

Berkeley Unified School District
Facilities Safety and Maintenance Oversight Committee Meeting

AGENDA

Thursday, March 07, 2013

5:45 – 7:15 PM

1720 Oregon Street , Large Conference Room

Berkeley, CA 94703

(510) 644-6250

1. Call to Order/Approve Agenda
2. Approve Minutes of 10/04/12
3. Report from Maintenance Management
 - 2nd Interim Report
4. Committee Discussions
 - Committee Structure
5. Agenda items for the next meeting, April 11, 2013
 - Draft Plan, including multi-year budget projections
 - Review goals
6. Committee statement to the Board of Education related to agenda items of this meeting: evaluate, draft if needed, and approve
7. Public Comment on non-agenda items
8. Adjournment

Enclosures: Minutes from the 10/4/12 FSMOC meeting
2nd Interim Report
2/21/13 meeting notes

The public is invited to speak on any action item on the Agenda

Facilities Safety and Maintenance Oversight Committee meeting

02/21/13

Berkeley Unified School District

Facilities Safety and Maintenance Oversight Committee (FSMOC)

Notes

February 21, 2013

1720 Oregon St.

Committee members present (& appointer)

Catherine Lazio (Wilson) Rick Carr (Hemphill)

Committee members absent

David Shiver (Board at Large) Federico Castillo (Leyva-Cutler)

Staff

Steve Collins Gayle Brandt

1. Quorum

The quorum was not established with only two FSMOC members present. There are currently four active members.

2. Approve Minutes of 10/04/12

Since there was no quorum established, the Minutes could not be approved.

3. Report from Maintenance Management

a. Expenditures of over \$25,000

Manager Steve Collins explained:

- This was to re-hose the steam boiler at Berkeley Community Theater.
- The total expense would be \$28,000 and was approved by the Board of Education as a confirming order, after the work had been completed (and approved by Lew Jones) as it had to be as emergency work.
- Lazio asked if this was the cause of the fire alarm a couple of weeks ago and Collins replied that it probably was not.

b. First Interim Report

Manager Steve Collins reviewed the report:

- The evening shift has visited fourteen sites since the last report.
- The state elevator inspector is still behind in his inspections however, he did inspect eleven elevators during this reporting period.
- The gardeners were trained by our consulting arborist on the maintenance of young trees. The training took place at the Transportation Facility, but the knowledge gained will be used throughout the District.
- The department has filled the one vacant gardener position.
- The department will be purchasing a new vehicle this year. It will be a truck, to be used by the evening shift. This new truck will be an addition to the vehicle fleet, not a replacement for an existing vehicle. Next year we will probably replace one of the grounds vehicles.
- Of the two vacancies for Maintenance Engineer, one has more than likely been filled; HR is currently making the final arrangements to bring the candidate on board. The other vacancy has seven candidates that will be

Facilities Safety and Maintenance Oversight Committee meeting

02/21/13

tested for our eligibility list. Hopefully we will be able to fill the vacancy with someone from that list.

- Collins also noted that our daytime HVAC person has resigned, with her last day being Friday, February 22.
- The committee was sent the First Interim FY 2013 budget report. The 2nd Interim report will be presented in the March FSMOC meeting.
- Collins noted that the estimated savings from the installation of solar panels at BAM and Malcolm X will be about \$50,000.

4. Committee Discussions

There was a discussion about security. Lazio asked if the new parcel tax will be used for safety issues. Collins answered that the bulk will be paid out of Capitol. Lazio asked about the "Columbine locks" and Collins explained how they work.

5. Agenda Items for the next meeting, March 7, 2013

Following are the agenda items for the next meeting:

- 2nd Interim Report
- Discuss Committee Structure

6. Committee Statement to the Board of Education

The Committee had no statement this month.

7. Public Comment on non-agenda items:

There were no members of the public in attendance.

8. Adjournment

The meeting was adjourned at 7:00.

The next meeting will be March 7, 2013

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Javetta Cleveland and Neil Smith, Co-Superintendents
FROM: Lew Jones, Director of Facilities
DATE: March 13, 2013
SUBJECT: Measure BB Financial Update (Second Interim FY 2013)

SUMMARY AND DISCUSSION

This report is an update of the Maintenance Yearly Plan and BB expenditures from July 1, 2012 through January 31, 2013. This report does not separately document encumbered (obligated) expenses from other planned expenses, nor is it a comprehensive look at the activities in this fund; that more comprehensive look occurs annually.

