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# Pittsford Schools

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**2018 – 2019 BUDGET WORK SESSION #2**

**Support Services Budget Report**

**February 27, 2018**





# Support Services Overview

- Encompasses the non-instructional operations of the District that fall under the responsibility of the Assistant Superintendent of Finance and Support Services
- 217 full time equivalent professionals dedicated to providing safe, efficient and quality services to the entire district, students and community (General Fund only):
  - Finance (Business Office) & Auditing
  - Operations & Maintenance / Buildings & Grounds / Security
  - Technology Support (Infrastructure)
  - Student Transportation
  - This presentation covers the General Fund only (voter budget), thus Food Service is not included
- The total Support Services budget is approximately \$15 million or 11% of the District's total budget and 20% of District staffing

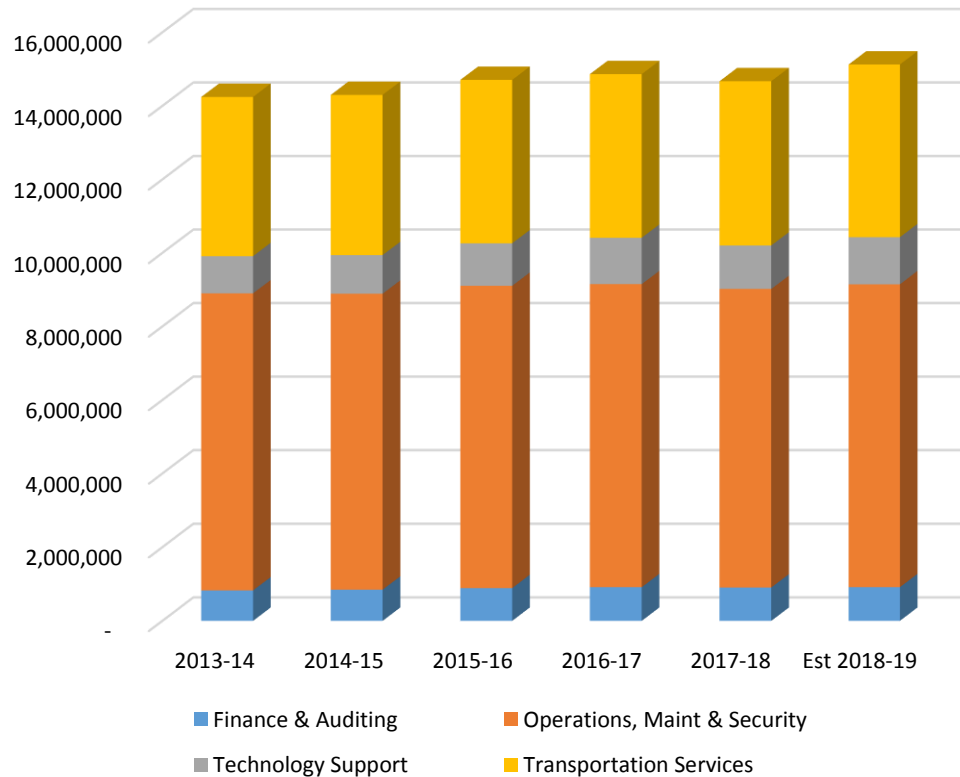


