

Campus Recreation Quarterly Financial Review Meeting Notes

Wednesday, December 12, 2012 / 8:00 am – 9:00 am / GSB 122C

Meeting Notes

Attended:

Melissa Rockwell-Hopkins	Sameer Kapileshwari	Kim Clark
Cynthia Ramos	Floyd Robinson	Georgeann Smith
Roger Warner	Pat Sayles	Jerry Bogna
Ray Mosley	Ted Hair	

Quarterly Financials

1. Ted and Georgeann presented FY12 actuals FY13 projections as well as shared model distribution to attendees for review and discussion. No issues or concerns were addressed with the financial spreadsheets presented.
2. FY14 financial planning has begun and Ted stated that initial draft of share model distribution will become available for review and initial draft for vetting by February 2013.

Custodial Pilot Program update:

A 90-day trial period in contracting out weekend custodial coverage has occurred. Ray noted that the pilot has received positive feedback by facilities, staff and stakeholders. Kim mentioned that overall cleanliness is still not at level where it should be, but is acceptable until further resolutions can be made. Kim also noted that some standards are not being met, but this is due to assigned staff and is a performance issue and not an issue regarding the cleaning frequency schedule. Kim and Melissa agreed to meet in the near future to discuss possibly outsourcing all custodial staff for Campus Recreation. Our assumption would be for FY 14. Kim will also review again with Dr. Walker and Floyd – timing will be critical to have this occur by 9/1/13 – a new RFP is needed due to specialization of area.

Locker Room Clean Out for Pest Control:

Kim stated that, in her experience, the request to clean out and remove all items within a locker room and contents within locker room for pest control is not a usual procedure. However, Melissa noted this is only has been requested due to the fact that the locker rooms within Campus Recreation have never received a full pest control treatment. Kim stated that she would consider and if she decides to go forward then would plan for this work to be completed in May 2013.

Discussion of JOC agreement/VFD/Temp Control Project:

Kim inquired as to the status of this energy management control project as she has received information for HVAC/BMS group and inquiring as to when the project can proceed. Sameer's response and recommendation is that it is best to wait at least one more year since the project is underway and to avoid potential impacts and additional work to items/areas already completed. This project should be added to the capital plan. Sameer will follow up with Michael Burriello regarding status of Phase 1 of the project, but did note that an additional FTE within the Utilities group has been dedicated to focus and complete work specific to projects which should shorten the duration of the current project.

ACTION ITEMS:

1. Melissa to schedule meeting for next quarter meeting two weeks before the next financial review for capital meeting update. **Complete**
2. Melissa and Kim to discuss options for contracting out all custodial services within Campus Recreation with Floyd and Dr. Walker and let Melissa /Ray know by 1/9/13 how they want to proceed.
3. Kim to follow up with Sameer/Jerry regarding the possible project in providing full pest control treatment to the locker rooms, which would require a full clean on and removal of items.

4. Cynthia to distribute to attendees as well as post meeting notes including all handouts on the FM website. **Complete**
5. Sameer to follow up with Michael Burriello, Asst. Director for Central Plants & Mechanical regarding the status of Phase 1 for the energy management controls project for Campus Rec. **Complete – Phase 1 is near completion and the Facilities Management HVAC/BMS group are in contact with Joe Woodson and Kim Clark to discuss Phase 2 for the aquatic area.**

NEXT MEETING:

Friday, March 1, 2013 / 10:30am –12:00pm / GSB 122C

Campus Recreation Wellness Center Service Agreement - FINAL

FY 2012

SLA	1st Trimester	2nd Trimester	3rd Trimester	Adjustments	Total	
Elevator	4,301.67	4,301.67	4,301.66		12,905.00	
Solid waste	1,436.00	1,436.00	1,436.00		4,308.00	
Grounds	15,010.00	15,010.00	15,010.00		45,030.00	45,030.00
Pest Control	300.00	300.00	300.00		900.00	
	21,047.67	21,047.67	21,047.66	-	63,143.00	
Level One						
	222,189.33	222,189.33	222,189.34		666,568.00	666568
M&O						
	46,645.00	46,645.00	46,645.00		139,935.00	
Total	289,882.00	289,882.00	289,882.00	-	869,646.00	

