

**Buildings & Grounds Department
Executive Summary
November 10, 2016**

I. Budget Overview

The Preliminary FY18 Buildings & Grounds budget includes extraordinary maintenance items totaling \$214,000. This request includes items that resulted from requests and input from all Building Principals. Although the initial requests were much higher, the list was reduced to provide funding for several extraordinary maintenance items. Ultimately the following items were deemed priorities:

- **Elmwood \$53,000** – The Preliminary budget includes funding to re-carpet selected classrooms, paint common areas and selected classrooms, and replacement of the stage curtains.
- **Hopkins \$20,000**– The Preliminary budget includes funding for the removal of the emergency lighting that is no longer needed because of the installation of the emergency generator and repair of walls in two toilet rooms. This is necessary because fire code requires us to maintain the lighting if it is in place.
- **Middle School \$80,000** – The Preliminary budget includes funding to add additional speakers and strobes to the courtyard and the two gyms to meet safety requirements, replace carpet with VCT in three classrooms, make upgrades in science classrooms, install A/C in the conference room and regrade and pave selected areas in the parking lot.
- **High School \$61,000** - The Preliminary budget provides funds for replacement of the carpet in the Main Office and Guidance, replacement of the controls for curtains and baskets in the Athletic Center, replacement of the flues for the kilns, and repairs to the walk in freezer.

II. Personnel Summary

- No new positions for FY18

III. Expense Summary

- The FY18 budget for Utilities (object codes 416-419) have been level funded.
- The FY18 Maintenance Supply accounts, including Contracted Services have all been level funded.
- The FY 18 Grounds Maintenance budget has been increased to support contracted services for assistance in the maintenance of athletic fields and irrigation.
- The FY18 Custodial Supply account has been level funded.

IV. Revolving Account

- The Building Use Revolving account has been depleted over the past several years to pay for supplies and services which really should be included in the operating budget. Examples include the cost storage space rental, capital asset reports, sprinkler testing, equipment purchases & repairs, energy upgrades, elevator inspections, boiler maintenance, alarm & fire suppression system testing, HVAC repairs, etc. As a result, the year-end balances in this account have decreased as follows:

6/30/11	\$187,000
6/30/12	\$121,000
6/30/13	\$104,000
6/30/14	\$ 69,055
6/30/15	\$ 11,440

