

BERKELEY UNIFIED SCHOOL DISTRICT

**MAINTENANCE AND GROUNDS DEPARTMENT
MEASURE H
ANNUAL PLAN**

2021-2022

Submitted by John Calise Executive Director of Facilities and
Stephen Collins, Facilities Maintenance Manager

INTRODUCTION

This document is the 2022 Annual Plan required by the Berkeley Schools Facilities Safety and Maintenance Act of 2020 (Measure H). The Annual Plan has generally been developed with input from the Facilities Safety and Maintenance Oversight Committee (FSMOC). The committee is newly formed and has met twice 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 15th and March 15th). A proposed staffing plan will be shared with the Committee to help develop the 2022 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 2020 (Measure H) states its purpose:

“The revenues raised by this Measure, the “Berkeley Schools Facilities Safety and Maintenance Act of 2020”, will improve safety and essential building maintenance and grounds operations of all Berkeley Unified School District (“District”) facilities.”

This is the ninth Measure H Plan.

BUSD has 23 sites and over 100 acres of land. Of those 23 sites, 15 are K-12 schools, one is an Adult school, three are preschools, one is our Transportation department, one is our Plant Operations department and one is a multi-use site with our Administration facility, our Boardroom, our Visual and Performing Arts program offices and Oxford Elementary 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 25 years along with major new buildings added to Berkeley High, Longfellow, King and Ruth Acty. 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 November 2019 and the citizens approved that measure in March of 2020. The Board reviewed a “*Plan for School Maintenance and Reconstruction in the Coming Decade*”, the “blue book”, on November 20, 2020. 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, June 25, 2015, June 29, 2016, June 28, 2017, June 27, 2018, December 11, 2019 and July 15, 2020.

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 FMOC is a new committee. Staff reviewed the plan with the committee, however due to the newness of the members, we were not prepared to submit comments. We look forward to monitoring the plan over the year and will consider coming to a School Board meeting mid-year to provide an update.

GOALS AND ACCOMPLISHMENTS CONTAINED IN THE 2021 PLAN

Executive Director of Facilities

1. The City of Berkeley Voters recently approved funding based on a Facilities Needs Assessment and Masterplan. I expect to work with all stakeholders to create meaningful projects that promote equity and will provide safe environments for our students throughout the District. **This goal is about 50% complete and will continue into next year.**
2. The Facilities Division will continue to collaborate with Educational Services, Maintenance, Operations and Nutrition Services in the planning and development of our projects to enhance the quality of our overall school environments. **This goal is about 50% complete and will continue into next year.**
3. With the passage of the voter-approved measures, the Facilities Division will continue to prioritize projects to incorporate sustainable features when possible and feasible. In June of 2020, the Governing Board authorized the expansion of the District's solar generation and other sustainability and resiliency efforts. The Facilities Division is committed to prioritizing these projects for the implementation of the Bond program. **This goal is 70% complete and will continue into next year.**

Maintenance and Grounds Manager:

1. As part of our green and sustainable efforts, I plan to install three more smart irrigation controllers this year. **This goal is 100% complete.**
2. With Covid 19 we are modifying our task lists to include more items related to health and safety, such as touchless faucets. My goal is to research and implement best practices for this purpose. **This goal is 100% complete.**

Operations Manager:

1. My plan is to institute the green cleaning products at each school site after the use of all old products in the 2021 school year. **This goal is about 70% complete. We have stocked all schools with the new green cleaning products. There is still some inventory of the old products to be used up.**
2. We will provide effective and efficient cleaning procedures to disinfect schools due to Covid-19. We will provide clean and safe school campuses. **This goal is 100% complete.**

3. I plan to complete the process to fill all vacant custodial positions and increase substitute custodial positions. **This goal is about 70% complete. We have two custodial vacancies and are pushing to have them filled soon.**
4. I plan to hire additional security personnel to provide adequate security throughout the school district. **This goal is complete. One security position was added and is filled.**

GOALS OF THE DEPARTMENT FOR 2022

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

Executive Director:

1. The City of Berkeley Voters recently approved funding based on a Facilities Needs Assessment and Masterplan. I will continue to work with all stakeholders to create meaningful projects that promote equity and will provide safe environments for our students throughout the District
2. The Facilities Division will continue to collaborate with Educational Services, Maintenance, Operations and Nutrition Services in the planning and development of our projects to enhance the quality of our overall school environments.
3. With the passage of the voter-approved measures, the Facilities Division will continue to prioritize projects to incorporate sustainable features when possible and feasible. In June of 2020, the Governing Board authorized the expansion of the District's solar generation and other sustainability and resiliency efforts. The Facilities Division is committed to prioritizing these projects for the implementation of the Bond program.