Total Amount Paid To Date:	869,646.00
Total Amount Due:	

Utilities - 00730-3048-H0225-I0444-NA (Average Billing based on FY2012 Actual)

CRWC	347,981.16	371,878.36	395,775.56		1,115,635.08
Total Utilities	347,981.16	371,878.36	395,775.56	-	1,115,635.08

Billable Work Orders - Parent WO

FY 2012 Actual				115,205.06	115,205.06
	-	-	-		-
Total	-	-	-	115,205.06	115,205.06
Total Plan Expenditures	637,863.16	661,760.36	685,657.56	115,205.06	2,100,486.14

Campus Recreation Wellness Center Service Agreement - Plan Projections

FY 2013

SLA	1st Trimester	2nd Trimester	3rd Trimester	Adjustments	Total
Elevator	4,301.67	4,301.67	4,301.66		12,905.00
Solid waste	1,436.00	1,436.00	1,436.00		4,308.00
Grounds	14,867.67	14,867.67	14,867.66		44,603.00
Pest Control	1,464.67	1,464.67	1,464.66		4,394.00
	22,070.01	22,070.01	22,069.98	-	66,210.00
Level One					
	222,189.33	222,189.33	222,189.34		666,568.00
M&O					
	46,645.00	46,645.00	46,645.00		139,935.00
Total	290,904.34	290,904.34	290,904.32	-	872,713.00

Total Amount Paid To Date:	
Total Amount Due:	872,713.00

Utilities - 00730-3048-H0225-10444-NA (Average Billing based on FY2012 Actual)

CRWC	347,981.16	371,878.36	395,775.56		1,115,635.08
Total Utilities	347,981.16	371,878.36	395,775.56	-	1,115,635.08

Billable Work Orders - Parent WO

FY 2013 Projection				100,094.00	100,094.00
	-	-	-		-
Total	-	-	-	100,094.00	100,094.00
Total Plan Expenditures	638,885.50	662,782.70	686,679.88	100,094.00	2,088,442.08

Updated:

1/15/2013

Shared Services Campus Recreation Distribution

Position	FY '12 Gross Cost	FY Cost/GSF	FY 13 Projected Cost	FY Projected Cost/GSF
Level One Maint Salary & Benefits	\$198,195	\$0.78	\$198,195	\$0.78
Custodial Salary & Benefits	\$340,368	\$1.34	\$340,368	\$1.34
Facilities Service Center	\$9,671	\$0.04	\$9,671	\$0.04
FM Mgmt Salary & Benefits	\$40,334	\$0.16	\$40,334	\$0.16
Total Salary & Benefits	\$588,568	\$2.31	\$588,568	\$2.31
M&O	\$139,935	\$0.55	\$139,935	\$0.55
Total Level One Service Costs	\$728,503	\$2.86	\$728,503	\$2.86
FSS Management	\$78,000	\$0.31	\$78,000	\$0.31
SLA's				
Elevator	\$12,905	\$0.05	\$12,905	\$0.05
Solid Waste	\$4,308	\$0.02	\$4,308	\$0.02
Pest Control	\$900	\$0.00	\$4,394	\$0.02
Grounds	\$45,030	\$0.18	\$44,603	\$0.18
Total SLA's	\$141,143	\$0.55	\$144,210	\$0.57
Sub Total No Utilities	\$869,646	\$3.42	\$872,713	\$3.43
Utilities	\$1,115,635	\$4.38	\$1,115,635	\$4.38
Billable Reserve/Actual	\$115,205	\$0.45	\$100,094	\$0.39
Sub Total	\$1,230,840	\$4.84	\$1,215,729	\$4.78
Grand Total	\$2,100,486	\$8.26	\$2,088,442	\$8.21
GSF Includes:				
522 CAMPUS RECREATION & WELLNESS CT		253,428		253,428
561 CRWC ANNEX		1,000		1,000
Total GSF		254,428		254,428