

## I. Budget Overview

The Preliminary FY15 Buildings & Grounds budget includes extraordinary maintenance items totaling \$ 246,000. This request includes items that resulted from observations and input from all Building Principals. This represents an increase of \$98,000 compared with the FY14 budget. Although the initial requests were much higher, the list was reduced to provide funding for several extraordinary maintenance items:

- **Center \$42,000** – The Preliminary budget includes funding to undertake steam trap maintenance, add to the intercom system, to replace countertops in several classrooms, and to repair/replace water bubblers throughout the school. Painting projects and shade replacements have been delayed.
- **Elmwood \$55,000** – The Preliminary budget includes funding to replace HVAC condensing units in the library and computer lab as well as to respond to a longstanding request to provide air conditioning for the main office area. Painting projects and stage/cafeteria improvements have been delayed.
- **Hopkins \$53,000** – The Preliminary budget includes funding to complete the sprinkler-head replacement project that was begun in FY14. It also provides funding for bathroom faucets & fixtures and to upgrade the building's energy management system. Painting projects, re-keying work, bathrooms partitions, and installation of a main-office security door & wall has been delayed.
- **Middle School \$26,000** – The Preliminary budget includes funding to repair the bleachers in the Brown Gymnasium and to divide the engineering lab into two classroom spaces. Painting & carpeting projects have been delayed as has a request to relocate and upgrade lockers.
- **High School \$70,000** - The Preliminary budget provides funds to motorize and upgrade the bleachers in the athletic center. It also provides funding for bathroom partition work and to upgrade the building's energy management system. No High School requests were delayed.

## II. Personnel Summary

- The Preliminary FY15 budget includes a request to increase the Maintenance and Center School Custodial staff by 1.0 and 0.5 fte staff respectively. The current Maintenance staff of 5 workers takes care of 20 acres of athletic fields including cutting the turf, lining practice fields, lining and preparing game fields, line trimming around fences, bleachers and other standing objects, picking up trash, fertilizing, seeding, aerating, and maintaining irrigation which consists of 5 wells, 64 zones and over 300 heads. They also maintain over 10 acres of lawn areas and parking lots at the 5 separate school buildings. Additionally, these 5 staff members are responsible for plumbing, electrical, carpentry, painting, HVAC and other repairs to approximately 550,000 square feet of buildings. The maintenance department struggles to keep up with maintenance requests and work orders, and preventative maintenance is not optimal, especially during the spring and fall sports seasons. An increase of a half-time custodian at the Center School would bring that building up to the same levels that exist at the other elementary schools (2.5 fte). The current staffing level of 2.0 fte results in one custodian being responsible for the cleaning the entire building plus attending to facilities use. The additional position will assist in providing a cleaner environment for staff and students.
- To partially offset the additional requested staff, the summer and extra help account #436 has been reduced by \$7,000.
- The request to increase the Buildings & Grounds Secretary from 0.9 fte to 1.0 fte would be funded via the revolving account.

## III. Expense Summary

- In total, custodial, grounds, & maintenance supply budgets have been increased by \$3,020 to reflect lease costs associated with floor scrubbers which are expected to save money in the long-term.

- The Contracted Services (account #1235) has been increased by \$22,421, reflecting the lessened ability to cover these costs via revolving account revenue.
- Uniform Services (object code #413) has been increased by \$3,500 to reflect new contractual obligations.
- The FY15 budget for Utilities (object codes 416-419) is level-funded in all areas with the exception of telephone expenses which reflects an overall increase of \$4,800. This increase is associated with a need for additional dedicated telephone lines to support intrusion & fire alarm systems.
- Equipment Maintenance costs have been increased by \$10,800 to cover the operating costs of an additional vehicle (request via Capital) and other costs that have previously been covered via revolving account revenue.

#### **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 of a new truck, a new water heater, 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	\$ 61,000

- The annual reliance on this account to balance the operating budget, with the infusion of no new revenue sources, is resulting in an unsustainable pattern. Therefore, the Preliminary FY15 Buildings & Grounds budget relies much less on the funds in this account.