



# Long-Range “Home” Repair/Replacement Task Force

Final report to the BUUF Board of Directors

June 16, 2022





# Charge to the Task Force

February, 2022

By July, 2022...

- Develop a list of fixed assets ( $\geq$  \$5,000) in need of periodic maintenance or replacement
- Develop or purchase a computer software tool to manage this list
- Populate the software tool with fixed asset information obtained from shareholders
- Present the populated tool to the Board
- Develop a process for ongoing periodic evaluation of fixed assets and management of needed work
- Provide monthly progress updates to the BUUF Board
- Present recommendations on process, financial planning, and volunteer team or staff to manage the process



# Accomplishments of the Task Force

- ▶ Comprehensive list of fixed assets ( $\geq$  \$5,000) in need of periodic maintenance or replacement was created based on site inspections and input from staff, volunteer teams, and knowledgeable BUUF members.
- ▶ Tool was developed and populated with the list information. (Final Report: Attachment I)
  - ▶ Calculated 2023 prudent reserve for necessary and inevitable future repair/replacement = \$312,000
  - ▶ Current funds designated for repair/replacement = \$ 40,000
  - ▶ Resulting 2023 reserve deficit = \$272,000
- ▶ An annual process was developed for periodic re-evaluation and update of the list and management of the needed work. (Final Report: Attachment II)
- ▶ A specific list of assets in need of attention in the coming fiscal year was developed.
- ▶ A funding recommendation was developed.
- ▶ A recommendation for staffing was developed. (Final Report: Attachment III)



## Recommendation #1:

### Assets in need of attention in fiscal year 2023

- Exterior stucco on North and South wings needs to be pressure washed.
  - Gutters and downspouts need to be installed at all entrances to prevent further erosion of concrete surfaces at these entrances.
  - Parking lots need to be crack filled, sealed, and re-striped.
  - Concrete flatwork at entrances and in courtyard needs repair or replacement.
  - Metal roof of the building requires preventive maintenance to avoid further leaking.
  - Old and overgrown plants at entrances and in front of the building need to be removed and replaced.
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- Total estimated cost \$50,000



## Recommendation #2:

### Establishment of a restricted fund for fixed asset repair/replacement

- Use currently unrestricted funds for this new fund.
- Suggested unrestricted funds commitment in FY 2023...
  - FY 2023 Needed repair/replacement \$ 50,000
  - Commitment for future needs \$150,000
  - Total commitment of unrestricted funds \$200,000
  
- Note: Does not fully cover the current reserve deficit of \$272,000



## Recommendation #3: Annual budget set-aside

- Annually set aside funds in the operating budget of ~\$30,000 to gradually decrease the remaining reserve deficit (\$72,000).
- Funding options for achieving this goal if operating funds are insufficient include
  - Capital campaign
  - Annual auction appeal
  - Obtaining a loan



## Recommendation #4:

Annual process for accomplishing the work of fixed asset repair/replacement

- Ongoing evaluation and update of fixed asset list
  - Budgetary process
  - Work management (scheduling, solicitation of bids, work oversight, purchase approval)
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- Note: Final Report Attachment II



## Recommendation #5:


# Establish and fund a Facilities Coordinator position

- ▶ Assist the Director of Administration in all aspects of facilities management including
  - ▶ Fixed asset repair/replacement process
  - ▶ Indoor facilities custodial and routine asset maintenance coordination
  - ▶ Outdoor facilities routine asset maintenance coordination
  - ▶ Event coordination and facilities calendaring
  - ▶ Volunteer coordination
  
- ▶ Note: Final Report Attachment III





# Why a “Facilities Coordinator” ?

- ▶ Depending on volunteers to reliably commit to long-term project management has become very difficult.
  - ▶ Loss of two staff members has overloaded current staff.
  - ▶ Loss of face-to-face gathering has resulted in loss of member/friend engagement and knowledge of skill set.
  - ▶ Retirement/resignation of Bridge Event Center team has resulted in lack of resources for event planning.
  - ▶ Lack of BUUF community commitment to plan and fund maintenance has contributed to deterioration of our “Home.”
  - ▶ Lists of needs have been generated in the past, but without designated staff and funding, nothing has happened. The absence of dedicated staff and funds will likely lead to this Task Force’s work languishing as well.
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## Recommendation #6:

# Designate a Board member as “Facilities Liaison”

- ▶ BUUF “Home” stewardship must not be overlooked.
- ▶ All activities of importance at BUUF take place at our “Home.”
- ▶ Designation of a “Facilities Liaison” Board member will assure that the entire BUUF community maintains awareness of stewardship needs.