FY18 BUDGET - BUILDINGS GROUNDS

ORG	OBJ	PROJ		FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ACTUAL	FY 16 ACTUAL	FY 17 BUDGET	FY 18 BUDGET	FY17 to FY18 CHANGE
000 - EXTRAORDINARY MAINTENANCE										
80254306	525120	EMCTR	X-MAINT CTR	26,848	28,755	28,079	9,019	0	0	0
80254306	525120	EMELM	X-MAINT ELM	59,396	0	30,820	14,990	79,000	42,000	(37,000)
80254306	525120	EMHOP	X-MAINT HOP	6,654	21,335	16,197	60,863	15,000	20,000	5,000
80254306	525120	EMMS	X-MAINT MS	22,512	60,515	17,499	63,015	48,000	68,000	20,000
80254306	525120	EMHS	X-MAINT HS	42,729	37,908	28,121	35,184	20,000	61,000	41,000
80254306	525120	EMSYS	X-MAINT SYS	0	0	0	0	48,750	0	(48,750)
Parking Fees			OFFSET BY OTHER FUNDS	0	0	0	(38,725)	0	0	0
(Sub) 000 - EXTRAORDINARY MAINTENANCE				158,139	148,513	120,716	144,345	210,750	191,000	(19,750)
111 - RENTAL/LEASE OF BUILDING										
80255356	527100		ADMIN OFFICE RENT	90,657	91,635	92,959	93,854	95,262	97,515	2,253
Building Use			OFFSET BY OTHER FUNDS	(5,400)	(5,400)	(5,400)	(5,400)	(5,400)	(6,020)	(620)
(Sub) 111 - RENTAL/LEASE OF BUILDING				85,257	86,235	87,559	88,454	89,862	91,495	1,633
310 - B&G SALARIES										
80154113	511705	CSACT	CTR CUSTODIAN	86,811	93,295	106,985	112,000	110,821	112,084	1,263
80154113	511705	CSAEL	ELM CUSTODIAN	106,848	117,398	109,207	114,604	112,910	117,471	4,561
80154113	511705	CSAHO	HOP CUSTODIAN	113,354	116,981	110,813	114,050	112,910	117,471	4,561
80154113	511705	CSAMS	MS CUSTODIAN	178,306	164,692	165,495	174,510	194,721	202,578	7,857
80154113	511705	CSAHS	HS CUSTODIAN	242,438	243,012	241,587	250,549	258,693	271,293	12,600
80154113	513100		CUSTODIAL OVERTIME	39,423	37,477	35,207	32,152	20,000	25,000	5,000
80154223	511703		B&G MAINT SALARY	191,488	221,010	245,228	271,583	317,925	330,739	12,814
80154223	513100		MAINT OVERTIME	17,503	19,879	27,946	13,771	12,500	12,500	0
(Sub) 310 - B&G SALARIES				976,171	1,013,744	1,042,468	1,083,219	1,140,480	1,189,136	48,656
311 - SECURITY										
80252255	525140	SSCTR	SECURITY CTR	954	1,199	490	1,210	1,650	1,650	0
80252255	525140	SSELM	SECURITY ELM	954	1,244	919	1,260	1,650	1,650	0
80252255	525140	SSHOP	SECURITY HOP	889	464	647	720	1,650	1,650	0
80252255	525140	SSMS	SECURITY MS	674	1,280	963	1,493	2,050	2,050	0
80252255	525140	SSHS	SECURITY HS	464	1,660	1,660	1,476	2,850	2,850	0
(Sub) 311 - SECURITY				3,935	5,847	4,679	6,159	9,850	9,850	0

FY18 BUDGET - BUILDINGS GROUNDS

ORG	OBJ	PROJ		FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ACTUAL	FY 16 ACTUAL	FY 17 BUDGET	FY 18 BUDGET	FY17 to FY18 CHANGE
312 - B&G OFFICE										
80154113	511711		B&G SUMMER HELP	24,913	25,711	22,038	19,857	16,000	16,000	0
80154221	511535		B&G DIRECTOR SAL	87,501	89,316	89,701	90,534	88,326	92,345	4,019
80154222	511603		B&G SECRETARY SAL	41,272	43,223	48,773	47,533	51,232	26,069	(25,163)
80252435	542900		B&G OFFICE SUPPLY	581	837	506	514	600	600	(0)
Building Use			OFFSET BY OTHER FUNDS	(22,671)	(22,240)	(28,427)	(30,618)	(30,669)	(26,069)	4,600
(Sub) 312 - B&G OFFICE				131,596	136,847	132,591	127,820	125,489	108,945	(16,544)
413 - UNIFORM SERVICE										
80254116	558500	UNCTR	UNIFORMS CTR	373	586	996	1,319	1,000	1,188	188
80254116	558500	UNELM	UNIFORMS ELM	576	739	995	1,249	1,000	1,425	425
80254116	558500	UNHOP	UNIFORMS HOP	683	749	952	1,249	1,000	1,188	188
80254116	558500	UNMS	UNIFORMS MS	944	1,195	1,791	2,423	1,800	2,138	338
80254116	558500	UNHS	UNIFORMS HS	1,626	1,793	2,387	2,964	2,400	2,850	450
80254226	558500		UNIFORMS MAINT	2,010	2,417	3,874	4,773	4,550	5,800	1,250
(Sub) 413 - UNIFORM SERVICE				6,212	7,479	10,995	13,977	11,750	14,588	2,838
416 - TELEPHONE										
80254135	534100	TPCTR	TELEPHONE CTR	3,592	2,852	2,415	2,022	4,264	2,500	(1,764)
80254135	534100	TPELM	TELEPHONE ELM	3,578	2,948	2,561	2,037	4,048	2,500	(1,548)
80254135	534100	TPHOP	TELEPHONE HOP	3,683	2,829	2,765	2,008	4,124	2,500	(1,624)
80254135	534100	TPMS	TELEPHONE MS	8,039	4,185	5,067	3,651	8,395	5,000	(3,395)
80254135	534100	TPHS	TELEPHONE HS	4,283	5,518	8,205	6,481	5,518	6,000	482
80254135	534100	TPSSP	TELEPHONE SUPT	11,416	11,740	13,933	8,829	11,740	14,000	2,260
80254135	534100	TPSSY	TELEPHONE SPED	2,027	932	997	1,782	2,465	2,000	(465)
(Sub) 416 - TELEPHONE				36,618	31,004	35,943	26,811	40,554	34,500	(6,054)
418 - GAS										
80254125	521300	HGCTR	GAS HEAT CTR	38,025	43,027	43,590	33,658	60,715	40,000	(20,715)
80254125	521300	HGELM	GAS HEAT ELM	40,540	41,621	34,907	31,091	58,904	40,000	(18,904)
80254125	521300	HGHOP	GAS HEAT HOP	39,727	47,439	40,557	26,659	67,108	40,000	(27,108)
80254125	521300	HGMS	GAS HEAT MS	80,257	80,858	78,219	66,068	113,084	80,000	(33,084)
80254125	521300	HGHS	GAS HEAT HS	66,313	71,530	70,166	55,148	110,818	70,000	(40,818)
80254125	521300	HGSYS	GAS HEAT SYS	3,773	4,579	4,728	3,766	4,542	5,000	458
(Sub) 418 - GAS				268,635	289,054	272,167	216,390	415,171	275,000	(140,171)

