

Facilities Department Restructuring Recommendation



June 24th, 2014



Current Structure



Areas of Responsibility:

- Program management (projects and fiscal)
- Program planning
- Closing out projects with DSA
- Non-bond facility projects
- Coordinate with maintenance for deferred maintenance projects
- Coordinate with outside agencies & internal parties
- Report to Board, BOC, and other stakeholders
- Surplus property management
- Energy efficiency program

Director of Facilities

(through June 30)

Areas of Responsibility:

- Day-to-day management of construction projects
- Investigate and administer contractor warranty issues
- Assist in program planning

Construction Manager

(through August?)

Areas of Responsibility:

- Coordinates start up and close out of projects
- Administers contracts
- Processes project invoices
- Responds to PRAs for labor compliance
- Sends developer fee letters
- Scans and files documents for digital library

Assistant Project Manager

(through August?)

Areas of Responsibility:

- Processes contracts and invoices for all facility work that is not bond construction
- Assists in gathering info for OPSC audits
- Coordinates site visits for consultants
- Creates project timeline spreadsheets
- Researches issues for Director
- Reconciles WIP with inventory in Escape
- Scans and files documents for digital library

Administrative Secretary III

(through June 30)

Short Term Structure Recommendation



Areas of Responsibility:

- Program management (projects and fiscal)
- Program planning
- Closing out projects with DSA
- Non-bond facility projects
- Coordinate with maintenance for deferred maintenance projects
- Coordinate with outside agencies & internal parties
- Report to Board, BOC, and other stakeholders
- Surplus property management
- Energy efficiency program
- **Prepare recommendation for ongoing department structure**

Eric Hall & Associates
(EH&A)

(2-3 months)

Areas of Responsibility:

- Day-to-day management of construction projects
- Investigate and administer contractor warranty issues
- Assist in program planning

Construction Manager
(through August?)

Areas of Responsibility:

- Coordinates start up and close out of projects
- Administers all contracts
- Processes all invoices
- Responds to PRAs for labor compliance
- Sends developer fee letters
- Scans and files documents for digital library
- Assists in gathering info for OPSC audits
- Coordinates site visits for consultants
- Creates project timeline spreadsheets
- Researches issues for Director
- Reconciles WIP with inventory in Escape

Facilities Technician?
(Permanent)

Eric Hall & Associates



Eric Hall, President
(Primary)

- Former CBO San Dieguito Union HS District (retired 2006)
- Served as interim CBO in numerous districts
- Chair of CASH (2002 to 2004)
- Faculty member for CASH Leadership Academy
- Mentor and instructor for CASBO and FCMAT CBO training programs

David Randolph, Associate
(Primary)

- Former Associate Bond Program Manager for East Side Union HSD (Over \$500 million program)
- 30 years in construction
- Licensed General Contractor
- Graduate of CASH Leadership Academy

Bob Nicholson, Senior Associate
(Secondary)

- Former Director of K-12 Education for JCJ Architecture
- Former Senior Director for Facility Planning Services for San Diego COE

Mike Wise, Associate
(Secondary)

- Thirty years of school construction experience
- Worked as General Contractor for 8 years doing projects at Escondido USD
- Former Project and Construction Manager at Escondido USD for 18 years

Long Term Structure Recommendation



TO BE DETERMINED

Areas of Responsibility:

- Program management (projects and fiscal)
- Program planning
- Closing out projects with DSA
- Non-bond facility projects
- Coordinate with maintenance for deferred maintenance projects
- Coordinate with outside agencies & internal parties
- Report to Board, BOC, and other stakeholders
- Surplus property management
- Energy efficiency program (Prop 39 included)

Director/Coordinator of
?

(Permanent)

Areas of Responsibility:

- Promote Energy conservation throughout district
- Day-to-day management of energy management systems
- Explore options energy-related for rebates and grants
- Assist in management of all energy projects (Prop 39 included)
- Assist in energy program planning

Energy Manager?

(Permanent)

Areas of Responsibility:

- Coordinates start up and close out of projects
- Administers all contracts
- Processes all invoices
- Responds to PRAs for labor compliance
- Sends developer fee letters
- Scans and files documents for digital library
- Assists in gathering info for OPSC audits
- Coordinates site visits for consultants
- Creates project timeline spreadsheets
- Researches issues for Director
- Reconciles WIP with inventory in Escape

Facilities Technician?

(Permanent)

Thank You

Questions?

