized
- No doors and hardware upgrades
- No Chromebook Carts
- HVAC will not be replaced schoolwide (the modular will have new units)

2/5/19 Meeting with Disney Faculty Staff at Faculty meeting

- Questions and Answers period with Disney Faculty. Expressed what is needed in classrooms and shared concerns about the project not being done again

SFOC Meeting 2/6/19

- Town Hall meeting was held at Disney
- Proposed project now includes a two-story building with five classrooms over five classrooms and restrooms
- Staff looked at modernizing the existing one story building including the addition of three portable buildings for an approximate cost of \$7,000,000 which left a difference of \$2,000,000 from adding the two story, ten classroom building at an approximate cost of \$9,100,000
- Developer fees this year brought in \$500,000 with another \$500,000 projected for the next two years. The remaining \$1,000,000 needed will come from putting the doors and hardware

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projects on hold as there is not enough in the budget to do all schools. The two story building was not considered previously because the Cordoba estimate was approximately \$11,000,000.

- **The Chairman expressed concern that the Disney site staff was unaware or not invited to the Town Hall Meeting.** The Superintendent and the Director of Facilities have attended Disney faculty meetings to provide information. Once the plans are determined, site staff input will be needed.
- **Mr. Cross** reported the following cost saving efforts for the Disney Project: classrooms will be standardized District-wide, buildings will be the same as what the other school sites received, existing air condition units will not be replaced, a warrantied 50 year roof will be installed outside of the Tremco maintenance agreement, air conditioning units will be installed inside classrooms, some upper back windows may be eliminated, one staff restroom was removed from the project to allow space for a custodial closet, and other nearby existing restrooms may be converted to staff restrooms.
- **A Request for Proposals (RFP) went out for a new architectural firm for this project**
- The parents are frustrated that the existing ATB and ASES bungalows will not be upgraded and that more space will not be realized for child care enrichment activities.
- Staff is working with the City of Burbank to create a child care class
- As the school will be without a playground for the two years of construction, staff will work with the City of Burbank as part of the Joint Use Agreement to use the park as playground space.
- Next step is to bring a professional services agreement with the architect for approval on February 21, 2019.
- The architect will design and confirm the project budget
- The project is estimated to be completed at the end of 2021
- Updates on the Disney Project will continue for all SFOC meetings

SFOC 3/6/19

- Contract with the architect was approved at 2/21/19 BOD meeting
- The design, once determined, will be shared with the SFOC
- Ms. Diel requested that the SFOC be informed of all planning meetings
- Mr. Cross will determine if the structural design has been pre-approved by DSA and report back to SFOC
- District is striving to standardize classrooms. Teacher input will be requested.
- ADA requires that doors can be opened from the inside with one motion. The District plans to pilot a new door lock mechanism that is more cost effective and is designed to retrofit existing doors.

3/8/19 Project Kick off Meeting with Design team and Silver Creek

Attendees- Larry Cross, Vince Petito, Magaly Gutierrez.

- Discussion on layout and design phase time frame

4/1/19 Project Update

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Attendees- Larry Cross, Magaly Gutierrez, Vince Petito, David Jaynes, Kurt Hauffe, Randy Ogawa

- Discussed status of design work. Obtain facilities information from Randy

SFOC Meeting 4/3/19

- Mr. Cross reported that the project is currently in the beginning design phase to determine final layout of the building. All suggestions from the committee have been incorporated
- Ms. Diel requested that the sink faucet be placed at the front corner of the sink so the children do not have to reach across the sink to the back. Mr. Cross will look at what is available.
- Mr. Cross hopes to have a schedule from the architects in the next few weeks. Once the schedule is determine, Mr. Cross will meet with Disney staff to gather input on items that allow for color choices. The committee will be informed once the meeting is calendared.
- **The Fall of 2021 is the target, pending Division of State Architect (DSA) approval, for the classrooms to be occupied.**
- **The school principal will continue to update the school parents.**
- **Parents with questions should be directed to the school principal or the Superintendent**

