



## ***MEMORANDUM***

### **Facilities Planning, Maintenance & Operations**

Date: July 13, 2010

Re: FY2010-2011 Budget

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To: Ron Galatolo

From: José D. Nuñez

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Jim Keller

CC: Kathy Blackwood

Harry Joel

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Ron,

The mission of the Facilities Department is to ensure a safe and effective physical environment that supports and enhances the educational mission of the San Mateo County Community College District. The Facilities Department implements this mission by providing daily proactive/reactive and routine preventative maintenance of the District's facilities as well as design overview, planning and construction management.

The Facilities Department recognizes and is sensitive to the District's budget constraints for FY2010-11. However, the completion of the first phase of the Capital Improvement Program and the imminent completion of the second phase will significantly impact the Department's staffing and operating costs. The Board of Trustees fully understood the effect of these modernization projects when, in April 2006, they included Board goal #15 for the District "to incorporate appropriate staffing and resource efficiencies in order to ensure the long term sustainability of new structures." This goal was reaffirmed and continues to be a priority as noted in February 2008 with Board goal #26 for Facilities "to develop a comprehensive plan to provide the increased maintenance staff needed as new buildings are brought on line."

The Department is cognizant that these goals were enacted prior to the fiscal downturn. Nevertheless, due to the expansion at each campus, the Department will not be able to continue servicing the additional square footage given their current staffing level and operational budget. There is little control over the increasing operational cost of supplies, equipment, fuels and services to maintain and operate the additional square footage. Daily maintenance includes a myriad of tasks such as engineering inspections of building systems (boilers, air handlers, lighting, pumps, filters, etc.), custodial operations (trash removal, maintenance of restrooms, emergency cleanups, replenishment of custodial supplies campuswide, etc.) and grounds operations (maintenance of landscaping campuswide, pest control, trash removal, tree trimming, emergency cleanups, etc.) The Department has yet to quantify these additional operating expenses in a comprehensive manner. A good example to cite is when Cañada Facilities' operating budget got hit hard when the cost of treated water rose from \$1,500 a year to over \$10,000 a year due to the addition of a new and larger chiller.

### **Staffing Needs**

When Facilities made a presentation to the Executive Staff on January 23, 2009, the Department was staffed with a total of 73 custodians, engineers, and groundskeepers. At that time, Facilities was requesting for an additional 10 FTEs in order to minimally maintain all buildings in place after completion of the second phase of the Capital Improvement Program. Due to the budget crisis in FY2009-10, the

department lost 8 employees, mostly due to retirement incentives. All positions were kept vacant and unfunded. This further compromised the quality of service due to the increasing needs that could not be met due to insufficient staffing. On a good note, the department gained 2 additional engineers due to managed hiring. Unfortunately, one of these may return to CSM. The following chart depicts FPO staffing needs post CIP 2.

	FY0809 Staffing				FY0910 Staffing *				Proposed Staffing (at Jan2009 Mtg)			
	CAN	CSM	SKY	Total	CAN	CSM	SKY	Total	CAN	CSM	SKY	Total
<b>Custodial</b>	11	19	14	<b>44</b>	8	16	14	<b>38</b>	11	23	17	<b>51</b>
<b>Engineering</b>	4	7	5	<b>16</b>	4	7	6	<b>17</b>	4	8	5	<b>17</b>
<b>Grounds</b>	3	7	3	<b>13</b>	3	6	3	<b>12</b>	3	8	4	<b>15</b>
<b>Total</b>				<b>73</b>				<b>67</b>				<b>83</b>

\* includes 2 engineers on managed hiring budget

The Department fully understands that funds are limited at this time but we fear that the substantial investments made in modernizing our campuses will experience rapid deterioration if not properly maintained. The Department has already managed to offset some of the maintenance and service needs to support the more sophisticated technology installed in most buildings through service agreements. These include building management systems, access controls and video surveillance systems, fire and life safety systems, cogeneration plants, and emergency generators. It is the goal of the Department to eventually bring a good portion of these technical services in-house.

In consideration for the Department's budget concerns, we are proactively reducing our requested staffing needs from a total of 83 FTE down to 78 FTE. Following shows our proposed staffing needs for the coming FY2010-11. While not ideal, the following staffing proposal will help provide minimal maintenance and support levels.

	FY0910 Staffing *				FY10-11 Proposed Staffing				FY10-11 Proposed Staffing Needs			
	CAN	CSM	SKY	Total	CAN	CSM	SKY	Total	CAN	CSM	SKY	Total
<b>Custodial</b>	8	16	14	<b>38</b>	9	20	16	<b>45</b>	1	4	2	<b>7</b>
<b>Engineering</b>	4	7	6	<b>17</b>	4	8	5	<b>17</b>	0	1	-1	<b>0</b>
<b>Grounds</b>	3	6	3	<b>12</b>	3	8	5	<b>16</b>	0	2	2	<b>4</b>
<b>Total</b>				<b>67</b>				<b>78</b>				<b>11</b>

\* includes 2 utility engineers on managed hiring budget

Following shows the cost to fund all 11 new positions. This does not include the 2 Utility Engineers we have that are charged against the managed hiring budget. Hiring them permanently means we need an additional \$110,448 to the total shown below which equals to \$590,867. Benefits are not included in this total.

	FY10-11 Proposed Staffing Needs			Additional Annual Budget Needs **						
	CAN	CSM	SKY	Total	\$ per FTE	CAN	CSM	SKY	Total	
<b>Custodial</b>	1	4	2	<b>7</b>	\$43,445	\$43,445	\$173,780	\$86,890	<b>\$304,115</b>	
<b>Engineering</b>	0	1	-1	<b>0</b>	\$59,712	\$ -	\$59,712	(\$59,712)	<b>\$0</b>	
<b>Grounds</b>	0	2	2	<b>4</b>	\$44,076	\$ -	\$88,152	\$88,152	<b>\$176,304</b>	
<b>Total</b>				<b>11</b>					<b>\$480,419</b>	
									<b>plus 2 Utility Engineers on Managed Hiring</b>	<b>\$110,448</b>
									<b>Total Needs</b>	<b>\$590,867</b>

\*\* based on FY0910 base pay (no benefits) at step 3 for each classification - Swing Custodian, Maintenance Engineer, Groundskeeper. Utility Engineers on managed hiring are shown at step 5.

In summary, to adequately resource ourselves to support the mission of the District, the Facilities Department is requesting an exception to the budget allocation model and an ongoing budget augmentation for FY10-11 in the amount of \$480,419 for position control accounts. This will allow us to maintain buildings and grounds district wide with a minimal level of service. Facilities Managed Hiring employees will continue to be funded by Human Resources. This will become problematic in FY12-13 when managed hiring funding ends.

It is my intent to quantify the operational cost of supplies and materials associated with the increased square footage in the near future.

Thank you in advance for considering this exception and augmentation request. As always, I am available to answer any questions you may have.