FY18 BUDGET - BUILDINGS GROUNDS

ORG	OBJ	PROJ		FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY17 to FY18
				ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
419 - ELECTRICITY										
80254135	521100	ELCTR	ELECTRIC CTR	31,129	32,325	31,739	39,236	33,941	40,000	6,059
80254135	521100	ELELM	ELECTRIC ELM	56,667	59,873	49,953	74,362	62,867	75,000	12,133
80254135	521100	ELHOP	ELECTRIC HOP	122,068	100,000	108,685	133,258	105,000	135,000	30,000
80254135	521100	ELMS	ELECTRIC MS	100,726	100,370	94,597	106,634	105,389	110,000	4,611
80254135	521100	ELHS	ELECTRIC HS	216,975	224,208	215,153	276,532	245,418	280,000	34,582
80254135	521100	ELSYS	ELECTRIC SYS	11,024	11,068	13,215	13,047	11,621	13,000	1,379
Parking Fees			OFFSET BY OTHER FUNDS	0	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	0
(Sub) 419 - ELECTRICITY				538,589	517,844	503,342	633,068	554,236	643,000	88,764
431 - EQUIPMENT MAINTENANCE										
80254235	543200	MECTR	EQUIP R&M CTR	2,450	2,154	2,848	4,982	4,930	5,430	500
80254235	543200	MEELM	EQUIP R&M ELM	3,404	359	2,748	4,601	4,930	5,430	500
80254235	543200	MEHOP	EQUIP R&M HOP	7,658	2,166	4,074	3,469	4,930	5,000	70
80254235	543200	MEMS	EQUIP R&M MS	5,459	2,723	4,199	7,231	7,900	7,900	0
80254235	543200	MEHS	EQUIP R&M HS	6,985	3,596	6,123	7,750	7,750	8,000	250
80254236	524999		B&G EQUIP MAINT	16,700	10,592	20,823	15,175	14,100	16,100	2,000
Building Use			OFFSET BY OTHER FUNDS	(6,414)	0	(4,535)	0	0	0	0
(Sub) 431 - EQUIPMENT MAINTENANCE				36,242	21,590	36,280	43,208	44,540	47,860	3,320
508 - B&G MAINT/SUPPLIES										
80254115	545100	CSCTR	CUST SUPP CTR	5,067	8,236	10,202	12,392	10,202	10,202	0
80254115	545100	CSELM	CUST SUPP ELM	6,449	8,659	10,918	9,177	9,918	9,918	0
80254115	545100	CSHOP	CUST SUPP HOP	10,652	13,446	13,621	11,476	12,621	12,621	0
80254115	545100	CSMS	CUST SUPP MS	21,908	20,226	21,630	20,629	21,630	21,630	0
80254115	545100	CSHS	CUST SUPP HS	14,448	18,882	20,204	17,792	19,205	19,205	0
80254216	525110		GROUND'S MAINT	72,375	98,490	114,884	102,777	95,286	153,124	57,838
80254224	529700		B&G CONTR SVCS	157,806	179,403	249,701	199,189	170,000	170,000	0
80254225	543100	MSCTR	R&M SUPP CTR	3,762	9,572	9,990	10,621	6,300	6,300	0
80254225	543100	MSELM	R&M SUPP ELM	4,111	12,744	9,300	11,736	8,100	8,100	0
80254225	543100	MSHOP	R&M SUPP HOP	5,946	17,720	11,850	18,589	9,400	9,400	0
80254225	543100	MSMS	R&M SUPP MS	8,472	19,915	15,260	15,406	9,500	9,500	0
80254225	543100	MSHS	R&M SUPP HS	9,552	22,584	14,829	17,198	9,100	9,100	0
Building Use			OFFSET BY OTHER FUNDS	(90,578)	(109,642)	(118,838)	(4,108)	(59,000)	(59,000)	0
Parking Fees			OFFSET BY OTHER FUNDS	(14,498)	(54,509)	(48,466)	(8,680)	(15,000)	(15,000)	0
(Sub) 508 - B&G MAINT/SUPPLIES				215,472	265,726	335,085	434,194	307,262	365,100	57,838

