

# FY 2015 Budget Request

## 192- Facilities Department





## Tracking of Expenditures

By knowing where budgetary funds are being spent, the Facilities Department will be better prepared in the future for determining the best courses of action to take in regard to town owned properties. As such, moving forward the Facilities Department's expenditures will be tracked in a more comprehensive manner.



# Better Expenditure Tracking will Require Additional Operating Budget Line Items. These Line Items will Include:

- ▶ Software & Licenses
- ▶ Equipment Rental
- ▶ Snow Removal
- ▶ Refuse Disposal
- ▶ Engineering Services
- ▶ Data Processing
- ▶ Contracted Services
- ▶ Small Tools
- ▶ Service Supplies
- ▶ Miscellaneous Expenses
- ▶ Additional Equipment



# Line Item Funding Amounts in the FY 2015 Budget Request

Rather than trying to guestimate the amount of funding that will be needed for each additional operating line item, the distribution of funds within the FY 2015 budget request has been fashioned in a similar manner to prior years. This means that most additional line items are being presented at a zero dollar figure request.

Expenses incurred throughout the fiscal year will be charged against both the existing and additional line item numbers. This will allow for the establishment of a “jumping off point” in regard to the additional line item numbers during the creation of the FY 2016 budget.

# Line Item Funding Calculation

## *52400 - Building Maintenance & Repairs for FY 2015*

- ▶ The Average of the Total General Maintenance and Repair Expenditures for the Past 3 Completed Fiscal Years were Calculated for Each Property.
- ▶ The Projected FY 2015 Recurring Expenses for Each Property were then Subtracted from These Figures.
- ▶ The Resulting Figures Represent the FY 2015 Projected General Maintenance & Repair Expenses for Each Property.



# Capital Equipment Maintenance Article

Barring any major unforeseen incidents, it is expected that there will be approximately \$30,000.00 remaining in the Capital Maintenance Article at the end of FY 2014. This being the case, the Facilities Department would respectfully request a transfer of an additional \$70,000.00 into this account in order to return the balance back to the previously agreed upon \$100,000.00 funding level.



## Aging Major Building Systems

Many of the major systems associated with the various buildings under the care of the Facilities Department are quite old; and therefore reaching the end of their useful lifespan. In order to reduce future costs associated with the maintenance and repair of such systems, the Facilities Department will focus on major system upgrades and replacements.



## Reduction in Contracted Services

In an effort to reduce the amount of money spent on contracted services, the Facilities Department will begin to increase the amount of work that is performed in-house. In order to maximize the benefits associated with this action, additional personnel training may be required in order to broaden skill sets.

# Summary

***Moving Forward, the Facilities Department will:***

- More accurately categorize & track expenditures.
- Replace equipment and building systems that have reached the end of their useful life span, prior to a spike in related maintenance and repair expenses.
- Attempt to reduce costs associated with outside service contractors by using in-house talent, when able to.