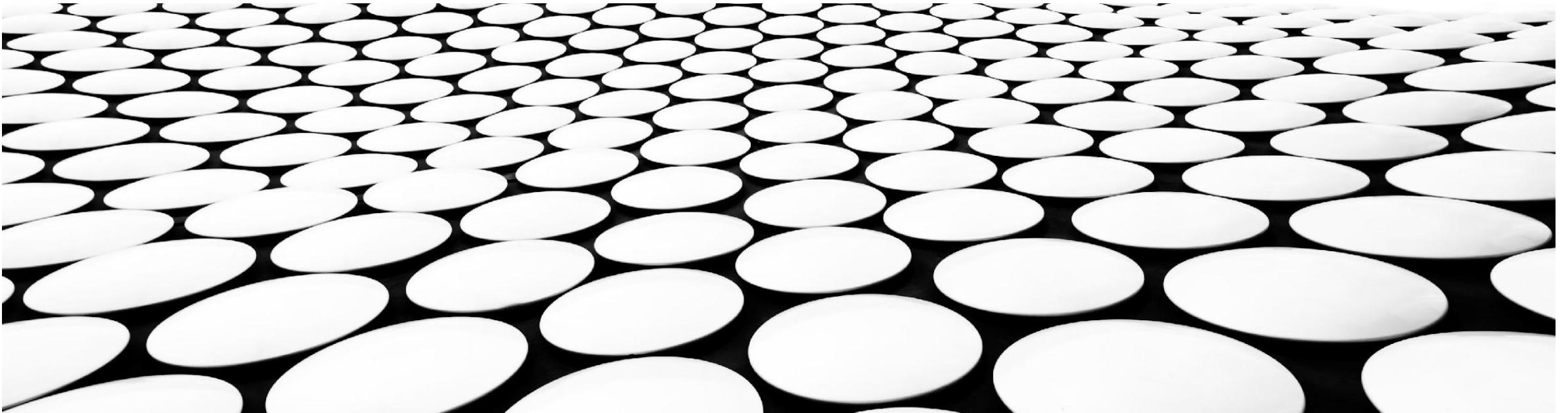

FACILITIES MANAGEMENT AND ALL IT ENTAILS

ACBO INSTITUTE I
FEBRUARY 9, 2024

PRESENTED BY:

ANN-MARIE GABEL, VICE CHANCELLOR, BUSINESS SERVICES

SOUTH ORANGE COUNTY CCD

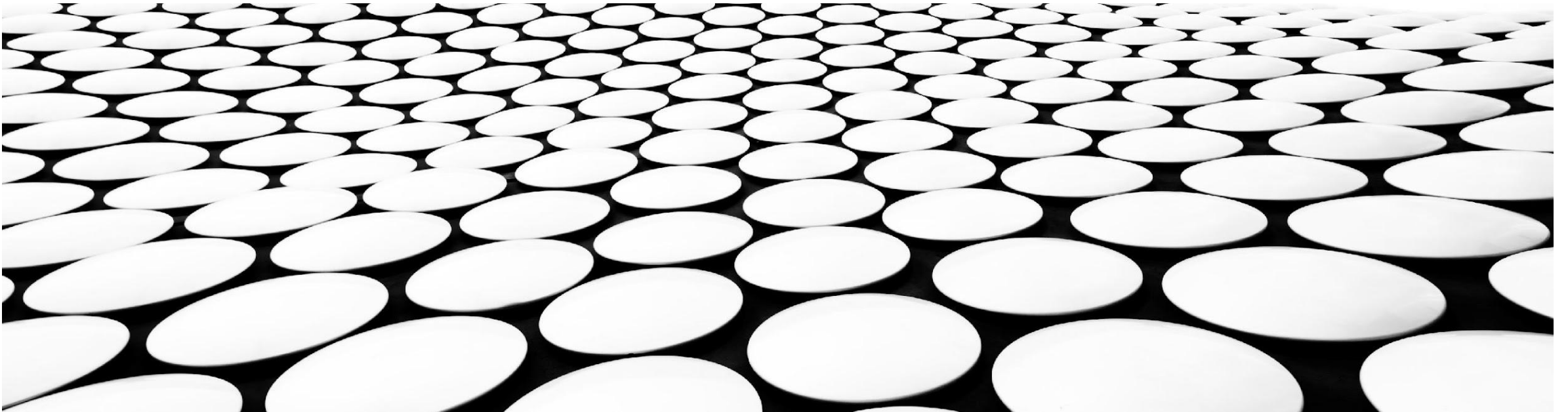


LEARNING OBJECTIVES

- Maintenance and Operations
- Chancellor's Office Reports
 - Capital Outlay
 - Space Inventory
 - Scheduled Maintenance
- Climate Action and Sustainability
- Bond Programs
- Planning Documents and Accreditation Standards



