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MEMORANDUM

TO: Sandra Guryan
FROM: Michael Cronin
DATE: March 27, 2013
RE: Operations Status Report

Charter Maintenance Update

FY13 Budget	\$ 2,617,350
YTD Expenditures	\$ 2,303,131
YTD Encumbrances (set aside)	\$ 306,411
Unencumbered (unspent) Balance	\$ 7,708

The figures above reflect only charter maintenance accounts, and not the entire operations budget which includes salaries, supplies, equipment repair and other miscellaneous items. The charter maintenance budget for FY13 has been increased for special projects with funds from utility and health savings. We are forecasting spending the current balance in additional HVAC costs and will require additional funds to cover emergency expenses between now and the end of the fiscal year.

Each year the Operations Department distributes charter maintenance funding into three groups of approximately \$750,000 each for HVAC, summer projects and the last third for all other repair and maintenance work throughout the school year.

There have been significant investments made in HVAC work including higher than expected preventive maintenance opportunities that were achieved while other repairs were being done at certain buildings. The amount invested in other projects excluding summer projects have included energy efficient lighting, building code mandated repairs and improvements to Day related to the construction project but outside of the construction contract. All vendor accounts are currently being reviewed with the Public Buildings Department to determine if there are any funds currently set aside against contracts which can be liquidated. The current forecast is that close to an additional \$80,000 above the unexpended balance will be required to fund urgent needs in the next four months. Expenditures by category year-to-date as of February 28, 2013 are:

HVAC -	\$ 856,846
Summer Projects -	\$ 811,413
All Other Projects -	\$ 613,995

Status Update on Capital and Other Building Projects

The following list of major capital and building projects is updated monthly. Once projects are completed, they are noted as such and then removed from the list the following month.

PROJECTS	STATUS	CIP YEAR Requested by School Committee
Horace Mann Window Replacement	Pre-bid Meeting to be held March 19, 2013. Bid opening date is March 28, 2013. Construction will begin in summer.	FY11
Bowen School - Masonry Repairs	Repair general envelope cracks, stairs, and ramps. Assessment complete. Work will begin as soon as weather permits.	FY12
Education Center – Masonry Repairs	Public Buildings met with the architect to review the design and prepare for bidding in late April or early May 2013.	FY12
Lincoln-Eliot HVAC distribution system	The low bidder is Enterprise Equipment. Since the bid exceeds budget, the City may potentially seek additional funds. Work is planned for the Summer of 2013.	FY13
Burr HVAC Direct Digital Controls Conversion	The project was awarded on 3/7/13. Work is planned for Summer 2013.	FY13
Bigelow - Life/Safety Upgrades	This project to replace the generator and backup system of exit and emergency lights is in process and will be completed in Spring 2013. Work is done 3:00 – 11:00 pm.	FY12
Burr - Life/Safety Upgrades	This project to replace the generator and backup system of exit and emergency lights is in process and will be completed in Spring 2013. Work is being done during 3:00 – 11:00 pm.	FY12
Electrical Upgrades at Countryside, Franklin, and Memorial-Spaulding	In order to benefit from savings, these upgrades are being bundled with the life safely project at Bigelow and Burr. Completion expected in Spring 2013.	FY12
Peirce – Elevator and Accessibility Upgrades	Complete	FY12
Newton South – Phase 2 Surveillance Cameras	The 63 cameras for Phase II have been installed. and are operational. Re-labeling of camera names for ease of use for search purposes is in process.	Grant/local match

Below are the definitions for the work order statuses.

- New Request: A work order that **has not been assigned** to a repair technician at this time.
- Work In Progress: A work order that **has been approved** by the School Department **and assigned** to a Public Building Department technician or contractor.
- Complete: A work order that **has been assigned to a technician** and the technician has **finished the task**.
- Closed: A **completed** work order that has been transfer billed.

While our shortest month certainly packed some weather that was fierce and somewhat cold, our facilities fared well overall. We continue to enjoy the benefit of preventative maintenance as our reactive repairs decline as you see by the figures below. This is a summary of the HVAC work orders for the month of February in the past three years and a summary from September 1st to February 31st in the past three years.

This shows a steady decline in the number of reactive work orders entered. This can be explained by the number of Capital Projects that have been and the introduction of a building operator to the system.