4/12/19 Project Update- Technology

Attendees- were Larry Cross, David Jaynes, Rick Vonk, Roberto Jurado

- Discussed what technology will be put into the new building

4/16/19 Project Update Meeting

Attendees- were Vince Petito, Kurt Hauffe, Magaly Gutierrez, Cathy Weissman, Armen Najarian (Cannon)

SFOC Meeting 5/1/19

- Mr. Cross reported that staff is close to scheduling a faculty meeting **sometime this month.**
- The SFOC will be invited to the meeting once scheduled.
- Teachers will be able to select various color options
- **The project is on track to submit to DSA in June.**
- No-wax resilient sheet flooring will be used at Disney
- The Superintendent requested that the Disney PowerPoint and the faculty meeting date be emailed to the committee

SFOC 6/5/19

- Mr. Jaynes reported that the State is currently out of funding.
- The District has \$1,000,000 in the queue at this time
- Mr. Cross will determine if the District is still on the list. Mr. Jaynes will check to see if there is any additional funding available.

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- Mr. Cross reported that the City's Community Development Block Grant (CDBG) map will be updated in 2020. The District will submit an application anyway to see if the District may qualify. Currently Disney is right outside the funding boundary.
- Mr. Cross discussed the new site features which include: seven new classrooms, two new multi-use rooms, new computer lab, new set of restrooms, staff restroom and custodial closet, the latest in-classroom lockdown technology, larger field, relocation of the existing play equipment, new asphalt playground, new public address system, renovation of building six to convert to a library/multi-use space, ADA accessible elevator, opening windows in all classrooms with HVAC, and teaching walls/storage space with sliding white boards.
- Plans/location for a garden are to be determined
- Mr. Cross will look into the triangular restroom bars suggested by Ms. Diel
- Site suggestions have been incorporated in changes to the first floor of the building
- Teachers will determine the classroom color palette from three choices
- The manufacturer of the buildings has incorporated all of the District requested features
- **Staff hopes to submit plans to DSA for approval this summer. The approval process could take 6 – 12 months. (December 2019 – June 2020).**
- Coat/backpack hanging issues were discussed and included: hanging space is NOT incorporated into the new building design; to keep lunches safe, backpacks should be stored in the classroom with AC; lunches are prone to ants when stored outside; teachers prefer the backpacks to be stored outside to allow for more classroom storage; backpacks get wet when hung outside when it rains. Suggestions: some sort of curtain to cover backpacks that are hung; work with architect to determine indoor space for backpacks
- Mr. Cross will contact the principal to discuss coat/backpack storage

6/10/19 Project Review Meeting

ATTENDEES- Larry Cross, Cathy Weissman, Kurt Hauffe, Magaly Gutierrez, Athenel Trazo(Cannon)

- Review draft set of plans, layout design and site plan
- SFOC Meeting 8/7/19 Disney teachers do not want backpack hooks installed in the classrooms
- Staff will make sure enough backpack hooks are installed for all students
- As the new modular building will be facing north with an overhand, backpacks should not get the bulk of the sun
- The existing Disney playground equipment is being relocated and will be code and ADA-compliant
- Disney modular project has been submitted to DSA and the California Geological Society

SFOC Meeting 9/4/19

- **Project is currently with DSA for review.**
- Quality assurance and quality control (QAQC) will be done to make sure the project has everything needed.
- The plans are posted on the District website

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9/17/19 Final DSA package review / 100% plans

Attendees- Larry Cross, Vince Petito, Kurt Hauffe, Cathy Weissman, Armen Najarian

- **Reviewed the package including the 100% plans submitted to DSA**

SFOC Meeting 10/2/19

- **Mr. Cross reported that DSA has almost completed the review of the project**
- The biggest issue at this time is that the West fence line may have encroached three feet onto the property of two homeowners. Confirmation by survey is needed to be sure. New fencing needs to be built on the property line
- Staff will be setting up a meeting with the principal to discuss staging of the project.
- The cost difference between hydroseeding and turf are being discussed.

