

Highlights from Cheryl Porter, Chief Operating Officer – Water & Field Services

The Facility Operations Area key strategic initiative focuses on the following.

❖ **Improving buildings and grounds efficiency**

Ensure facilities, buildings and grounds are properly maintained, secure, environmentally safe and upgraded to support GLWA's specific operations.

Facility Operations Contracts

The Facility Operations budget contains several contractual services to provide maintenance and repairs for all GLWA facilities including but not limited to lawn care, snow removal, rubbish removal, elevator maintenance and extermination services. Budgeted amounts beyond contract date are estimates for future study updates or subsequent implementation of a program. These services would generally require a separate procurement process. In the chart below are the key contracts for these services. The GDI Services Commercial Janitorial Services budget is shared across multiple cost centers and not completely represented in the budget below.

Project Description	Commerical Janitorial Services	Deicing/Snow Removal Services	Lawn care/ Grounds Maintenance	Elevators Preventative Maintenance & Repair Service	Refuse & Recycling Service	Shared Facilities Shared Cost	Total
Prime Consultant	GDI Services	Premier Group Associates	Premier Group Associates	ThyssenKrupp Elevator Service	Waste Management	OPS-006 DWSD Shared Service	
Contract #	1904332	1901555	1900702	1703524	1902536		
Contract Amount	\$6,996,554.34	\$1,079,053	\$1,679,388	\$978,987	\$322,150		
Contract End Date	04/05/23	11/30/21	07/31/21	10/31/21	10/15/21	N/A	
Pre-FY 2020 Spend	\$ -	\$ 404,143	\$ -	\$ 501,608	\$ 111,584	\$ 3,833,133	\$ 4,850,468
FY 2020 Actual	705,286	337,351	913,821	265,120	22,761	2,300,000	4,544,338
FY 2021 Budget	1,245,300	600,000	900,000	500,000	85,000	2,300,000	5,630,300
FY 2022 Requested	1,251,900	600,000	900,000	500,000	85,000	2,440,800	5,777,700
FY 2023 Requested	1,262,820	600,000	900,000	500,000	85,000	2,489,600	5,837,420
FY 2024 Requested	1,274,500	600,000	900,000	500,000	85,000	2,539,400	5,898,900
FY 2025 Requested	1,285,500	600,000	900,000	500,000	85,000	2,590,200	5,960,700
FY 2026 Requested	1,297,600	600,000	900,000	500,000	85,000	2,642,000	6,024,600
Total	\$ 8,322,906	\$ 4,341,494	\$ 6,313,821	\$ 3,766,728	\$ 644,345	\$ 21,135,133	\$ 44,524,425

Biennial Budget Request.

The biennial budget reflects an increase of \$999,900 in FY 2022 as a result in increased contractual services that are required now that the fleet portion of the shared service contract is terminated with DWSD.

- ❖ In the prior year, this line item was reduced to \$3.3 million to accommodate a budget reduction effort. This line item was selected because it includes fluctuating expense levels depending on that year's equipment repair needs. Based upon further information and analysis, that did not previously exist, a budget increase by \$1.2 million (which is significantly less than the FY 2020 actual of \$6.6 million) is being proposed.
- ❖ In addition, this budget now also provides for the GDI Services Commercial Janitorial Services (1904332) contract for \$91,500 per year for cleaning services at all GLWA-owned pump stations.

