

## BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Lew Jones, Acting Executive Director of Facilities and Stephen Collins,  
Facilities Maintenance Manager  
**DATE:** June 27, 2018  
**SUBJECT:** Approval of the 2018/19 Measure H Annual Plan

### BACKGROUND INFORMATION

One of the key tasks of the Facilities Safety and Maintenance Oversight Committee (FSMOC) is to consider the Annual Plan. The measure states,

*“An expenditure plan (the “Annual Plan”) shall be developed annually by District staff with input from the Facilities Safety and Maintenance Oversight Committee. The Annual Plan will recommend expenditures of the tax proceeds that are consistent with the intent of the Measure. The assumptions associated with the recommended expenditures shall be included in the Annual Plan. The Plan shall be presented for Board action each year in conjunction with the District’s annual budget adoption process. To facilitate public discussion, the recommended Annual Plan shall be distributed to the Facilities Maintenance and Security Advisory Committee and made available for public review two week prior to Board action.”*

In the past, the following reports were approved:

| Date              | Type           | Period Covered   |
|-------------------|----------------|------------------|
| October 17, 2001  | Strategic Plan |                  |
| January 9, 2002   | Annual Plan    | 7/1/01 – 6/30/03 |
| October 1, 2003   | Annual Plan    | 7/1/03 – 6/30/04 |
| October 20, 2004  | Annual Plan    | 7/1/04 – 6/30/05 |
| November 16, 2005 | Annual Plan    | 7/1/05 – 6/30/06 |
| June 28, 2006     | Annual Plan    | 7/1/06 – 6/30/07 |
| June 27, 2007     | Annual Plan    | 7/1/07 – 6/30/08 |
| June 25, 2008     | Annual Plan    | 7/1/08 – 6/30/09 |
| June 24, 2009     | Annual Plan    | 7/1/09 – 6/30/10 |
| June 23, 2010     | Annual Plan    | 7/1/10 – 6/30/11 |
| June 22, 2011     | Annual Plan    | 7/1/11 – 6/30/12 |
| June 20, 2012     | Annual Plan    | 7/1/12 – 6/30/13 |
| June 26, 2013     | Annual Plan    | 7/1/13 – 6/30/14 |
| June 11, 2014     | Annual Plan    | 7/1/14 – 6/30/15 |
| June 25, 2015     | Annual Plan    | 7/1/15 – 6/30/16 |
| June 29, 2016     | Annual Plan    | 7/1/16 – 6/30/17 |
| June 28, 2017     | Annual Plan    | 7/1/17 – 6/30/18 |

This is the sixth Measure H Plan.

Staff published the proposed plan on June 12th, in keeping with the requirements of the Measure. The Plan has been available at the Administration building and at Plant Operations for the past two weeks.

**POLICY/CODE**

Measure H, the Berkeley Public Schools Facilities Safety and Maintenance Act of 2010.

**FISCAL IMPACT**

The fiscal impact is contained in the Plan; all costs will be paid from Measure H.

**STAFF RECOMMENDATION**

Approve the Measure H 2018/19 Annual Plan.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

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

**2018-2019**

Submitted by Lew Jones, Acting Executive Director of Facilities and  
Stephen Collins, Facilities Maintenance Manager

## INTRODUCTION

This document is the 2019 Annual Plan required by the Berkeley Schools Facilities Safety and Maintenance Act of 2010 (Measure H). The Annual Plan has generally been developed with input from the Facilities Safety and Maintenance Oversight Committee (FSMOC). The Committee has met several times 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 15<sup>th</sup> and March 15<sup>th</sup>). A proposed staffing plan has been shared with the Committee to help develop the 2019 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 2010 (Measure H) states its purpose:

*“The revenues raised by this Measure, the “Berkeley Schools Facilities Safety and Maintenance Act of 2010”, will improve safety and essential building maintenance and grounds operations of all Berkeley Unified School District (“District”) facilities.”*

This is the sixth 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 and our charter 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 20 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 June 2010 and the citizens approved that measure in November 2010. The Board reviewed a “*Plan for School Maintenance and Reconstruction in the Coming Decade*”, the “blue book” on September 15, 2010. 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 and June 28, 2017.

## **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:

1. The Committee is interested in green and sustainable initiatives and would like to see the Maintenance Department focus resources on such projects and opportunities. We are excited that the District has hired a consultant to create a sustainability plan and appreciated her presentation at our meeting on April 25. We look forward to further reports.
2. The Committee is interested in and concerned about emergency preparedness and would like to see the District focus efforts in this area.

# GOALS AND ACCOMPLISHMENTS CONTAINED IN THE 2018 PLAN

## Executive Director of Facilities

1. On February 8, 2017 the Board held a public hearing and voted to adopt the School Justification Study that allows the District to charge a school facility fee for all residential development of more than 500 square feet and for new commercial and industrial development. My goal is to implement the collection of the fee. **This goal is 100% complete. Fees are being collected. So far the district has collected almost \$170,000.**
2. The District is very interested in gender inclusive facilities. My goal is to work with a consultant to create studies to understand the overall needs for gender inclusive facilities. **There was no progress on this goal.**

## Maintenance and Grounds Manager:

1. I plan to finalize the grounds plans for each site. By October 31, 2017, we plan to have aerial maps for each site for improved planning. By December 31, 2017, we will meet with each site administrator to present the draft plan and invite input. By January 30, 2018, we will present the final plan. **We have not been able to identify a source for the maps. We are 80% complete with the written plans and have communicated much of the plans to the sites.**
2. It is my goal to begin to implement top green and sustainable priorities by this year. I plan to install hand dryers in three elementary schools and bottle fillers at five. **We installed hand dryers in two schools and bottle fillers in three. We are putting the hand dryer installations on hold due to concerns that they aid in the spread of germs. We are evaluating this issue.**