MAINTENANCE AND OPERATIONS



MAINTENANCE AND OPERATIONS

- Custodial
 - Consider porter services throughout the day
 - Consider square footage assigned
 - Classrooms different than offices
 - Rule of thumb = 20,000-25,000 sq. ft. per person
 - Teams vs. individual assignments
 - Typically get the most complaints from this area
 - Graveyard shift difficult to manage
 - Supply inventory management is critical



MAINTENANCE AND OPERATIONS

■ Skilled Maintenance

- Trades – Plumber, HVAC, Painter, Electrician, Locksmith, Skilled Maintenance workers
- Preventative Maintenance is key
- Building Management Systems
- Work Order Systems
- Key Control Systems
- Establish District standards
- Expect the unexpected



MAINTENANCE AND OPERATIONS

■ Grounds

- Irrigation Controls
- Plant pallets
- Athletic fields
- Composting



■ Transportation

- Fleet: buy vs. lease
- Zero emission vehicles
- Trucks vs. golf carts
- Driver policy (Driver license pull program)



■ Emergency Operations

- Search and rescue
- Fire alarms
- Structural checks

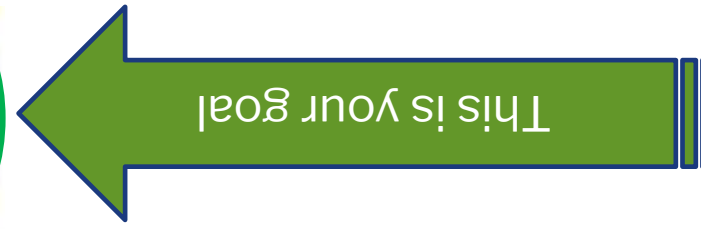
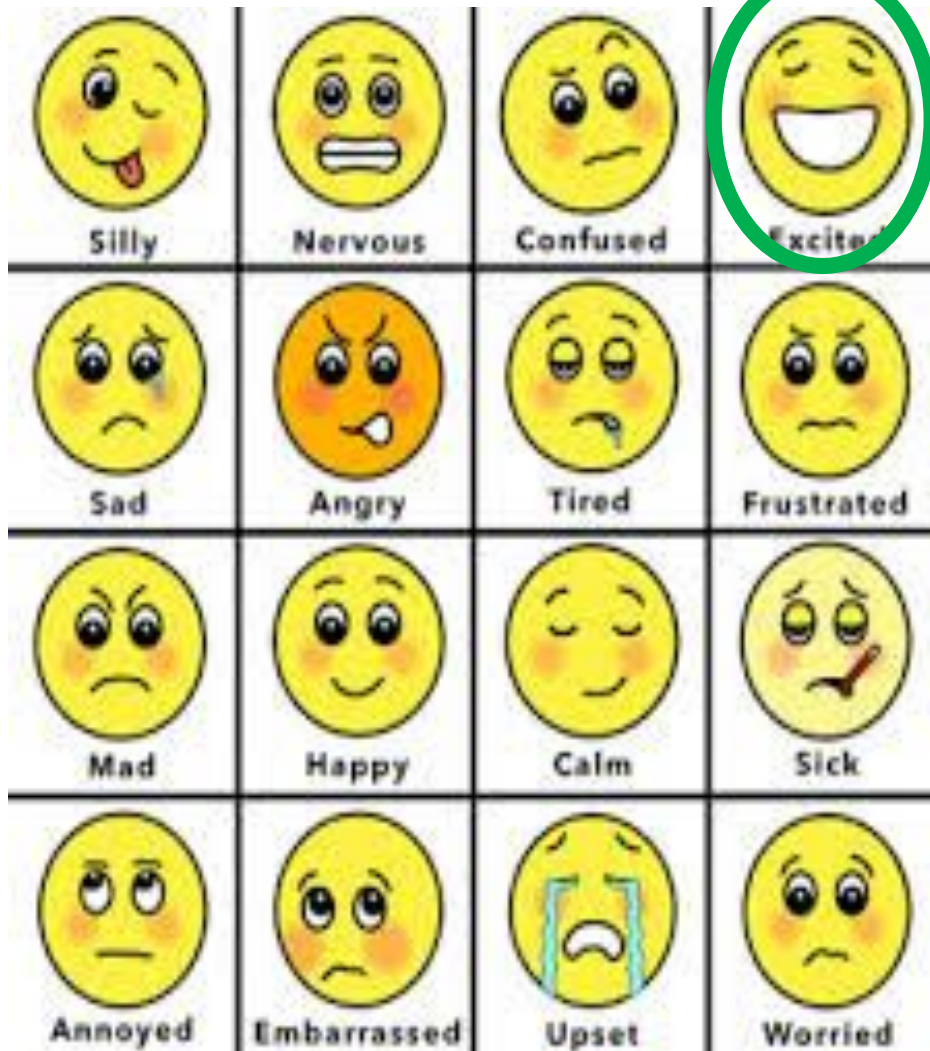
MAINTENANCE AND OPERATIONS



