

Frank J. Bolaños, Member

**SUBJECT: RELEASE OF PECO FUNDS BY THE LAND ACQUISITION
AND FACILITIES MAINTENANCE OPERATIONS ADVISORY
BOARD**

**COMMITTEE: LEGISLATIVE RELATIONS, POLICY DEVELOPMENT AND
PERSONNEL SERVICES**

Since its creation, the Land Acquisition and Facilities Maintenance Operations Advisory Board (Advisory Board) has received the cooperation of the School Board, which has considered, in good faith, all of the recommendations on improving processes and efficiencies in the areas under the Advisory Board's purview.

Based on the counsel of the Advisory Board, the School Board has acted in a responsible manner by adopting most of the recommendations made and as a result directed the Superintendent and staff to implement such recommendations.

Although some progress has been made and 3 recommendations implemented, the Administration has not reported the completion of the following Advisory Board recommendations:

CONSTRUCTION

1. Streamline bureaucracy for the construction of schools
2. Establishing single source responsibility
3. Streamline acquisition, design and construction process
4. Creation of an information management system
5. Timeline and tracking of all projects
6. Accountability for all expenditures in facilities department
7. Job cost accounting for every project
8. Structure bid documents that eliminates future lawsuits
9. Modify contracts to allow the school district to collect more in liquidated damages from contractors
10. All construction contracts over \$2 million and all new schools to be built using the design build technique
11. Standard modules and facades to be developed and used whenever possible
12. Prototype Design for schools that have same site characteristics
13. Control number of change orders on projects
14. Have maintenance become part of the final punch list
15. Staff creates its own subcommittee to suggest cost saving measures
16. Soft costs are too high compared to private construction and other public school districts
17. Enforce warranty clause with contractors and E&O with architects
18. Hold 10% of retainage until completion of punch list
19. Selling of surplus land

Added

20. To explore the feasibility of program management as a construction delivery method
21. To conduct a forensic audit of the capital construction department to confirm or dispel any notions of impropriety in the department

MAINTENANCE

22. Reduce the cost of maintenance of plant by \$1 per square foot
23. Management information and accounting system to allocate costs between facilities and maintenance
24. Separate current maintenance costs from deferred maintenance
25. After true costs of maintenance have been established compare to proxy, and other school systems and private industry and reduce if practical

TRANSPORTATION

26. Replace or modify the Compass Work order system with a computer system that can maintain a multi-year historical data for as long the District owns its vehicles and which provides ready access to work orders, parts and management information
27. Implement a specialized payroll software system
28. Reallocate a certified buyer from the procurement department to work exclusively for and in the transportation department
29. Negotiate labor contracts to allow transportation department to give employee evaluations
30. Establish zero tolerance policy for drugs and alcohol usage in safety sensitive positions by making positive drug test results grounds for immediate termination
31. Establish Board rule that allows monies received from the auction of equipment and buses from transportation inventory be reallocated to the transportation department budget

Added

On June 18, 2003, the School Board directed the Superintendent and UNICCO to provide a status report on maintenance management at the January, 2004 meeting.

In seeking an administrative update, on December 10, 2003, the School Board directed the Superintendent for an update on the implementation status of the pending recommendations.

In abundance of caution and based on the recommendations of the Advisory Board Chair, the School Board convened a special meeting on December 19th, 2003, to approve a Plan of Action for the accelerated completion of the most comprehensive of recommendations. In approving this plan, the School Board directed the Superintendent to:

- A. Immediately reduce the total payroll for construction noted in the OPPAGA recommendations of 2001, and more specifically [as] outlined in the FMI Report of 2003
- B. Immediately implement the maintenance cost requirements approved on May 15, 2002

On January 8, 2004, the Advisory Board met to consider the Plan of Action, endorsing it and further requesting of the School Board:

1. Implementation of a zero-based budget for the Construction department for Fiscal Year 2004-2005.
2. Establish the relationship between cost per square foot and cost per student station.
3. Implementation of a labor cost accounting system effective February 1, 2004.

**ACTION PROPOSED BY
FRANK J. BOLAÑOS:**

That The School Board of Miami-Dade County, Florida discuss the actions of the Land Acquisition and Facilities Maintenance Operations Advisory Board of January 8, 2004 and direct or confirm its previous direction to the Superintendent to:

Added

- a. Reduce the total payroll for construction as noted in the OPPAGA recommendations of 2001, and more specifically as outlined in the FMI Report of 2003 in an accelerated fashion.
- b. Implement the maintenance cost requirements approved on May 15, 2002.
- c. Implement a zero-based budget for the Construction department for Fiscal Year 2004-2005.
- d. Establish the relationship between cost per square foot and cost per student station for transparency on the true cost.
- e. Implement a labor cost accounting system effective February 1, 2004.