10/17/19 Disney Phasing Review

Attendees- Debbie Kukta, Matt Hill, Larry Cross, Molly Hwang, Peter Knapik

- **Begin discussions on construction phasing of project**

SFOC Meeting 11/6/19

- **The item was tabled for the next meeting to allow for Disney Staff meetings to take place first.**
- **The project is projected to be completed by the end of 2021**

SFOC Meeting 12/4/19

- Mr. Cross reported that the last Facilities Sub-Committee meeting was held on site at Disney
- The principal was informed of the spaces that will be available during the construction process.
- The construction schedule will be presented at the next meeting.
- The architect is working with the consultants and the manufacturer to address the initial comments made by DSA.
- **The project is on track; hoping for approval by the end of January 2020**
- Site access during construction process will be determined after coordination.
- The school principal plans to reach out to the City of Burbank for playground space at the park.
- **This will be a TWO YEAR project.**
- School neighbors will be informed of the construction project. The project is being phased to lessen the impact.
- The ground will be scanned to determine the placement of underground utilities.
- The property will be surveyed as it is the best practice to determine the actual property line
- Staff is working with Burbank Water and Power for off-site water permits for the fire hydrants and then will work with the County Health Department for the use of reclaimed water.

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Disney Update Meeting 1/9/20

Attendees – Larry Cross, Vincent Petito (architect), Magaly Guterrez and Sandra Adame from Silver Creek, Debbie Kukta, Peter Knapik

- Latest project developments discussed including project delays. Submittals and colors reviewed.

SFOC Meeting 2/5/20

- Mr. Cross reported that the staff member responsible for the close-out of projects has moved on to another school district. The position will not be filled and the work will be absorbed by Ms. Galoustian, a financial analyst in the Fiscal Department, who works on the bond fund.
- Mr. Jackson requested more information on the cancelled projects. Staff will come back with more information next month, including any bond monies that were spent, if the projects will be done in the future or if the projects cannot be done.
- After staff investigation, it was determined that the original cancelled Disney two-story project and the current Disney two story project are both listed on the status report
- Mr. Cross reported that during the holidays, a DSA snag occurred regarding how the first floor connects to the second floor. This is a seismic issue. As another school district is building the same exact building with DSA, DSA will now apply this to the Disney building. Plan review is estimated to be completed by February 24, 2020.
- A mandatory meeting will be held on February 7 for interested construction management firms. The top 2-3 firms will be considered in this competitive process.
- **Start of the project may be delayed until after the start of school.**
- Staff is planning with the principal to continue instruction during construction. Some ideas are to consolidate programs on the same campus, move some programs to another campus and possibly doing something with the City. The construction project is going to come with lots of inconveniences, but the end result will be a beautiful building.
- Many logistic are to be determined with this 1.5 to 2 year project. The project cannot be postponed due to escalating costs and taking possession of the buildings. Storing of the buildings would come with the issue of craning/moving the buildings more than once.
- General project updates will be posted on the District website
- The Superintendent will be looking at all surrounding buildings and will report back at the next meeting. Staff will be working to come up with the best possible solutions.

2/7/20 Disney Project Manager Interviews

Attendees- Larry Cross, Debbie Kukta, Vince Petito, Greg Jackson (SFOC)

- **Review Project Manager RFP submittals, interview candidates**

2/21/20 Review RFP Submissions

Attendees- Larry Cross, Debbie Kukta, Vince Petito, Walt Brennan

- **Review submissions and make selection, award to Lundgren Management**

Meeting with City Officials 2/27/20

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- Attendees: From District - Larry Cross, Molly Hwang, Peter Knapik, Debbie Kukta; from City of Burbank - Marisa Garcia, Erin Barrows, Kristen Smith, Diego Cevallos
- **Discussed satellite campus possibilities**
- **Discussed temporary storage of bins in Olive ballfield parking lot**