- Student Housing
 - In-house maintenance vs. contracted out
 - 24/7 needs
 - Guidelines

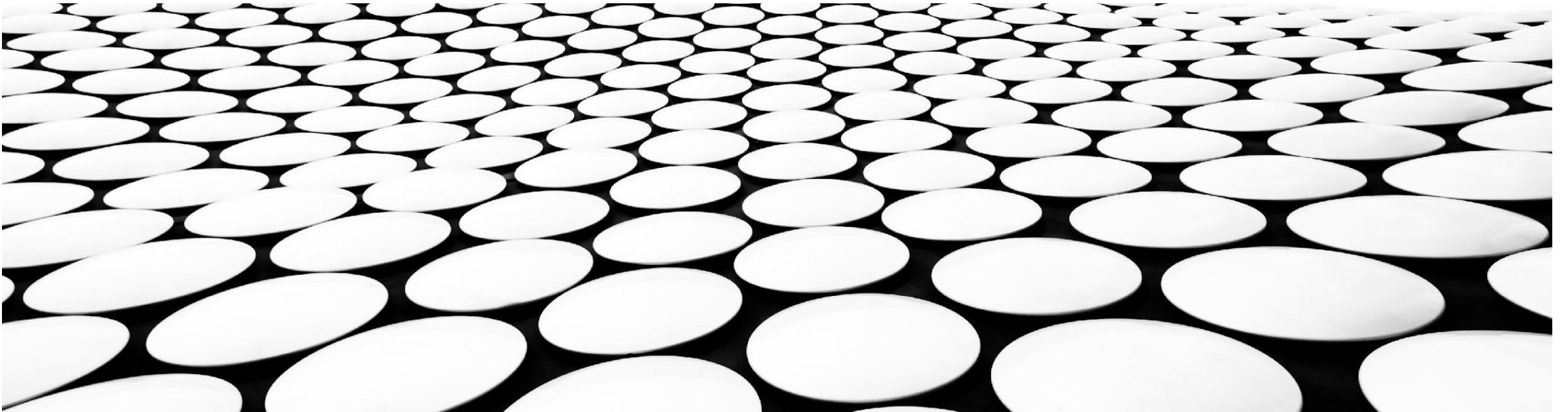


MAINTENANCE AND OPERATIONS



- Communication and Coordination is critical!
- Responsiveness
- Provide progress updates
- Timing

CHANCELLOR'S OFFICE REPORTS



CO REPORTS - CAPITAL OUTLAY PROCESS

Initial Project Proposal (IPP)

Concept paper that includes:

- Type of project (A,M,G)
- District match amount
- Change in Primary and Secondary ASF by category
- Initial and Final Cap/Load by category

July 2024

Final Project Proposal (FPP)

Actual Grant

Application that includes:

- Project Scope
- JCAF 31, 32, and 33
- BOG Energy and Sustainability Policy
- Justification (SAM)
- CEQA
- Analysis of Future Cost
- Pre-schematic Plans

July 2025

State Budget Funding (14D)

Must appear in State Budget:

- Typically only funding Preliminary Plans (P) and Working Drawings (W) in first year.
- Construction (C) and Equipment (E) in next year.
- Cannot move forward without Form 14D

July 2027

WHERE ARE WE NOW...

- Overall Guidelines
 - Projects must be capacity load eligible
 - Must be in alignment with AB 19 minimum conditions
 - Partner with LEA to establish early commitment to college
 - Partner with LEA to improve student preparation for college
 - Utilize evidence-based assessment and placement practices, including multiple measures
 - Participate in Guided Pathways program
 - Maximize student access to need-based financial aid (i.e. participate in federal student loan program)
 - Effective for FPPs and IPPs submitted July 1, 2021

WHERE ARE WE NOW...