Biennial Budget Request by Expense Category

Expense Category	FY 2020 Actual	FY 2021 Adopted Budget	FY 2021 Activity as of 09.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested
2.0 Personnel	\$ 1,969,900	\$ 2,129,600	\$ 474,300	\$ 1,987,500	\$ (142,100)	-6.7%	\$ 1,997,100
4.2 Supplies & Other	592,700	727,900	44,100	714,100	\$ (13,800)	-1.9%	714,800
4.3 Contractual Services	6,609,900	3,330,800	1,060,900	4,486,600	1,155,800	34.7%	4,535,900
Grand Total	\$ 9,172,500	\$ 6,188,300	\$ 1,579,300	\$ 7,188,200	\$ 999,900	16.2%	\$ 7,247,800

Biennial Budget Request by Team

Team	FY 2020 Actual	FY 2021 Adopted Budget	FY 2021 Activity as of 09.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested
Facility Operations	\$ 9,172,500	\$ 6,188,300	\$ 1,579,300	\$ 7,188,200	\$ 999,900	16.2%	\$ 7,247,800
Grand Total	\$ 9,172,500	\$ 6,188,300	\$ 1,579,300	\$ 7,188,200	\$ 999,900	16.2%	\$ 7,247,800

Personnel Budget

Facility Operations personnel consists of 23 positions for FY 2022 and is largely comprised of operations staffing that perform a variety of skilled facility work relative to the operations and maintenance of water and wastewater facilities. The decrease of 2 positions from FY 2020 is due to the transfer of fleet exclusive positions to the Fleet Operations Cost Center.

The following tables provide three alternate views of the staffing plans and budget.

Staffing Plan - The table below presents the number of positions in the plan. Each position has a value of one. The position count does not distinguish between a position that is filled 100% (2,080 hours per year), filled for a number of hours less than 2,080 per year, or one that is vacant.

Staffing Plan – Number of Positions

Team	Prior Year FY 2020 Staffing Plan	Current Year FY 2021 Staffing Plan	FY 2022 Staffing Plan	FY 2023 Staffing Plan	FY 2024 Staffing Plan	FY 2025 Staffing Plan	FY 2026 Staffing Plan
Facility Operations	25.00	23.00	23.00	23.00	23.00	23.00	23.00

Full-time Equivalents - The table below presents “full-time equivalent” (FTE) staffing. FTE is based on the number of hours that the position is filled, or budgeted for, in a given year based upon a standard of 2,080 hours per year. For this budget area, the Staffing Plan and the FTEs are consistent.

Full-time Equivalents

Team	Prior Year FY 2020 FTEs	Current Year FY 2021 FTEs	FY 2022 FTEs	FY 2023 FTEs	FY 2024 FTEs	FY 2025 FTEs	FY 2026 FTEs
Facility Operations	25.00	22.50	22.50	22.50	22.50	22.50	22.50

Personnel Budget - The table below presents the Facility Operations personnel budget which consists of the following expense categories: Salaries & Wages, Overtime and Employee Benefits. The values for the personnel budget are based on the full-time equivalents table above using current pay levels. Wage and benefit adjustments are based on merit increases and are included in the Unallocated Reserve line item for the Central Services Operating Area which is shown in detail in the Operating Financial Plan Introduction section.

Personnel Budget

Team	FY 2021 Adopted Budget	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
Facility Operations	\$ 2,129,600	\$ 1,987,500	\$ 1,997,100	\$ 2,006,600	\$ 2,016,100	\$ 2,025,600

Five Year Financial Plan

Five-Year Financial Plan by Expense Category

Expense Category	FY 2021 Adopted Budget	FY 2021 Activity as of 09.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
2.0 Personnel	\$ 2,129,600	\$ 474,300	\$ 1,987,500	\$ (142,100)	-6.7%	\$ 1,997,100	\$ 2,006,600	\$ 2,016,100	\$ 2,025,600
4.2 Supplies & Other	727,900	44,100	714,100	\$ (13,800)	-1.9%	714,800	714,800	714,800	714,800
4.3 Contractual Services	3,330,800	1,060,900	4,486,600	1,155,800	34.7%	4,535,900	4,584,700	4,634,500	4,685,300
Grand Total	\$ 6,188,300	1,579,300	\$ 7,188,200	\$ 999,900	16.2%	\$ 7,247,800	\$ 7,306,100	\$ 7,365,400	\$ 7,425,700