3/3/20 Disney Project Update

Attendees- Larry Cross, Debbie Kukta, Vince Petito Armen Hajarian

- **Discuss delays in DSA, next steps**

SFOC 3/4/20

- Mr. Cross reported that a meeting was held with the architects yesterday and the **plans are still held with DSA due to the two story structural review issues**. This is an issue all school districts are facing when adding two story buildings.
- **Staff is hoping to get the plans out of DSA by April.**
- **Construction may or may not start until Fall.**
- Staff met with the City of Burbank and portables or storage containers may be placed in the city park parking lot if needed.
- The reports have been provided to the surveyor and the property line determination should be coming shortly.
- Mr. Cross reported that construction management firms Lundgren Management and Linik Corp Buildings Management will be interviewed directly after this meeting.
- The DSA Inspection Request for Proposals (RFP) is in progress

SFOC 6/10/20

- **Mr. Cross reported that the structural design has NOT been approved by the DSA, thereby causing a delay of three to four months.**
- Mr. Cross will be meeting with Silver Creek next week to discuss whether to continue with Silver Creek or look at another vendor. Switching vendors would be a big change and a last resort due costs. Costs in the \$40,000 range could be forfeited if another vendor was selected.
- Mr. Cross stated that the report is complete and the map has been received. The explanation has not been received, nor has the report been recorded. The surveyor company has been shut down due to the pandemic
- **Mr. Cross reported that this project will most likely not start until June 2021. Board Vice President Frintner requested that the delay be clearly communicated to the Disney community. Mr. Cross will work with the school principal to get the word out.**

6/11/20 Webex Meeting

Attendees- Larry Cross, Magaly Gutierrez, Molly Hwang, Vince Petito, Debbie Kukta

- **Discussed DSA, project delays and revised schedule. Email to all followed this virtual meeting**

7/8/20 Site Visit for Lundgren Management

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Attendees- Margaret Lundgren, Gina DeTolve, Andre Hagverdian (Lundgren Team) Larry Cross

- **First site walk after award of contract. Familiarize team with the Disney site, discuss construction office space**

SFOC Meeting 8/5/20

- Public Comment: Mr. Jackson requested clarification regarding the Disney project and the issue of the project not being approved by DSA. Mr. Jackson understood the buildings were pre-approved by DSA and questioned why the District would have to pay a penalty for the vendor's non-performance if a new vendor was selected.
- Mr. Cross address the Disney project and confirmed that the building was pre-approved when submitted to DSA as a two story structure. Unfortunately, the structural code was changed and the connection between the first and second floors is not approved at this time. As the resolution has taken so long, Mr. Cross looked for an alternate vendor. American Modular has been able to make the change to their buildings and has obtained DSA approval. Changing vendors now would incur additional architectural fees as well as a substantial increase in the cost of the building. It does not make financial sense to change vendors at this time. The project has not stopped. Inspectors and project management have been hired to be ready to start just as soon as DSA approval is obtained.
- **Mr. Cross reported the plan is to be out of DSA in December and the award of contract in April or May 2021.**
- Property Line Determination: Mr. Cross reported the surveyor has submitted their report to the County for approval. There does not seem to be any issues, just waiting for approval and the County stamp. The initial assessment included a possible three foot discrepancy in the property line. This possible discrepancy required a necessary determination.

8/7/20 Disney Site Walk

Attendees- Larry Cross, Molly Hwang, Vince Petito, Armen Najarian, Guy Donahoe (Little Tykes Play Equipment)

- Discuss moving the existing equipment, parts that will not be salvageable, storage of equipment

9/16/20 Webex Meeting

Attendees- Larry Cross, Debbie Kukta, Vince Petito, Armen Najarian, Andre Haghverdian, Magaly Gutierrez, Jim McGeever, Mike Rhodes, Ryan Mcintosh

- **Discuss complete dissatisfaction with Silver Creek existing owners, new owners and design team. Discussed resolution moving forward and guarantee to complete this project.**
- The new ownership discussed plans on growing the company and offered their financial statement showing the stability of the company.
- Mr. Mcintosh, managing engineer for this project committed to having this project ready for it's final submission to DSA incorporating all of the new design changes and responses to DSA's comments by September 28th

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9/28/20 Disney Plans Re-submitted to DSA for final approval