

**INNOVATIVE IDEAS AND MAJOR ACCOMPLISHMENTS**  
**Facility Management, Planning, and Site Acquisition Department**  
**2011**

NO.	INNOVATIVE IDEAS/MAJOR ACCOMPLISHMENTS	BRIEF DESCRIPTION	DATE IMPLEMENTED	BENEFIT TO DISTRICT
1	PMCS Process Manual*	The PMCS Manual is the first of such a document since the existence of the PMCS concept. The Manual documents the various processes the PMCS staff must follow to enter project data in various computer databases, update the project schedules and accurately report the status of the projects on the Capital Projects Status Page on the web. The Manual is generally organized in the following manner: Write-up of the overall process followed by a flow chart of the same process, and a sequential write-up of each of the various processes followed by the specific flow chart for that process.	1/10/11, Recently updated on 9/12/11	Creation of the PMCS Process Manual provides for transparency and continuity. The processes are now memorialized and the knowledge is now owned and transferable. Also, the very process of documenting the processes helped to streamline and improve their functionality. Ultimately, the clear concise procedures would lead to time and cost savings to the District.
2	School Board Policy 1341	School Board Policy 1341 governs the use/leasing of the District's public schools for non-school purposes and as such generates revenue for the District and pertinent schools. The Policy was revised and approved by the School Board in January 2011, and thereafter became effective.	1/25/2011	Prior to the revision, portions of the Policy were vague, which led to a myriad of interpretations and uneven implementation of provisions of the Policy by various District schools. Adoption of the Policy allows for the uniform District wide implementation of provisions of the Policy and assurance that the District is fairly compensated for costs incurred regarding use of its facilities.
3	Enabled the Sale of Davie Elementary School Excess Acreage and Metric Building	The Davie Elementary School Excess Acreage is a 4.95 acre land located adjacent to the School that was no longer needed for educational purposes. It was sold to Nova Southeastern University (NSU). The Metric Building is an approximately 40 year old building that was at the end of its useful life, was no longer needed for educational purposes, and thus sold. Sale of both real properties generated needed revenue for the School Board.	2/2011 and 8/2011 respectively	Sale of both properties generated approximately \$4,109,385 for the School District.
4	Enabled the sale of the HORTT Campus, and the relocation of administrative offices from the Campus to Sawgrass Technology Park (STP) Complex	The Campus consisted of a myriad of portables that were not in the best condition and mainly housed the Facilities & Construction Management Division (FCM) for a number of years. The sale of the HORTT Campus generated needed revenue for the District.	4/1/2011	The sale of the HORTT Campus generated \$2,765,189 for the District. Also, the relocation of the administrative offices to STP enabled the consolidation of various District departments including two area offices in one location and has led to the enhancement of administrative operations for the District.
5	Procedure for Moves into Administrative Sites*	This Procedure requires the most senior administrator (the Executive Leadership Team - ELT) in all District administrative departments and divisions to complete and sign a moves application form regarding all requests to move staff under such departments and divisions into vacant administrative offices and cubicles. Furthermore, if the requested move entails cost, the administrator must submit a document approved by the Superintendent that identifies the funding source to fund the move. Subsequently, the move must be analyzed by the District's Space Planner, determined to be practical, recommended for approval or denial by the Director, Growth Management Department, Facility Management, Planning & Site Acquisition to the Deputy Superintendent, Facilities & Construction Management (FCM) Division, and approved by the Deputy before it can be implemented. Subsequently, detailed floor plans and associated database regarding all District administrative spaces are maintained and constantly updated to reflect all approved moves.	6/28/2011	Ensures that moves into all administrative offices/cubicles are controlled, and the utilization of District administrative spaces are maximized, leading to overall cost savings to the District.
6	Provision of Janitorial Service to Pertinent Administrative Sites*	Effective July 1, 2011, the Administrative Sites section of this Department began providing janitorial service to pertinent Administrative Sites (including KCW) after the contract of the company that provided the service was terminated.	7/1/2011	The performance of janitorial functions by pertinent Administrative Sites staff would result in approximate annual savings of \$1,000,000 to the District.