FY18 BUDGET - BUILDINGS GROUNDS

ORG	OBJ	PROJ		FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY17 to FY18
				ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
612 - PROFESSIONAL DEVELOPMENT										
80253576	530730		B&G PRODEV	504	702	655	1,058	1,200	1,200	0
(Sub) 612 - PROFESSIONAL DEVELOPMENT				504	702	655	1,058	1,200	1,200	0
GRAND TOTAL				2,457,370	2,524,585	2,582,480	2,818,704	2,951,144	2,971,673	20,529
Offsets		Bldg Use	Rental Expense	5,400	5,400	5,400	5,400	5,400	6,020	620
		Bldg Use	Secretary Salary	22,671	22,240	28,427	30,618	30,669	30,669	0
		Bldg Use	B&G Equip Maintenance	6,414	0	4,535	0	0	0	0
		Bldg Use	Custodial Supplies	8,627	11,722	10,806	0	0	0	0
		Bldg Use	B&G Contracted Services	81,951	97,920	108,032	4,108	59,000	59,000	0
				125,063	137,282	157,200	40,126	95,069	95,689	620
Offsets		Parking	MS Extraordinary Maint	0	0	0	38,725	0	0	0
		Parking	HS Electricity	0	10,000	10,000	10,000	10,000	10,000	0
		Parking	Grounds Maintenance	14,498	54,509	48,466	8,680	15,000	15,000	0
				14,498	64,509	58,466	57,405	25,000	25,000	0
GRAND TOTAL OFFSETS				139,561	201,791	215,666	97,531	120,069	120,689	620

**STAFF SUMMARY
BUILDINGS AND GROUNDS**

Form 2

	FY 17 BUDGET	FY 17 ACTUAL	FY 18 PROPOSED	FY 18 INCREASE FY 17 BUDGET VS. PROPOSED
B&G Director	1.0	1.0	1.0	0.0
Maintenance Supervisor	1.0	1.0	1.0	0.0
Maintenance Personnel	6.0	6.0	6.0	0.0
Head Custodians	5.0	5.0	5.0	0.0
Custodians	13.0	13.0	13.0	0.0
Clerical/Secretary	1.0	0.5	0.5	(0.5)
TOTALS	27.0	26.5	26.5	(0.5)

New Personnel Request

Building/Program: BUILDINGS & GROUNDS

Form 3

Position	Account	Action	FTE	Salary	Reason for Request
Secretary		Reduce	(0.5)	(\$26,069)	Part of FY17 reorganization
TOTALS			(0.5)	(\$26,069)	