HVAC Work Orders During February 2011, February 2012, and February 2013			
Type	February 2011	February 2012	February 2013
New Request	0	0	3
Work In Progress	0	0	28
Closed/Complete	86	76	37
Total	86	76	68

HVAC Work Orders September to February for Past Three Years			
Type	September 2010 to February 2011	September 2011 to February 2012	September 2012 to February 2013
New Request	0	0	16
Work In Progress	1	10	13
Closed/Complete	645	552	339
Total	646	562	368

As we start the process of leaving the heating season we will start to identify lingering issues and formulate plans for corrective actions to be done over the summer months.

We are preparing to decommission HVAC equipment at Underwood, Lincoln Eliot, and Burr in conjunction with CIP and ECM programs. We are working with Public Buildings Department to create a reclamation program where serviceable equipment (motors, fan components, pneumatic controls, etc.) are salvaged from decommissioned units, catalogued, and stored for future use in similar applications at our facilities. Implemented appropriately, this will greatly reduce the lag time between diagnosing a repair issue and performing corrective action.

Custodial Overtime Summary Report 7/1/12-2/23/13				
Category	Monthly hours 1/27-2/23/13	FY13 YTD Cumulative hours 7/1/12-2/23/13	FY12 YTD Cumulative hours 7/1/11-3/10/12	YTD Total Overtime Expense
Operations Budget Funded				
Cleaning & Misc.	0.0	483.3	284.50	\$6,386.70
Admin. Work	0.0	0.0	0.00	0.00
Heat/Building Check	71.5	193.5	226.00	7,674.28
Man Out/Coverage	373.5	3,136.5	3,474.00	121,683.46
Moving	0.0	60.0	39.50	2,367.20
Carpentry	0.0	79.0	24.00	3,490.38
Painting	0.0	0.0	29.00	0.00
School Committee	20.5	62.5	70.00	14,440.30
Package	37.5	382.0	446.00	14,226.29
PTO/PTSA	29.0	275.0	327.50	10,468.26
School Event	219.0	1,883.0	1,652.50	72,781.05
TOTAL	751.0	6,554.8	6,573.00	\$253,517.92

Use of School Buildings

We have approved a total of **819** Use of Buildings permits since July 1, 2012. The breakdown of permits by type is:

- A= (School related or PTO)
- B= (City youth groups, municipal, day care & Newton community groups)
- C= (Other users including: business users [Newton and non-Newton] and non-Newton community groups)

Permit Category	FY 13 Total # of USB Permits Approved YTD 7/1/12 to 3/12/13	FY 13 Total Amount Invoiced	FY 13 Total Payments Received	FY 13 Total Amount Due from Permits Approved YTD
A	602	\$9,066.00	\$5,164.00	\$ 3,902.00
B	142	\$ 231,446.52	\$ 187,003.63	\$ 44,442.89
C	75	\$ 275,038.40	\$ 228,324.90	\$ 46,713.50
Total	819	\$515,550.92	\$420,492.53	\$ 95,058.39
Total Amount Due from B and C Permits				\$ 91,156.39

USB Custodial Overtime Summary Report 7/1/12-2/23/13				
Category	Monthly hours 1/27-2/23/13	FY13 YTD Cumulative hours 7/1/12-1/26/13	FY12 YTD Cumulative hours 7/1/11-3/10/12	YTD Total Overtime Expense
School Funded				
High School Athletics	159.5	821.5	676.00	\$30,483.33
Summer School	0.0	213.0	214.00	8,721.97
Subtotal	159.5	1,034.5	890.00	\$39,205.30
User Funded				
Community Schools	289.0	1,607.5	1,821.50	\$60,645.36
Day Care	107.0	346.0	200.00	12,910.24
Elections	0.0	239.5	260.50	9,210.65
Recreation	244.0	1,761.5	2,035.50	71,157.26
Public Building Transfer Bill	21.5	454.5	272.50	17,692.24
Other Paid Permits	342.5	2,580.5	3,104.50	108,978.79
Construction related	0.0	0.0	0.00	0.00
Subtotal	1,004.0	6,989.5	7,694.50	\$280,594.54
TOTAL All USB	1,163.5	8,024.0	8,584.50	\$319,799.84

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