- **All** categories require **minimum 25% Local contribution** and have Hardship Component
- Hardship = 25 points maximum
 - Demonstrate local effort to raise revenues by meeting one of the following:
 - District passed a local GO bond within the past two years but it is not sufficient to fund the project
 - Debt-level of at least 70 percent of bonding capacity (2.5 percent of AV
 - Total District bonding capacity less than \$50 million

CO REPORTS – CAPITAL OUTLAY PROCESS

| Category | Description | Funding by Category |
|---------------------------------|---|---------------------|
| Funding for Category A | | |
| A | Fire Life-Safety | 50% |
| Distribution of Remaining Funds | | |
| M | Modernize Instructional and Institutional Support Space | 65% |
| G | Increase Instructional and Institutional Support Space | 35% |

CO REPORTS – CAPITAL OUTLAY PROCESS

| Category M | Description | Proposed Points |
|---|--|-----------------|
| Age of Project Building | This factor provides priority to facilities 15 years and older that have a greater need for program space renovations. Scale: One point for every year, starts with 15 years equal to 15 points and so forth to 60 years equal 60 points. | 60 |
| Facility Condition Index (FCI) | FCI is from the FUSION assessments (start at 5%=1 point; increase 2% points for each point thereafter; 80% and higher reaches a maximum of 40 points) | 40 |
| FTES | FTES Scale (per site): 500-999=6 pts; 1,000-9,999=12 pts; 10,000-19,999=16 pts; 20,000+=20 pts | 20 |
| CTE Programs (Vision for Success) | This factor promotes projects that create the needed space type for CTE related TOP codes | 25 |
| Regions of High Need (Vision for Success) | Regions of High Need: Central Valley, Sierras, Inland Empire, and Far North | 5 |
| Local Contribution | Minimum Local Contribution=25% (25 points) can contribute more for more points up to 50 max OR Hardship = 25 points Maximum | 50 |
| Total | | 200 |

CO REPORTS – CAPITAL OUTLAY PROCESS

| Category G | Description | Proposed Points |
|---|--|-----------------|
| Enrollment Growth | This factor looks at the campus' enrollment (WSCH) change over a 5-year period; the higher the enrollment increase, the more points you get | 50 |
| Existing Inventory | This calculation compares the existing space capacity to the enrollment need or load. So, the lower the capacity load ratio, the greater the need for additional space | 50 |
| FTES | FTES Scale (per site): 500-999=6 pts; 1,000-9,999=12 pts; 10,000-19,999=16 pts; 20,000+=20 pts | 20 |
| CTE Programs (Vision for Success) | This factor promotes projects that create the needed space type for CTE related TOP codes | 25 |
| Regions of High Need (Vision for Success) | Regions of High Need: Central Valley, Sierras, Inland Empire, and Far North | 5 |
| Local Contribution or Hardship | Minimum Local Contribution=25% (25 points) can contribute more for more points up to 50 max OR Hardship = 25 points Maximum | 50 |
| | | Total 200 |

CO REPORTS – FIVE-YEAR CONSTRUCTION PLAN

- Prioritized list – one page summary
- Instructional Delivery Location
- Timeline and costs by fiscal year
- Capacity/Load Ratio by category
- Load Distribution and Staff Forecast
- Cumulative Sum of Existing & Proposed Space
- Capacity of Net Existing On-Campus
- Project Intent & Scope

Due July 1

Report Generated: 6/6/2019 EXHIBIT B
Page 40 of 108
Capital Outlay Form Page 39 / 106

FUSION2
Planning

South Orange County Community College District 890
Saddleback College 891

District Priority & Project: **1 STADIUM AND SITE IMPROVEMENTS**

Project Type: Site Acquisition New Construction Reconstruction
 Replacement Infrastructure Equipment

Total Estimated Cost: \$62,230,000
 Anticipated Source(s) of Funds: Non-State
 Type of Construction:
 Seismic Retrofit:
 If Existing - Age:
 If Existing - Condition:

Anticipated Time Schedule

| Year | Land Acquisition | Preliminary Plans | Working Drawing | Construction | Equipment | Occupancy |
|----------------|------------------|-------------------|-----------------|--------------|-----------|-----------|
| 2016-2017 | | | | | | |
| 2017-2018 | | | | | | |
| 2018-2019 | | | | | | |
| 2019-2020 | | | | | | |
| 2019-2020 | | | | | | |
| Estimated Cost | | \$778,000 | \$5,134,000 | \$56,318,000 | | |

Explain why this project is needed:
 This project replaces the existing Athletics Stadium. Scope of work will include installation of new 8,000 seat multi-sport stadium with restrooms, team rooms, concession stand, ticket booth, storage, press box, score board, synthetic turf and nine lane running track, ADA and seismic compliance upgrades. Existing facilities at the football stadium will be demolished as a secondary effect of this project.
 This project will remediate the southeast campus perimeter and quad area for drainage control, including associated landscaping renovations. The existing practice fields and thrower's park will be relocated to and replace the golf driving range and add a soccer practice field. Also included within the projects scope is perimeter fencing. This project is in accordance with the College's Master Plan.

