

May 9, 2002

Business Operations
Joe Arriola, Chief Business Officer

**SUBJECT: REDUCTION OF THE COSTS OF OPERATIONS AND
 MAINTENANCE OF PLANT**

At its meeting April 29, 2002, the Miami-Dade Land Acquisition and Facilities Advisory Board (Advisory Board) approved in concept several conditions that they deemed necessary before the release of PECO funds currently held in reserve. The Chairman of the Advisory Board has advised the Superintendent that the Miami-Dade County School Board must agree in concept to the conditions before they will consider recommending to the Commissioner of Education release of the District's PECO funds.

The District will reduce the cost of operations and maintenance of plants by \$1 per square foot: from \$8.00 per square foot to \$7.00 per square foot by June 30, 2003.] REVIS
(This proposed reduction does not include or affect the cost of security throughout the district, which is calculated in the cost reports required by the Department of Education.)

The cost savings will be accomplished by:

- Reviewing all job codes to ensure they are properly classified;
- Reviewing all expenditure function classifications to ensure that the overall purpose or objective of the expenditure is in compliance with State financial and program cost accounting and reporting guidelines;
- Review attrition due to departures and retirements; review current duties and assignments to determine efficiency; reassign individuals and eliminate positions as needed; and
- Review budgets and make recommendations, in some cases, for reductions.

The Board agrees to provide monthly progress reports to the Advisory Board.

RECOMMENDED: That The School Board of Miami-Dade County, Florida authorize the Superintendent or his designee to reduce the cost of operations and maintenance of plant by \$1 per square foot by June 30, 2003.] REVIS

JA:sma

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