

BERKELEY UNIFIED SCHOOL DISTRICT

MAINTENANCE AND GROUNDS DEPARTMENT MEASURE H ANNUAL PLAN

2019-2020

Submitted by John Calise Executive Director of Facilities and
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INTRODUCTION

This document is the 2020 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 not met 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 15th and March 15th). A proposed staffing plan will be shared with the Committee to help develop the 2020 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 seventh 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 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, June 28, 2017 and June 27, 2018.

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 2019 PLAN

Executive Director of Facilities

This position was vacant for much of the 2018-19 year.

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. **This goal is 80% complete and will continue as a goal for next year.**

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. **We have installed water bottle fillers at seven school. We did not implement the LED retrofits this year.**

Operations Manager:

With the retirement of the longtime Operations Manager during the year we are not able to track the goals from last year.

GOALS OF THE DEPARTMENT FOR 2020

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

Executive Director:

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.
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.
3. To improve and enhance overall learning environments that are in line with the District's STEAM/CTE curriculum.

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.
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.
3. As part of our green and sustainable efforts I plan to install three more smart irrigation controllers this 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.
2. I will provide training for staff on various cleaning procedures and use of equipment.
3. I will upgrade cleaning equipment at school sites District-wide.
4. I will increase the substitute custodial pool from 10 to 20.

MEASURE H BUDGET

STAFFING

Managers	1.64 permanent
Supervisors	2 permanent, 1 vacant
Administrative Assistant III	1.90 permanent
Facilities Analyst	0.25 permanent
Lead Maintenance Engineers	3 permanent
Security Engineer	1 permanent
Maintenance Engineers	11 permanent, 1 vacant
Telecommunications Specialist	1 permanent
Maintenance Technician	3 permanent
General Maintenance	2 permanent
Grounds Lead Worker	2 permanent
Grounds Gardener	6 permanent, 2 vacant
Network Technician	0.40 permanent .40 is vacant
Vehicle Mechanics	0.45 permanent (0.15 FTE of three positions)
Security Personnel	1 permanent (0.5 FTE of two positions)
Custodial Services .05 per Custodian II	0.75 permanent

TOTAL 41.39 FTE

The current vacation liability (including the portions of custodian and vehicle mechanic staff charged to the Fund) is estimated at approximately 794 days or \$210,479. Last year there were approximately 884 days or approximately \$250,000 of liability.

The projected cost of staffing, including benefits, for 2019/20 is \$4,342,646. 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 2019/20 is \$443,000.

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 \$1,278,117.

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 5.31%.

The projected cost for indirect support for 2019/20 is \$327,030.

Projected Overall Totals for 2019-2020

Revenues

Measure H Funding for 2019/20:	\$6,255,681.00
Projected Interest from H for 2019/20:	3,000.00
Total Projected Revenues for Maintenance 2019/20:	<u>\$6,258,681.00</u>

Expenditures

Salaries/Benefits/Limited Term/Overtime:	\$4,342,646.00
Supplies:	443,000.00
Contracted Services (ongoing):	1,028,117.00
Contracted Services (one time):	250,000
Vehicle and Equipment:	95,000.00
Indirect Costs Rates:	<u>327,030.00</u>
Projected Expenditures by Maintenance for 2019/20:	<u>\$6,485,793.00</u>

Excess (Deficiency) of Revenue Over Expenditures **(\$227,112.00)**

Beginning Fund Balance:	<u>\$1,361,513.00</u>
Excess (Deficiency) of Revenue Over Expenditures	(\$227,112.00)
2019/20 Projected Ending Fund Balance:	<u>\$1,134,401.00</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 \$195,000**

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 interior lighting at seven schools with LED. Prop 39;
2. Replace mechanical equipment at BHS pool. Prop 39;
3. Replace heating controls at BAS and King Middle. Prop 39;
4. Modernize kitchens at Cragmont and John Muir. Bond.
5. Replace the roof at Rosa Parks multi-purpose room. Bond