

# **BERKELEY UNIFIED SCHOOL DISTRICT**

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

**2020-2021**

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## INTRODUCTION

This document is the 2021 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), however, the committee has not been formed yet since the measure is so new. 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 2021 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 eighth Measure H Plan.

BUSD has 23 sites and over 100 acres of land. Of those 23 sites, 16 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 Board Room and our Visual and Performing Arts program offices. 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 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 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 and December 11, 2019.

## **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.

## **GOALS AND ACCOMPLISHMENTS CONTAINED IN THE 2020 PLAN**

### Executive Director of Facilities

1. The Facilities Division recently held meetings at school sites to develop an overall masterplan. Our goal is to continue our engagement as a Division by scheduling a day at each site, for site overview and feedback. **This goal is 80% complete and will continue into next year.**
2. The Facilities is looking forward to creating synergy among Educational Services, Maintenance, Operations and Nutrition Services to implement projects that classroom environments for learning and provide upgrades to

areas that are in line with the recently adopted Sustainability plan. **I feel that this goal is 100% complete although we will continue to work into next year.**

3. To improve and enhance overall learning environments that are in line with the District's STEAM/CTE curriculum. **This goal is 75% complete and will continue into next year.**

Maintenance and Grounds Manager:

1. I plan to complete the process of hiring the new Grounds Supervisor and work with them to ensure their success. **This goal is 100% complete**
2. As part of our green and sustainable efforts, I plan to install water bottle fillers at all of our schools this year. I plan to install them in the cafeterias for maximum impact. **This goal is 100% complete**
3. As part of our green and sustainable efforts I plan to install three more smart irrigation controllers this year. **I did not make any progress on this goal. This will continue as a goal for next year.**

Operations Manager:

1. I will start supplying schools with all green cleaning chemicals. This will not only help with the environment but also with the health of the general public and staff. **This goal is approximately 30% complete. We have begun using green cleaning products at Berkeley High School. We are using up existing inventory at all other schools and will move to all green cleaning products as the existing inventory is used up. This goal will continue into next year.**
2. I will provide training for staff on various cleaning procedures and use of equipment. **I completed this goal this year. We had two trainings on cleaning for Covid 19.**
3. I will upgrade cleaning equipment at school sites District-wide. **This goal is about 20% complete and will continue into next year.**

4. I will increase the substitute custodial pool from 10 to 20. **I was not able to accomplish this goal this year.**

## **GOALS OF THE DEPARTMENT FOR 2021**

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 expect 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 has 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. As part of our green and sustainable efforts, I plan to install three more smart irrigation controllers this year.
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.

### 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.
2. We will provide effective and efficient cleaning procedures to disinfect schools due to Covid-19. We will provide clean and safe school campuses.
3. I plan to complete the process to fill all vacant custodial positions and increase substitute custodial positions.
4. I plan to hire additional security personnel to provide adequate security throughout the school district.

## MEASURE H BUDGET

### STAFFING

Managers	1.33 permanent
Supervisors	3 permanent
Administrative Assistant III	1.90 permanent
Facilities Analyst	0.25 permanent
Lead Maintenance Engineers	4 permanent
Security Engineer	1 permanent
Maintenance Engineers	11 permanent, 1 vacant
Telecommunications Specialist	1 permanent
Maintenance Technician	2 permanent, 1 vacant
General Maintenance	2 permanent
Grounds Lead Worker	3 permanent
Grounds Gardener	6 permanent, 1 vacant
Network Technician	0.40 permanent .40 is vacant
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 43.39 FTE

**The projected cost of staffing, including benefits, for 2020/21 is \$4,572,234. 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 2020/21 is \$483,000.**

#### 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. 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 \$80,000);
- 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 \$25,000);
- Service and monitoring of photovoltaic systems
- 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 \$1,729,000.**

#### 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 4.76%.

**The projected cost for indirect support for 2020/21 is \$321,000.**

### Projected Overall Totals for 2020-2021

#### Revenues

Measure H Funding for 2020/21:	\$7,190,000.00
Projected Interest from H for 2020/21:	<u>2,000.00</u>
Total Projected Revenues for Maintenance 2020/21:	\$7,192,000.00

#### Expenditures

Salaries/Benefits/Limited Term/Overtime:	\$4,572,234.00
Supplies:	483,000.00
Contracted Services (ongoing):	1,729,000.00
Vehicle and Equipment:	95,000.00
Indirect Costs Rates:	<u>321,000.00</u>
Projected Expenditures by Maintenance for 2020/21:	\$7,200,234.00

Excess (Deficiency) of Revenue Over Expenditures (\$8,234.00)

Beginning Fund Balance:	<u>\$1,085,847.00</u>
Excess (Deficiency) of Revenue Over Expenditures	(\$8,234.00)
2019/20 Projected Ending Fund Balance:	<u>\$1,077,613.00</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. The 3% Reserve for Economic Uncertainties is approximately \$216,000

### **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. Modernization of the kitchens at John Muir and Cragmont;

2. Modernization of the old realm space for Oxford elementary;
3. Major modernization of the Community Theater
4. Replacement of the roof of the multi-purpose room at Rosa Parks