Report Generated: 6/6/2019 **FUSION2** Planning South Orange Saddleback C

District Priority & Project: **1 STADIUM AND SITE IMPROVEMENTS**

Outline of Project Space - Buildings and Remodelings

| | Classroom 100s | Laboratory 210 - 255 | Office 300s | Library 400s | AV/TV 530 - 535 | All Other | Total ASF |
|-------------------|-------------------|-------------------------|----------------|-----------------|--------------------|-----------|-----------|
| Project Primary | | | | | 1,478 | 19,115 | 20,593 |
| Project Secondary | | | | | 0 | -2,025 | -2,025 |
| Project Net ASF | | | | | 1,478 | 17,090 | 18,568 |

Project Net Capacity

Classrooms, Classroom Service (Room Use Code 100s)

| Summary | Net ASF | ASF per 100 WSCH | Capacity WSCH |
|-----------------|---------|------------------|---------------|
| Classroom Space | 0 | | 0 |

Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

| TOP Code | Primary Effect | | | Secondary Effect | | |
|-----------|----------------|------------------|---------------|------------------|------------------|---------------|
| | Net ASF | ASF per 100 WSCH | Capacity WSCH | Net ASF | ASF per 100 WSCH | Capacity WSCH |
| Summary | 0 | 0 | 0 | 0 | 0 | 0 |
| Lab Space | 0 | | 0 | | | 0 |

Office & Office Service Areas (Room Use Code 300s)

| Summary | Net ASF | ASF per FTE | Capacity FTE |
|--------------|---------|-------------|--------------|
| Office Space | 0 | | 0.00 |

CO REPORTS – SPACE INVENTORY REPORT

- Purpose:
 - Detail for current and anticipated space
 - Basis for 5-Year Construction Plan
 - Analysis of space utilization
- Classifies space
 - Assignable vs. Non-assignable
 - TOPS Code
 - Room Type: classroom, lab, office, study, special use, general use, support, health care, residential, out of service

Due November
1

FUSION2
Space Inventory

Report 17 - Room Detail Report (2019 - 2020)

890 - South Orange County Community College District

| Room # | Room Type | ASF | Stations | Dept | Prog | TOP/Service and Support | Status |
|---|---------------------|-------|----------|------|------|--|--------|
| Building 15 COMMUNITY ED (VIL 9) | | | | | | | |
| 903 | 410 Read/Study Room | 1,406 | 46 | 53 | 6320 | Placement Services | A |
| 904 | 410 Read/Study Room | 1,395 | 41 | 53 | 6320 | Placement Services | A |
| Total Rooms: 2 | | 2,801 | 87 | | | | |
| Building 19 TRANSPORTATION (T) | | | | | | | |
| T-1 | 720 Shop | 2,118 | 0 | 65 | 6510 | Building Maintenance and Operation Support | A |
| T-1-A | 310 Office | 132 | 1 | 65 | 6510 | Building Maintenance and Operation Support | A |
| T-4 | 720 Shop | 465 | 0 | 65 | 6510 | Building Maintenance and Operation Support | A |
| T-4-A | 310 Office | 290 | 1 | 65 | 6510 | Building Maintenance and Operation Support | A |
| T-5 | 650 Lounge | 722 | 10 | 65 | 6510 | Building Maintenance and Operation Support | A |
| T-6 | 730 Storage | 927 | 0 | 65 | 6510 | Building Maintenance and Operation Support | A |
| T-7 | 720 Shop | 173 | 0 | 65 | 6510 | Building Maintenance and Operation Support | A |
| T-8 | 310 Office | 133 | 1 | 65 | 6510 | Building Maintenance and Operation Support | A |
| Total Rooms: 8 | | 4,960 | 13 | | | | |
| Building 25 LIBRARY AND LRC | | | | | | | |
| L-101 | 210 Class Lab | 387 | 10 | 11 | 1506 | Speech Communication | A |
| L-102 | 210 Class Lab | 856 | 25 | 11 | 1011 | Photography | A |
| L-103 | 210 Class Lab | 789 | 26 | 11 | 1011 | Photography | A |
| L-104 | 110 Classroom | 1,288 | 60 | 11 | 0099 | General Assignment | A |
| L-105 | 110 Classroom | 809 | 47 | 11 | 0099 | General Assignment | A |
| L-107 | 110 Classroom | 280 | 6 | 11 | 0099 | General Assignment | A |
| L-108 | 110 Classroom | 886 | 48 | 11 | 0099 | General Assignment | A |
| L-109 | 310 Office | 818 | 50 | 11 | 0099 | General Assignment | A |
| L-110 | 680 Meeting Room | 103 | 1 | 11 | 0099 | General Assignment | A |
| L-111 | 310 Office | 254 | 8 | 11 | 0602 | Journalism | A |
| L-112 | 310 Office | 116 | 2 | 11 | 0602 | Journalism | A |
| L-114 | 310 Office | 122 | 2 | 11 | 0602 | Journalism | A |
| | | 388 | 10 | 11 | 0099 | General Assignment | A |