## Operations Manager:

1. This year I plan to train custodians on the use of computers. This will open the door for more possibilities for technical online trainings and give custodians a valuable skill that may allow them promotion opportunities in the future. **We have completed several trainings for this purpose. I am approximately 80% finished with this goal. The training completed will support the goal for computer-based training in 2019.**
2. Create a training program for security personal. I want to have a program to train staff how to respond to fire and burglar alarms, how to secure a site when needed and how to provide good customer service. **I am 100% complete with this goal. There will be ongoing review of this subject.**

## **GOALS OF THE DEPARTMENT FOR 2019**

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

### Executive Director:

Since this position is vacant we cannot state goals at this point.

### Maintenance and Grounds Manager:

1. I plan to create a grounds supervisor position this year. This will make our grounds department more effective and efficient. I will write the job description by August 30, go for Board approval by late September and Merit commission approval by late October. This will require a small reorganization of the grounds department. The plan will be for the new position to be filled by July 1, 2019.
2. I will continue our green and sustainable efforts. I plan to install water bottle fillers at seven more schools this year. In addition, I will implement LED lighting retrofits at one school as a pilot program for my staff.

### Operations Manager:

1. I plan to implement a computer based training program for custodians. After many years of searching, I have identified a program that meets our needs. I plan to roll out the program in the fall. The trainings will happen during our monthly custodian meetings.
2. I plan to replace or upgrade the custodial equipment at our sites. I will conduct a survey of all equipment by December, 2018 to determine the condition. I will start to replace equipment by the spring of 2019.

## MEASURE H BUDGET

### STAFFING

|                               |                |
|-------------------------------|----------------|
| Manager                       | 1.64 permanent |
| Supervisor                    | 2 permanent    |
| Administrative Coordinator    | 1.90 permanent |
| Facilities Analyst            | 0.25 permanent |
| Lead Maintenance Engineer     | 3 permanent    |
| Security Engineer             | 1 permanent    |
| Network Engineer              | 0.4 permanent  |
| Maintenance Engineer          | 12 permanent   |
| Telecommunications Specialist | 1 permanent    |
| Maintenance Technician        | 3 permanent    |
| General Maintenance Worker    | 2 permanent    |
| Lead Grounds Gardener         | 2 permanent    |
| Irrigation Technician         | 1 permanent    |
| Vehicle Mechanic              | 0.45 permanent |
| Grounds Gardener              | 8 permanent    |

TOTAL 40.49 FTE

We plan to hire two additional gardeners for an extended period this year.

**The projected cost of staffing, including benefits, for 2018/19 is \$4,117,425. This includes the cost of limited term (\$50,000) and overtime (\$80,000). Benefits projection includes a \$65,000 increase to the cost of CALPERS retirement benefits in addition to the \$65,000 increase in 2017-18.**

#### 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 2018/19 is \$454,000.**

#### 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 \$1,060,000.**

Contracted services (One time)

Due to the larger than expected fund balance, the maintenance department will contract for various one time services this year. These are services that the department has paid for in the past. Such services include;

- Replace lockers at Longfellow
- Install solar film and roller shades at King
- Replace two hoops at Donahue Gym
- Purchase Steam machine for weed abatement
- Purchase emergency radios for all department vehicles
- Replace two broken play parts at Jefferson
- Replace two play mats at Rosa
- Replace stage curtains at Emerson
- Replace wheelchair lift at King
- Replace calcium feeder at BHS pool
- Repair elevator at Berkeley High

**The projected cost for one time contracted services is \$300,000**

Vehicle and Equipment Purchase

We plan to replace two vehicles and buy some new field maintenance equipment 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 5.93%.

**The projected cost for indirect support for 2018/19 is \$367,000.**

**Projected Overall Totals for 2018-2019**

**Revenues**

|  |                    |
|--|--------------------|
| <b>Measure H Funding for 2018/19:</b>                    | <b>\$6,116,396</b> |
| <b>Maintenance Reimbursement 2018/19:</b>                | <b>N/A</b>         |
| <b>Projected Interest from H for 2018/19:</b>            | <b>6,000</b>       |
| <b>Total Projected Revenues for Maintenance 2018/19:</b> | <b>\$6,122,396</b> |

**Expenditures**

|   |                    |
|---|--------------------|
| <b>Salaries/Benefits/Limited Term/Overtime:</b>           | <b>\$4,117,425</b> |
| <b>Supplies:</b>  | <b>454,000</b>     |
| <b>Contracted Services (ongoing):</b>                     | <b>1,060,000</b>   |
| <b>Contracted Services (one time):</b>                    | <b>300,000</b>     |
| <b>Vehicle and Equipment:</b>                             | <b>95,000</b>      |
| <b>Indirect Costs Rates:</b>                              | <b>357,367</b>     |
| <b>Projected Expenditures by Maintenance for 2018/19:</b> | <b>\$6,383,792</b> |

**Projected Surplus/ (Deficit) (\$285,487)**

**2018/19 Projected Ending Fund Balance: \$1,042,450**

**Anticipated carryover from 2017/18 to 2018/19: \$1,303,846**

**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 \$192,000.**

## **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. Replace all exterior HID lighting with LED. Prop 39;
2. Replace roofing at Sylvia Mendez Elementary. Bond;
3. Replace the artificial turf for the BHS football field. Bond;
4. Re-surface the tennis courts at King. Bond.