



LEMOORE UNION HIGH SCHOOL DISTRICT

5 Powell Ave., Lemoore CA, 93245

To: Lemoore Union High School District Board of Trustees
From: Mark Howard
Date: May 30, 2019
Subject: Comprehensive Facilities Master Plan

Background:

Education Code Section 17014 requires the Board of Education to certify as part of the school district's annual budget process that a plan has been prepared for completing major maintenance, repair, and replacement requirements for state-funded school facilities.

To meet this plan requirement and to ensure that all LUHSD facilities are maintained in good repair, LUHSD has (1) established a School Facilities Inspection System to identify, budget, and schedule maintenance needs; (2) established and maintains a Routine Restricted Maintenance account within the General Fund for ongoing and major maintenance of LUHSD buildings, pursuant to Education Code Section 17070.75 and (3) has established a separate Building Fund to account for all bond project activities.

The District requests that the Board certify that a Comprehensive Facilities Maintenance Plan has been established pursuant to Education Code Section 17014.

Financial Impact:

There is no financial impact.

Recommendation:

Approve the Comprehensive Facilities Maintenance Plan.

LEMOORE UNION HIGH SCHOOL DISTRICT COMPREHENSIVE FACILITIES MAINTENANCE PLAN

1. OVERVIEW

The State School Facility Program (SFP) requires school districts to ensure that State-funded facilities are kept in good repair. In order to ensure that facilities are maintained in good repair, the SFP program requires districts to have a School Facilities Inspection System in place, and also require that funds be budgeted and expended to make necessary repairs.

To meet these requirements, LUHSD has (1) established a School Facilities Inspection System; (2) established and maintains a restricted account (Routine Restricted Maintenance, Resource 8150) within the General Fund for ongoing and major maintenance of LUHSD buildings, pursuant to Education Code Section 17070.75; and (3) has established a separate fund for purposes of accounting for all Capital Projects funded with local General Obligation Bonds (Fund 2100), pursuant to Education Code Section 15146.

LUHSD will identify maintenance concerns through the Facilities Inspection System by utilizing an annual evaluation with the Facility Inspection Tool, will plan and schedule the work using a work order system, and will fund the necessary repairs using a combination of Routine Restricted Maintenance (RRM) funds and Capital Project funds.

The LUHSD shall budget at least the statutory minimum amounts for RRM Projects and shall at least transfer the statutory amount of the unrestricted General Fund revenue into the RRM account.

Unexpended balances in the RRM account shall be carried forward to be spent on maintenance expenditures in future years.

2. ROUTINE RESTRICTED MAINTENANCE EXPENDITURES

The RRM Account shall be used for “maintenance” of LUHSD facilities. The California School Accounting Manual defines maintenance as:

“Activities involved with repairing, restoring, or renovating school property, including grounds, buildings, site improvements, building fixtures, and service systems.”

RRM Account expenditures will be made as allowed by the Office of Public School Construction (OPSC). OPSC has identified four types of maintenance that may be accomplished using RRM Account funds:

1. Breakdown: The emergency maintenance to equipment necessary to continue normal school functions.
2. Operating: Work necessary for a component to function and operate properly (i.e., lubrication, belt replacement, tune up, replacement of lighting ballasts).
3. Preventive: Regularly scheduled maintenance based on life-cycle projection of various components.
4. Overhaul: Periodic major repair or replacement of operating parts and components of equipment.

Education Code Section further defines major maintenance as *“all actions necessary to keep flooring, siding, painting, floor and window coverings, fixtures, cabinets, heating and cooling systems, landscaping, fences, and other items designated by the Governing Board of the school district in good repair.”*

LUHSD will use the RRM funds for expenditures as indicated above.

In addition to the expenditures indicated above, the expenditures listed below are necessary for maintenance of LUHSD facilities, are eligible to be paid from RRM funds, and may be partially charged to the General Fund, Resource 8150 as appropriate.

1. Facilities Department management, technicians and grounds staff
2. Facilities Department office staff
3. Contracted maintenance workers
4. Office supplies necessary for maintenance functions
5. Maintenance supplies (nails, hammers, paint, brushes, wood, pipe)
6. Staff development to keep staff up to date on the latest technology
7. Equipment (vehicles, tools, machine rentals)

3. DEFERRED MAINTENANCE EXPENDITURES

Deferred Maintenance projects include but are not limited to major repair or replacement of building parts and components. Major maintenance for Deferred Maintenance purposes includes asbestos abatement, classroom lighting, electrical, floor covering, HVAC, painting, paving, plumbing, roofing, underground tanks, wall systems, and lead based paint abatement.

The Facilities Department will program these projects that are eligible to be paid from RRM funds or Capitol Project funds as appropriate.

4. BOND PROJECT EXPENDITURES

Bond projects are those projects that voters approved the sale of bonds for specific project purposes. Only authorized projects in compliance with the voter approved documents shall be funded with bond dollars. Projects funded by local bonds adhere to a comprehensive facility master plan approved by the Governing Board.

Local Bond project expenditures shall be paid from the Building Fund and State Bond projects shall be paid from the State School Building Fund.

5. ANNUAL REVIEW AND UPDATING

The Comprehensive Facilities Maintenance Plan will be reviewed annually as part of the annual budget process and will be updated as needed. This plan, including any components or updates, will be available for public review during normal working hours.