CO REPORTS – SCHEDULED MAINTENANCE

Due October 1

- Purpose:

- Tracks expenditures from Physical Plant and Instructional Support Funds
- Five-year plan in FUSION
- Must submit Project Funding Proposals (PFPs) for:

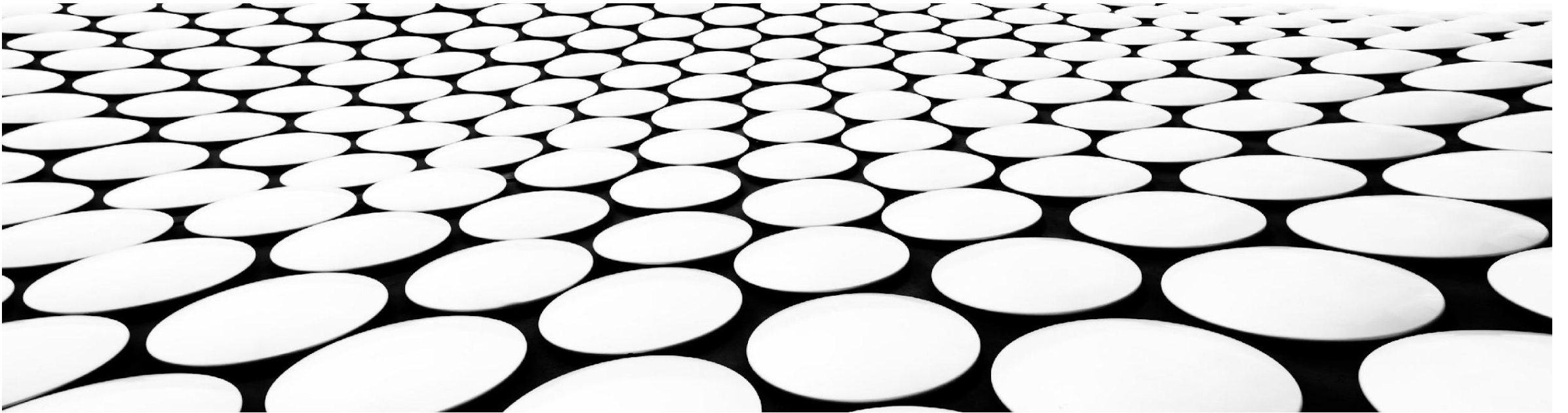
- Exterior
- Mechanical
- Other
- Roof
- Utility
- Energy ???

The screenshot displays the FUSION software interface for Scheduled Maintenance. The top navigation bar includes 'Home', 'Planning', 'Space Inventory', 'Project', and 'Scheduled Maintenance'. The main content area shows a 'Scheduled Maintenance Summary' table with columns for years 2019-20, 2020-21, 2021-22, 2022-23, 2023-24, 2024-25, and 2025-26. The 'Total Planned' row shows values of \$8,025,000 for 2022-23, 2023-24, 2024-25, and 2025-26. The 'Total PFP Request' row shows \$0 for 2022-23, 2023-24, 2024-25, and 2025-26. The 'Total Approved' row shows \$4,236,292 for 2019-20, \$15,975,000 for 2020-21, and \$13,386,194 for 2021-22. The 'Total Expended' row shows \$0 for 2019-20, 2020-21, and 2021-22. Below the summary table is a 'Project Summary for 2021-22' table with columns for PFP, Project, Campus(es), Category, Type, Building(s), State Funds, Local Funds, and Total Funds. Two projects are listed: 'HVAC Replacement' at Saddleback College (Mechanical) and 'Painting' at Irvine Valley College (Exterior).

| | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 |
|-------------------|-------------|--------------|--------------|-------------|-------------|-------------|-------------|
| Total Planned | | | | \$8,025,000 | \$8,025,000 | \$8,025,000 | \$8,025,000 |
| Total PFP Request | | | | \$0 | \$0 | \$0 | \$0 |
| Total Approved | \$4,236,292 | \$15,975,000 | \$13,386,194 | \$0 | \$0 | \$0 | \$0 |
| Total Expended | \$0 | \$0 | \$0 | | | | |

| PFP | Project | Campus(es) | Category | Type | Building(s) | State Funds | Local Funds | Total Funds |
|-----|------------------|-----------------------|----------|------------|---|-------------|-------------|-------------|
| Yes | HVAC Replacement | Saddleback College | SM | Mechanical | BUSINESS GEN STUDIES | \$3,397,792 | \$0 | \$3,397,792 |
| Yes | Painting | Irvine Valley College | SM | Exterior | ADMINISTRATION/ A-100, SOCIAL SCIENCES/ A-200, HUM/LANG/FINE ARTS/ A300, CLASSROOM BLDG/B-100, MATH & PHYSICAL SCIENCES/B200, STUDENT CENTER (SSC), STUDENT ACTIVITIES (SAC), LIBRARY, MAINT & OPS WAREHOUSE, MAINT & OPS STORAGE M400, MAINT & OPS OFFICES M100, COMMUNITY EDUCATION CTR., MAINT. & OPS. SHOPS M300, MAINT. & OPS. STORAGE, PERF. ARTS CTR./THEATER, POLICE & WAREHOUSE, BUS/SCI/TECH INNOV CNTR, B200 ANNEX, LIFE SCIENCES/ B-400, LIBERAL ARTS/ A-400, POWERHOUSE 1, | \$1,000,000 | \$0 | \$1,000,000 |

CLIMATE ACTION AND SUSTAINABILITY



CLIMATE ACTION AND SUSTAINABILITY

8 GOALS

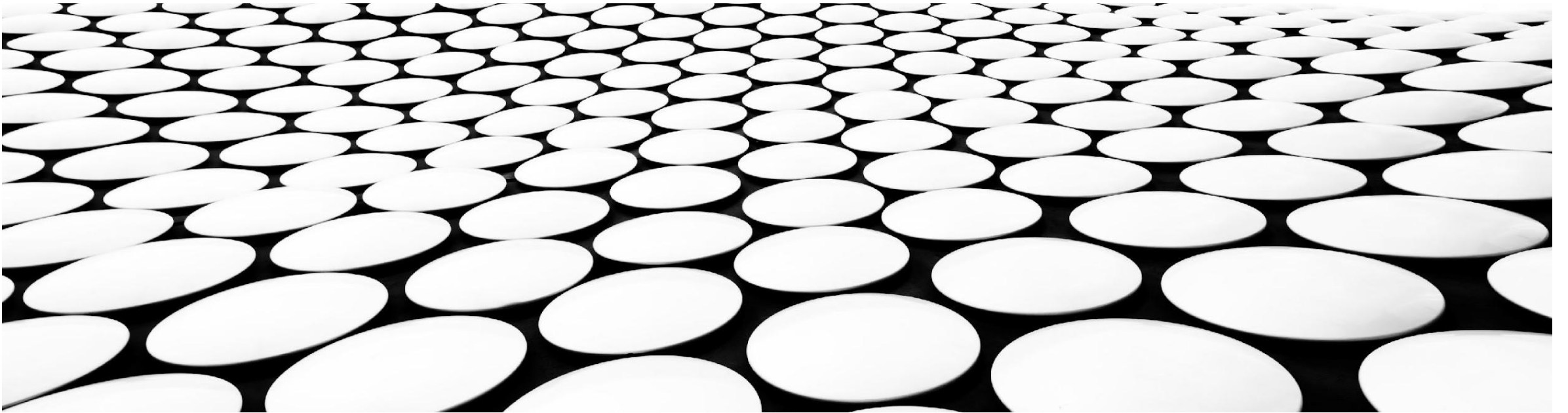
DSA moving in same direction

| Goal | 2025 Benchmark | 2030 Build | 2035 Improve |
|------------------------------------|---|---|--|
| Greenhouse Gas Emissions Reduction | Conduct emissions inventory | 75% below baseline | 100% below baseline |
| Green Buildings | Benchmark energy usage intensity for each building | ZNE ready, LEED Gold, reduce natural gas by 30% | ZNE, zero carbon, LEED O&M Gold, reduce natural gas by 75% |
| Energy | Create energy use intensity (EUI) score, plan for electrification | Decrease EUI by 25%, produce/procure 75% of electricity w/renewables | Decrease EUI by 40%, accomplish ZNE campus |
| Water | Benchmark potable use, identify non-potable, landscaping zones | Reduce potable use by 25%, use 90% native species, no more than 50% grass | Reduce potable use by 50%, changes to storm-water runoff |