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7	Issued New Vehicular Parking Passes for the Kathleen C. Wright (KCW) Administrative Parking Garage	Each vehicle that accesses the KCW parking garage must have a valid vehicular parking pass to gain entry into the garage. The parking passes in place before the new passes were instituted were issued over fifteen (15) years ago, and some of the passes were never returned by persons they were issued to, are thus obsolete, and pose security concerns.	11/1/2011	Controls entry into the garage and subsequently enhances security in the KCW Administrative Building.
8	Dedication of Elementary, Middle and High School Sites in the Wedge Area of the City of Parkland	The Wedge is a triangular parcel of land (approximately 2,612 gross acres) that was annexed into Broward County from Palm Beach County in 2009, and the majority of the annexed lands (approximately 2,008 acres) are located in the City of Parkland. The annexation agreements between the City and the three major land owners in the Wedge Area requires the dedication/donation of up to a 12 acre elementary school site, between a 15-20 acre middle school site, and a 40 acre high school site to the School Board to mitigate the student impact anticipated from the proposed development of 3,424 residential units in the Wedge Area. The elementary and middle school sites are contiguous, and the high school site is a stand alone but adjacent to an approximate 22 acre future park site.	8/16/2011	Ownership of such parcels of land in the current environment when available buildable land is becoming more difficult to obtain in Broward County is majorly beneficial to the District and future students who would attend schools that may eventually be constructed on the sites. Additionally, ownership of the parcels ensures that the School Board has available buildable land to construct educational facilities to serve students when residential units proposed in the Wedge Area are built and ready for occupation. Additionally, the location of the school sites adjacent to future designated park sites (especially the high school site which is located next to an approximate 22 acre future park site) is a bonus to the future schools and the School District.
9	Transfer of the District Space Planner (DSP) position to the Facility Management, Planning & Site Acquisition (FMP&SA) Department*	A request was made for the DSP position to be transferred from the Design Services Department to the FMP&SA Department to enable a comprehensive review, practical analysis, and management of all moves into District Administrative offices and cubicles, allow for the maintenance of accurate data regarding occupation of District administrative spaces and all costs associated with such moves.	8/1/2011	Allows for optimum performance of the responsibilities of the position, the location of the position in the Department that oversees the District's administrative spaces, and alignment of the position with related job responsibilities. Also, ultimately results in time and cost savings to the District.
10	Integrated Asbestos Projects into Project Management Control System (PMCS) Project Tracking System	PMCS staff researched and documented the processes used for performing asbestos projects. After the processes were documented, PMCS developed process flows, schedules, and systems to track and report on these projects.	The Asbestos projects will be integrated into the tracking program in December 2011 and begin to display to the website in January 2012.	Once the asbestos projects are integrated into the PMCS project tracking system, the projects will display on the Facilities & Construction Management website (under Capital Project Status) with the other project types performed by FCM and their progress and workload information will be included in the existing reports. Before integration, the asbestos projects were tracked and reported on in a stand alone system.
11	Hurricane Work Tracking System	Project Management Control System (PMCS) developed systems and processes to manage future hurricane related emergency work and to coordinate that work with PPO and other stakeholders.	8/2/2011	The Hurricane Work Tracking System facilitates the process whereby emergency work is issued, documented, invoiced, and reported on and aligns with the processes and requirements of FEMA, Capital Payments, and Insurance Carriers. In previous hurricane emergencies the District was not prepared to handle the flow of information and was unable to fully document work performed in accordance with FEMA and other insurance requirements resulting in probable loss of reimbursable expenses and extensive post incident forensic research for documentation. Thus in the future, the newly developed Tracking System will resolve these shortcomings.

\* Innovative Ideas