

**MAINTENANCE AND GROUNDS DEPARTMENT MEASURE H**

**ANNUAL PLAN**

**2016-2017**

Submitted by Timothy White, Executive Director of Facilities and

Steve Collins, Facilities Maintenance Manager

## INTRODUCTION

This document is the 2017 Annual Plan required by the Berkeley Schools Facilities Safety and Maintenance Act of 2010 (Measure H). The Annual Plan has generally been developed with input from the Facilities Safety and Maintenance Oversight Committee (FSMOC). The Committee has met several times this year. The Maintenance Manager serves as the liaison to the Committee. The Plan will be presented in conjunction with the District's annual budget as required by the measure. Reports on progress will be presented to the FSMOC and the Board quarterly and financial updates will be presented at the time of the District's interim reports (by December 15<sup>th</sup> and March 15<sup>th</sup>). A proposed staffing plan will be shared with the Committee to help develop the 2017 Annual Plan.

This Plan includes this introduction, states responsibilities and comments, lists accomplishments, includes planned goals, defines the budget, lists support from other funds, details historical staffing and provides a multi-year budget projection.

The Berkeley Schools Facilities Safety and Maintenance Act of 2010 (Measure H) states its purpose:

*"The revenues raised by this Measure, the "Berkeley Schools Facilities Safety and Maintenance Act of 2010", will improve safety and essential building maintenance and grounds operations of all Berkeley Unified School District ("District") facilities."*

This is the fourth Measure H Plan.

BUSD has 23 sites and over 100 acres of land. Of those 23 sites, 16 are K-12 schools and one is dedicated to the Adult School. The majority of the schools were constructed throughout the last century, being built mostly in the 1950's, but have been upgraded since that time. Six schools were constructed over the past 18 years along with major new buildings added to Berkeley High, Longfellow, King and Jefferson. The District also constructed a new Transportation facility. The District has a significant amount of built area for the number of students.

The Board approved placing a measure before the voters in June 2010 and the citizens approved that measure in November 2010. The Board reviewed a *"Plan for School Maintenance and Reconstruction in the Coming Decade"*, the "blue book" on September 15, 2010. That document helped inform voters about the maintenance special tax.

The first Annual Plan was approved by the Board for Measure BB and the Facilities Division on October 17, 2001. This strategic plan focused on improving BUSD maintenance department services and increasing support staff. The eighteen-month expenditure plan, adopted on January 9, 2002, detailed nine areas of focus: maintenance, custodial, utilities, construction, community use of facilities, plant security, hazardous waste management, disaster preparedness, and reporting.

Subsequent Annual Plans have been approved on: October 1, 2003; October 20, 2004; November 16, 2005; June 28, 2006; June 27, 2007; June 25, 2008; June 24, 2009; June 23, 2010; June 22, 2011; June 20, 2012; June 26, 2013, June 11, 2014 and June 25, 2015

## RESPONSIBILITIES AND COMMENTS

### MEASURE H RESPONSIBILITY:

Measure H's primary responsibility is to support the maintenance and grounds needs of the District. Expenditures associated with Measure H are:

- Salaries and benefits of maintenance and grounds personnel including office administration;
- Supplies needed to support the work of the department;
- The cost to purchase and repair vehicles and other equipment;
- Building equipment and system repairs, such as HVAC and boiler equipment, lighting, plumbing, phone lines, fire sprinklers, fire alarms and similar systems;
- Minor structural repairs, such as window and door replacement, roofing and wall repairs, and flooring replacement;
- Irrigation repairs and landscape restoration;
- Exterior repairs to asphalt play surfaces and concrete walkways, fencing, and playground equipment; and,
- Cosmetic improvements, including painting and replacement of window coverings and graffiti removal.

### COMMITTEE COMMENTS:

- The Committee is very interested in green and sustainable initiatives and would like to see the Maintenance Department focus resources on such projects.
- The Committee appreciates staff testing electrical circuits as a preventative measure to ensure the safety and integrity of these systems and recommends staff continue to do so.
- The Committee noted challenges with meeting last years' staff goals and would like to identify ways in which we can assist in having them met in the upcoming year.