The first chart details the actual recorded expenses as of January 31, 2013 and the current projected expenses for the remainder of the Fiscal Year. All expenses are consistent with previous reports and are based upon State defined object codes unless stated otherwise. This report differs slightly from the other District reports because the hourly cost of the Director of Facilities is listed on this report as a salary and benefit expense whereas Board reports show this as an interfund (contract) expense, and the cost to pay the County and City tax collection fees are deducted from the income whereas the District reports will list a higher income and will list those fees as a contract expense.

TYPE OF EXPENSE	EXPENDED	PROJECTED	FY 2013
Salaries and Benefits	\$1,876,563	\$1,375,000	\$3,251,563
Supplies	233,694	177,000	410,694
Contracts	433,412	428,000	861,412
Maintenance Initiatives	396,749	325,000	721,749
Equipment	0	35,000	35,000
Indirect Cost	0	344,000	344,000
TOTAL	\$2,940,418	\$2,684,000	\$5,624,418

The next chart compares the projected expenditure recommendations in the 2013 Annual Plan with current projected expenses.

TYPE OF EXPENSE	BOARD PLAN	PROJECTED EXPENSE	VARIANCE
Salaries and Benefits	\$3,430,000	\$3,252,000	(\$178,000)
Supplies	470,000	411,000	(59,000)
Contracts	810,000	861,000	51,000
Maintenance Initiatives	805,000	722,000	(83,000)
Equipment	35,000	35,000	0
Indirect Cost	355,000	344,000	(11,000)
TOTAL	\$5,905,000	\$5,625,000	\$(280,000)

EXPENDITURES

SALARIES AND BENEFITS

The projected expenditures for salaries, benefits and overtime are \$178,000 less than contained in the Annual Plan. The change is due to three factors: step and columns is less than predicted, we have had several people on workers comp or State Disability (which reduces the cost to the budget), and we have had a several vacancies for a portion of the year. Almost the identical amount was predicted at first interim.

The salary and benefits budget includes costs for the following list of permanent staff positions. Please note that we list some jobs by functional area; we feel this provides the information in a more meaningful way.

STAFFING

Managers	1.64 permanent
Supervisors	2 permanent
Administrative Coordinators	2.15 permanent
Trade Leads	3 permanent
Security Engineer	1 permanent
Network Engineer	0.3 permanent
Maintenance Engineers	9 permanent, 3 vacancies
Trade Specific	1 permanent
Maintenance Technician	4 permanent
General Maintenance	2 permanent
Grounds Lead Worker	2 permanent
Grounds	8 permanent
Vehicle Mechanics	0.45 permanent
Security Personnel	1 permanent (0.5 FTE of two positions)
Total	40.54 FTE

We do not detail the 5% of head custodians charged to the Measure BB Fund in the chart above.

VACANT POSITIONS

Three Maintenance Engineers. One position will be filled soon. The testing is ready to begin for the other two positions.

SUPPLIES

The projected expenditures for supplies are \$59,000 less than contained in the Annual Plan. We have not had the need for as many supplies this year. Almost the identical amount was predicted at first interim.

CONTRACTED SERVICES

The planned expenditures for contracted services are \$51,000 more than contained in the Annual Plan. There has been an increased need for boiler maintenance this year.

MAINTENANCE INITIATIVES

The planned expenditures for maintenance initiatives are \$83,000 less than planned. There were some bid savings on a few projects and we did not award the fan upgrade at the Community Theater because the price was too high.

EQUIPMENT

We plan to purchase one vehicle this year.

INDIRECT COSTS

The projected expenses for indirect costs are \$11,000 less than the projection in the 2013 Annual Plan.

TOTAL EXPENDITURES

The changes result in a \$280,000 decrease of projected expenditures compared to the budget contained in the 2013 Annual Plan.

TOTAL INCOME

The 2013 Annual Plan income projection for Measure BB is \$5,526,000. The projected income has increased by \$28,000 from the original plan. The District is providing maintenance to the charter high school at West Campus. The charter school pays for that service.

INCOME OVER EXPENDITURES

TOTAL INCOME

The projected income from Measure BB has increased by \$28,000.

TOTAL EXPENDITURES

The total projected expenditures have decreased by \$280,000.

TOTAL INCOME OVER EXPENDITURE

The 2012 ending fund balance contained in the unaudited actual report was \$1,092,681. The projected income (net of County and City charge) received from Measure BB including interest for this Fiscal Year is \$5,554,000.

The projected expenditures for the 2012 year are \$5,625,000. The revised projected fund balance for Measure BB as of June 30, 2013 is \$1,021,681.

DISTRICT GOAL

V-B – Parcel Tax and Bond Revenues: Provide the best possible education for all students by effectively utilizing local parcel tax and bond revenues.

POLICY/CODE

None

FISCAL IMPACT

None

STAFF RECOMMENDATION

Receive Financial Update on Measure BB.