Maintenance and Grounds Manager:

1. I will work with our Grounds Supervisor to create a master water efficiency plan for all of our landscaped areas district-wide. We will begin to implement water efficiency measures.
2. We will have our newly hired Sustainability Coordinator on staff. I plan to work closely with the new person to train and integrate them in order to ensure their success.

Operations Manager:

1. This year I plan to replace custodial equipment at some of the schools that have older equipment.

2. There are some newer protocols in place due to Covid. I plan to train all custodians on these new protocols.
3. I plan to work with human resources to build a reliable custodial substitute pool.
4. For the past two years we have been implementing green cleaning supplies at all schools. We have inventory of the old chemicals remaining in some of the schools. I plan to clean out and dispose of those old chemicals.

MEASURE H BUDGET

STAFFING

Managers	1.64 permanent
Supervisors	3 permanent
Administrative Assistant III	2.15 permanent
Sustainability Program Coordinator	1 permanent
Lead Maintenance Engineers	3 permanent
Security Engineer	1 permanent
Maintenance Engineers	11 permanent, 1 vacant
Telecommunications Specialist	1 permanent
Maintenance Technician	3 permanent
General Maintenance	2 permanent
Grounds Lead Worker	3 permanent
Grounds Gardener	7 permanent
Network Technician	0.40 permanent
Vehicle Mechanics	0.45 permanent (0.15 FTE of three positions)
Security Personnel	3 permanent
Custodial Services .05 per Custodian II	0.75 permanent

TOTAL 44.39 FTE

The projected cost of staffing, including benefits, for 2021/22 is \$4,922,159. This includes the cost of limited term and overtime.

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 2021/22 is \$546,000.

Contracted Services (Ongoing)

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. In the list below we notate services that cost \$25,000 or more as part of our commitment to transparency around larger expenses. This list is not exhaustive:

- Elevator inspections and minor repairs (estimated at \$150,000);
- Annual boiler inspections (estimated at \$110,000);
- Life Safety System testing and repair, including fire alarm and sprinkler systems (estimated at \$100,000);
- Tree removal and pruning (estimated at \$30,000);
- Disposal of hazardous waste/lamps and ballasts (estimated at \$40,000);
- Floor repairs/replacements (estimated at \$30,000);
- General mechanical repairs (estimated at \$40,000);
- Heating control repair and adjustment (estimated at \$60,000);
- General plumbing (estimated at \$30,000);
- Emergency drain cleaning (estimated at \$25,000)
- Waterproofing and roofing services (estimated at \$30,000);
- Wood floor refinishing (estimated at \$25,000);

Less than \$25k:

- Service and monitoring of photovoltaic systems
- Infrared scanning of electrical panels;
- 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 \$1,642,000.

Vehicle and Equipment Purchase

We plan to replace two vehicles this year.

The projected cost for Vehicle/Equipment Purchase is \$95,000.

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 5.42%.

The projected cost for indirect support for 2021/22 is \$379,590.

Projected Overall Totals for 2021-2022

Revenues

Measure H Funding for 2021/22:	\$7,367,000.00
Projected Interest from H for 2021/22:	<u>2,000.00</u>
Total Projected Revenues for Maintenance 2021/22:	\$7,369,000.00

Expenditures

Salaries/Benefits/Limited Term/Overtime:	\$4,920,497.00
Supplies:	546,000.00
Contracted Services (ongoing):	1,442,000.00
Vehicle and Equipment:	95,000.00
Indirect Costs Rates:	<u>379,590.00</u>
Projected Expenditures by Maintenance for 2021/22:	\$7,383,087.00

Excess (Deficiency) of Revenue Over Expenditures **(\$14,087.00)**

Beginning Fund Balance:	<u>\$1,214,248.00</u>
Excess (Deficiency) of Revenue Over Expenditures	(\$14,087.00)
2020/21 Projected Ending Fund Balance:	<u>\$1,200,161.00</u>

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. Revenue is based on a 2% COLA

3. **Indirect cost rate is 5.42% of expenses**
4. **Salaries are based on an expected 1.0% raise and a 3.5% one time payment**
5. **The 3% Reserve for Economic Uncertainties is approximately \$221,492**

SUPPORT FROM OTHER FUNDS

The Bond, State School Building, Deferred Maintenance and Prop 39 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. Prop 39 funds are temporary and will be used to replace certain systems over the next three years. The following projects are planned for the next year:

1. District-wide HVAC tune and clean;
2. Energy project to include the modernization of the BHS G&H building air handlers, the replacement of lighting etc;
3. Major modernization of the Community Theater