## GOALS AND ACCOMPLISHMENTS CONTAINED IN THE 2016 PLAN

1. Institute new construction/maintenance standards in the following areas:
  1. Landscape and planting
  2. Cameras

**This goal was accomplished in part as a component of a larger initiative to update the Education Specifications. This goal will continue into next year as part of the Master Planning process.**

2. Continue to reduce the number of projects closed without certification by DSA. There are twenty-one not closed. The goal is to have ten closed by December 31, 2015 and five more by June 30, 2016. We may also hire architects to assist in closing out several more. **We closed out eight projects with certification. There are still thirteen projects closed without certification by DSA. While we will continue to reduce the number of projects closed without certification, we do not feel the need to continue this as a goal next year.**

Maintenance and Grounds Manager:

1. Replace the work order system with a new, better system and train all users to utilize it; **This task has been completed. The new work order system is up and running. We will be doing ongoing training for employees so that they can master their use of the new system.**
2. Improve the communication between the school sites and the evening shift supervisor; **There was no progress on this goal, because the evening crew supervisor was on leave for most of the year. The evening shift supervisor has retired, so this goal will not continue as is.**
3. Finalize the grounds maintenance plan for each site and improve the communication with the school sites so they better understand the grounds;

**This goal did not get completed and will continue into next year.**

4. Replace a portion of the District's paper towel dispensers with air dryers;

**We did not make any progress on this goal this year. This goal will continue as a goal for next year.**

5. Create and implement a water conservation policy for the department;

**We are about 50% complete with this goal. This goal will continue into next year.**

Operations Manager:

1. Design and implement new and creative ways to train custodians. **This task was completed.**
2. Create a system to better manage long term employees **This task was completed**
3. Learn to better read and write service contracts **This task was completed**
4. Create a system that prepares interested employees for leadership roles. **This task was completed.**

**GOALS OF THE DEPARTMENT FOR 2017**

The following is a list of goals for the maintenance, grounds, operations and construction areas:

Director:

1. In 2015-16, I am completing Phase I of the District's new Facilities Master Plan. It is my goal in the 2016-17 school year to begin and complete Phase II.
2. In the State of California, school districts can legally charge developers fees as a means to off-set the impact that development has on the school district. Historically, BUSD has not charged these fees to developers. My goal is to establish a new revenue source for the District via developer fees.

Maintenance and Grounds Manager:

1. This year, it is expected that five of the departments' leadership positions will change hands due to retirements. The new leaders may come from internal promotions or from outside of the District. It is my goal to meet weekly with the new leadership team and spend whatever time needed to train and integrate them into the department as leaders;
2. Finalize the grounds maintenance plan for each site. By October 31, 2016, we plan to have aerial maps for each site for improved planning. By December 31, 2016, we will finalize the site work plans. By March 15, 2017, we will meet with each site administrator to present the draft plan and invite input. By April 30, 2017, we will present the final plan.
3. Identify, evaluate and prioritize green and sustainable initiatives within the District. It is my goal to create a prioritized list by December 31, 2016 and to develop a plan and begin to implement top priorities by June 30, 2017.

Operations Manager:

1. Provide leadership, training and support to the new Facilities After Hours Operations Supervisor to ensure success in the position
2. Revise the custodial formula to reflect the District's small sites and unique programs
3. Provide training for staff on the latest cleaning procedures and computer programs to better prepare them for advancement opportunities

**MEASURE BB BUDGET**

**STAFFING**

Managers	1.64 permanent
Supervisors	1 permanent, 1 vacant
Administrative Coordinators	2.15 permanent
Trade Leads	3 permanent
Security Engineer	1 permanent
Maintenance Engineers	12 permanent
Trade Specific	1 permanent
Maintenance Technician	3 permanent, 1 vacant
General Maintenance	2 permanent
Grounds Lead Worker	3 permanent
Grounds Gardener	7 permanent, 1 vacant
Network Technician	0.40 permanent
Vehicle Mechanics	0.45 permanent
Security Personnel	1 permanent (0.5 FTE of two positions)
Custodial Maintenance Differentials	0.85 permanent

TOTAL 42.49 FTE

The current vacation liability (including the portions of custodian and vehicle mechanic staff charged to the Fund) is estimated at approximately 984 days or \$230,389.84. Last year there were approximately 884 days or approximately \$250,000 of liability.

We plan to hire two additional gardeners for an extended period this year.

**The projected cost of staffing, including benefits, for 2016/17 is \$3,977,772. This includes the cost of limited term (\$65,000) and overtime (\$90,000).**

#### Maintenance Supplies

Supplies and hand tools will be purchased to support required repairs and maintenance work. The cost to fuel department vehicles is included in this budget.

**The projected cost for supplies for 2016/17 is \$470,000.**

#### Contracted Services (Regular)

Contracted services are listed in two categories. The first is what we estimate is our on-going need for contracts. The Maintenance Department will contract for various specialized services that require inspections, certifications and repairs by providers with specific licensing or specialty skills. Other contracted services will be provided in areas of work not normally performed by existing staff, or when the required expertise is not available in-house. Such services include:

- Elevator inspections and minor repairs (estimated at \$80,000);
- Annual boiler inspections (estimated at \$80,000);
- Life Safety System testing and repair, including fire alarm and sprinkler systems (estimated at \$70,000);
- Tree removal and pruning (estimated at \$30,000);
- Disposal of hazardous waste/lamps and ballasts (estimated at \$30,000);
- Floor repairs/replacements (estimated at \$30,000);
- General mechanical repairs (estimated at \$40,000);
- Heating control repair and adjustment (estimated at \$40,000);
- Emergency plumbing (estimated at \$30,000);
- Waterproofing and roofing services (estimated at \$30,000);
- Wood floor refinishing (estimated at \$40,000);
- Infrared scanning of electrical panels;
- Roof repair;
- Window repair and replacement;
- Replacement of blinds and shades;
- Fence repairs; and,
- Interfund charges, including the cost for vehicle repair parts purchased by the Transportation Department to fix maintenance and grounds vehicles.