CLIMATE ACTION AND SUSTAINABILITY - 8 GOALS

| Goal | 2025 Benchmark | 2030 Build | 2035 Improve |
|----------------------------|--|---|--|
| Waste | Benchmark material consumption | Achieve zero waste to landfill, reduce material consumption by 10% | Maintain zero waste to landfill, reduce material consumption by 25% |
| Purchasing and Procurement | Adopt sustainable procurement policy, purchase environmentally and socially preferable electronic products | Increase procurement of sustainable products by 25% | Increase procurement of sustainable products by 50% |
| Transportation | Develop EV charging infrastructure, conduct fleet assessment, promote shared transport methods | 50% of new fleet are zero emissions, consider green parking permits | 100% of new fleet are zero emissions |
| Food Systems | Consider signing the Real Food Campus Commitment, benchmark and track sustainable food purchases | Increase campus sustainable food purchases by 20% | 80% of food served on campus meets the requirements of the Real Food Challenge |

GENERAL OBLIGATION BONDS



GENERAL OBLIGATION BONDS

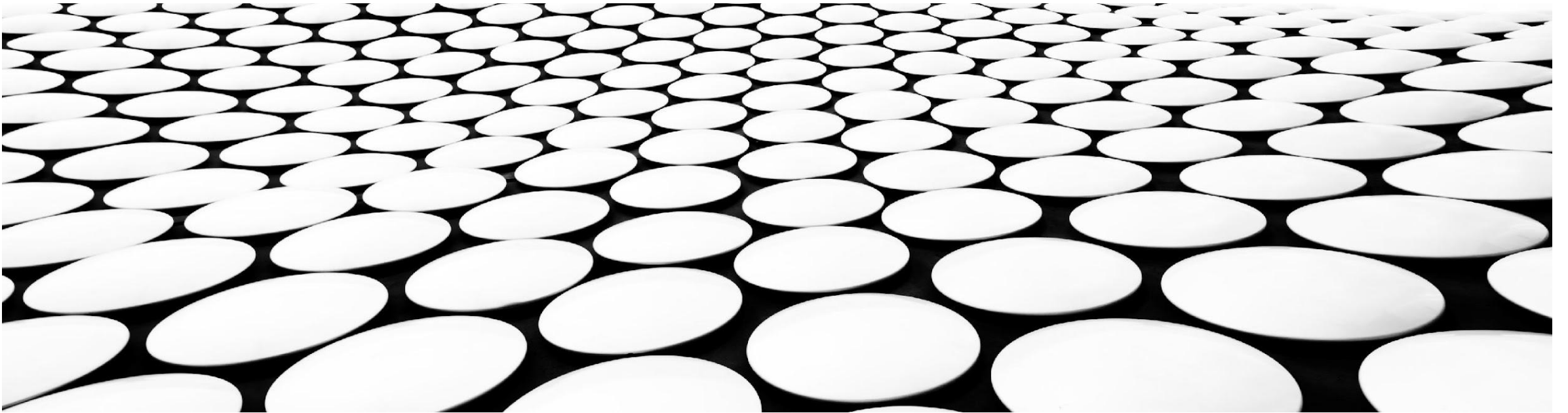
Proposition 39

- Passed in 2000
- Requires 55% voter approval
- Allows equipment purchases needed for building
- Requires establishment of Citizens' Oversight Committee
- Requires separate financial and performance audit
- Limited to \$25 per \$100,000 of Assessed Value (AV) within District

Proposition 46

- Passed in 1986
- Requires 2/3 voter approval
- Does not allow equipment purchases
- Rarely done anymore

PLANNING AND ACCREDITATION



PLANNING DOCUMENTS AND ACCREDITATION STANDARDS

Planning Documents

- Facilities Master Plan
 - Include a Cash Flow/Implementation Plan
- Sustainability Plan
- Emergency Operations Plan
 - Local Hazard Mitigation Plan
- Design Standards
- Environmental Impact Reports (CEQA)

Standard III.B

- Safe and sufficient physical resources
 - Access, safety, security, and healthful learning environments
- Builds, maintains, and upgrades/replaces facilities for effective utilization
- Plans and evaluates facilities and equipment regularly
- Long-range capital plans support goals and reflect total cost of ownership (TCO)

QUESTIONS?