Five-Year Financial Plan by Team

Expense Category	FY 2021 Adopted Budget	FY 2021 Activity as of 09.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
Facility Operations	\$ 6,188,300	\$ 1,579,300	\$ 7,188,200	\$ 999,900	16.2%	\$ 7,247,800	\$ 7,306,100	\$ 7,365,400	\$ 7,425,700
Grand Total	\$ 6,188,300	1,579,300	\$ 7,188,200	\$ 999,900	16.2%	\$ 7,247,800	\$ 7,306,100	\$ 7,365,400	\$ 7,425,700

Line Item Budget and Financial Plan

The five-year plan with a line item expense budget begins on the next page. The expenses are listed in report order by cost center. Because many of GLWA's initiatives expand multiple years, this planning document provides the information to smooth out expenses over time and/or plan for annual fluctuations.

Cost Center & Expense Category	FY 2020 Actual	FY 2021 Adopted Budget	FY 2021 Activity as of 09.30.2020	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
882421 - Facility Operations	\$ 9,172,500	\$ 6,188,300	\$ 1,579,300	\$ 7,188,200	\$ 7,247,800	\$ 7,306,100	\$ 7,365,400	\$ 7,425,700
2.1 Salaries & Wages	1,436,600	1,597,900	344,000	1,491,700	1,491,700	1,491,700	1,491,700	1,491,700
2.3 Overtime	9,100	20,000	700	20,000	20,000	20,000	20,000	20,000
2.4 Employee Benefits	524,200	511,700	129,600	475,900	485,400	494,900	504,400	513,900
4.2 Supplies & Other	592,700	727,900	44,100	714,100	714,800	714,800	714,800	714,800
Capital Outlay less than \$5,000	49,800	125,000	-	125,000	125,000	125,000	125,000	125,000
Employee Uniform Expense	8,200	10,000	2,000	10,000	10,000	10,000	10,000	10,000
Inspection and Permit Fees	800	2,000	-	2,000	2,000	2,000	2,000	2,000
Memberships, Licenses & Subscriptions	7,000	8,000	-	16,000	16,000	16,000	16,000	16,000
Mileage and Parking	100	500	-	500	500	500	500	500
Office Supplies	8,200	8,000	-	8,000	8,000	8,000	8,000	8,000
Operating Supplies	202,300	231,000	12,800	231,000	231,000	231,000	231,000	231,000
Operating Supplies-Janitorial	3,200	5,000	1,300	5,000	5,000	5,000	5,000	5,000
Rentals-Miscellaneous	89,300	50,000	-	50,000	50,000	50,000	50,000	50,000
Repairs & Maintenance-Buildings & Ground	194,700	279,400	30,900	261,100	261,800	261,800	261,800	261,800
Repairs & Maintenance-Equipment	3,700	-	(2,900)	-	-	-	-	-
Supplies & Other - Covid19	23,300	-	-	-	-	-	-	-
Training and Internal Meetings	900	5,000	-	2,000	2,000	2,000	2,000	2,000
Travel	700	2,500	-	2,500	2,500	2,500	2,500	2,500
Tuition Refund	500	1,500	-	1,000	1,000	1,000	1,000	1,000
4.3 Contractual Services	6,609,900	3,330,800	1,060,900	4,486,600	4,535,900	4,584,700	4,634,500	4,685,300
Contractual Buildings & Grounds Maint	2,302,700	1,227,000	404,700	1,568,500	1,568,500	1,568,500	1,568,500	1,568,500
Contractual Operating Services	2,581,000	2,103,800	656,200	2,918,100	2,967,400	3,016,200	3,066,000	3,116,800
Contractual Services - Covid19	1,726,200	-	-	-	-	-	-	-
Grand Total	\$ 9,172,500	\$ 6,188,300	\$ 1,579,300	\$ 7,188,200	\$ 7,247,800	\$ 7,306,100	\$ 7,365,400	\$ 7,425,700