**The projected cost for on-going contracted services is \$1,060,000.**

#### Contracted Services (Initiatives)

The maintenance initiatives are special projects. Projects which are one time or irregular in nature are included here. Per the request of the Committee, we are including a three year plan. Due to the nature of the school year and the Annual Plan process, the Committee wanted a longer frame of

reference so projects might be initiated and approved ahead of a Yearly Plan approval. For this Fiscal Year, we are recommending that the following initiatives be accomplished:

1. Replacement of the heating controls and some mechanical equipment at Willard Middle School C building. This project will be dual-funded between Measure H and Measure A. The total estimated cost to Measure H is \$170,000;
2. Stage lighting to address minor problems at multiple sites. The total is estimated to be \$25,000;
3. Sound system improvements at multiple sites. The total is estimated to be \$25,000;
4. Replacement and possible minor expansion of camera systems. The total is estimated to be \$50,000;
5. Cost to implement green and/or sustainable projects. The total is estimated to be \$50,000.

**The projected cost for maintenance initiatives is \$320,000.**

The projects we plan to fund in future years are as follows:

Projects in 2018 projected to cost \$325,000.

Blacktop/slurry seal at Jefferson and Cragmont

Sound Systems upgrades (Various)

Stage Lighting (Various)

Heating controls

Continue to work on cameras, blinds, restroom stall and security system replacement, and recoating play surfacing.

Projects in 2019 projected to cost \$250,000.

Blacktop/slurry seal at various sites

Sound Systems upgrades (Various)

Stage Lighting (Various)

Heating controls

Continue to work on cameras, blinds, restroom stall and security system replacement, and recoating play surfacing.

*The projected cost for new initiatives for Fiscal Year 2017 is \$400,000; the projected cost for FY 2018 is \$325,000; the projected cost for FY 2019 is \$250,000.*

**The projected cost for contracts for 2016/17 is \$1,380,000 (\$1,060,000 for routine contracts and \$320,000 for maintenance initiatives).**

### Vehicle and Equipment Purchase

We plan to replace two vehicles this year.

**The projected cost for Vehicle/Equipment Purchase is \$55,000.**

### Indirect Cost Rate

Indirect costs are those needed to provide District-wide professional services including insurance, payroll, personnel, purchasing, accounting and other incidental functions related to the District's business operation. The indirect cost rate to be charged for the Fiscal Year is 6.41%.

**The projected cost for indirect support for 2016/17 is \$404,000.\_**

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### Projected Overall Totals for 2016-2017

#### Revenues

Measure H Funding for 2016/17:	\$5,845,404
Maintenance Reimbursement 2016/17:	113,000
Projected Interest from H for 2016/17:	<u>500</u>
Total Projected Revenues for Maintenance 2016/17:	\$5,958,904

#### Expenditures

Salaries/Benefits/Limited Term/Overtime:	\$3,978,000
Supplies:	470,000
Contracted Services (ongoing):	1,060,000
Contract Services (one time):	320,000
Vehicle and Equipment:	55,000
Indirect Costs Rates:	<u>377,086</u>
Projected Expenditures by Maintenance for 2016/17:	\$6,259,858
 Projected Surplus/ (Deficit)	 (\$327,596)



**2016/17 Projected Ending Fund Balance:** **\$ 670,951**

**Anticipated carryover from 2015/16 to 2016/17:** **\$ 971,405**

**Notes:**

1. If an emergency of any size occurs, it will decrease the projected carryover as we are not budgeting for any large emergencies.
2. The 3% Reserve for Economic Uncertainties is approximately \$180,000

**SUPPORT FROM OTHER FUNDS**

The Bond, State School Building and Deferred Maintenance Funds

These funds replace systems when they fail or are about to fail. The Deferred Maintenance Funds have been swept and no new funding is available. The bond continues to upgrade selected systems. As a system ages, it places a greater burden on the Maintenance Department. The following projects are planned for the next year:

1. Painting and flooring at Cragmont;
2. Roofing at Longfellow, Thousand Oaks and Berkeley High C Building;
3. Modernization of John Muir;
4. Replacement of stucco and windows at Malcolm X
5. Blacktop repairs at multiple sites