# Support Services Overview

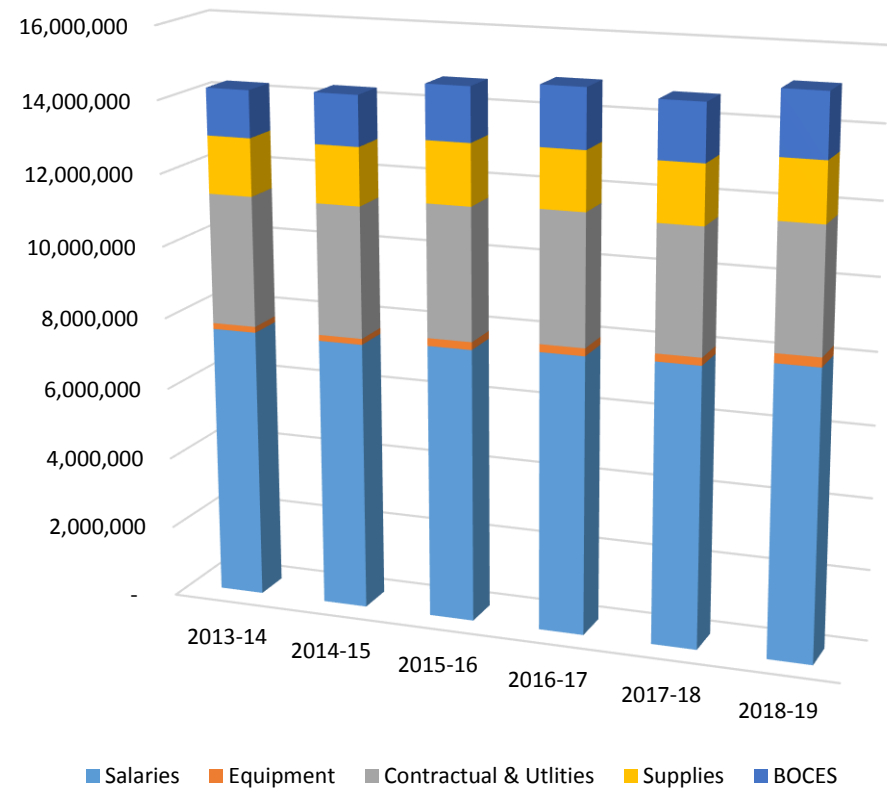
- Support Services is one of the few areas that is responsible for providing services to EVERY department in the District
- Support Services is highly regulated and held accountable by various Local, State and Federal authorities with various reporting requirements, and has high visibility
  - Often has extensive/expensive burdens passed onto it
- Despite the above increased demands
  - Staffing has decreased 5.9 FTEs; -3%
  - Annual budget increases have averaged 1.1% per year
- Support Services, “Do more, do better, do with less”

# Support Services Budget Overview

Total Support Services Budget Trend



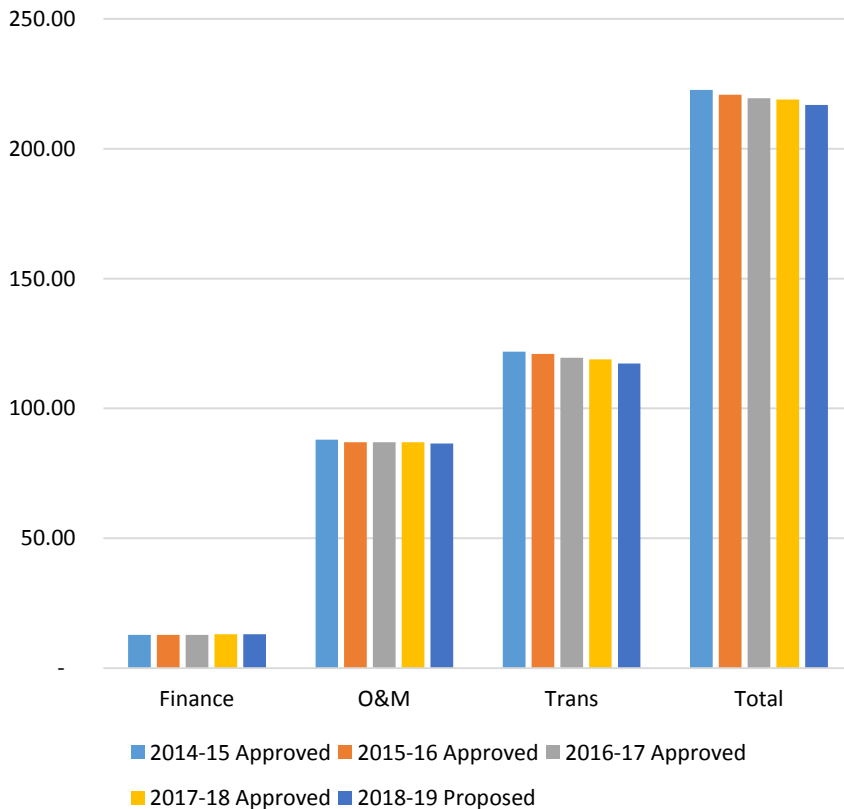
Total Support Services Trend by Object



# Support Services Staffing

## FTE (Full-Time Equivalent)

Support Services Staffing Trend



	Finance	O&M	Trans	Total
2014-15 Approved	12.85	88.00	121.84	222.69
2015-16 Approved	12.85	87.00	121.00	220.85
2016-17 Approved	12.85	87.00	119.54	219.39
2017-18 Approved	13.05	87.00	118.92	218.97
2018-19 Proposed	13.05	86.50	117.28	216.83



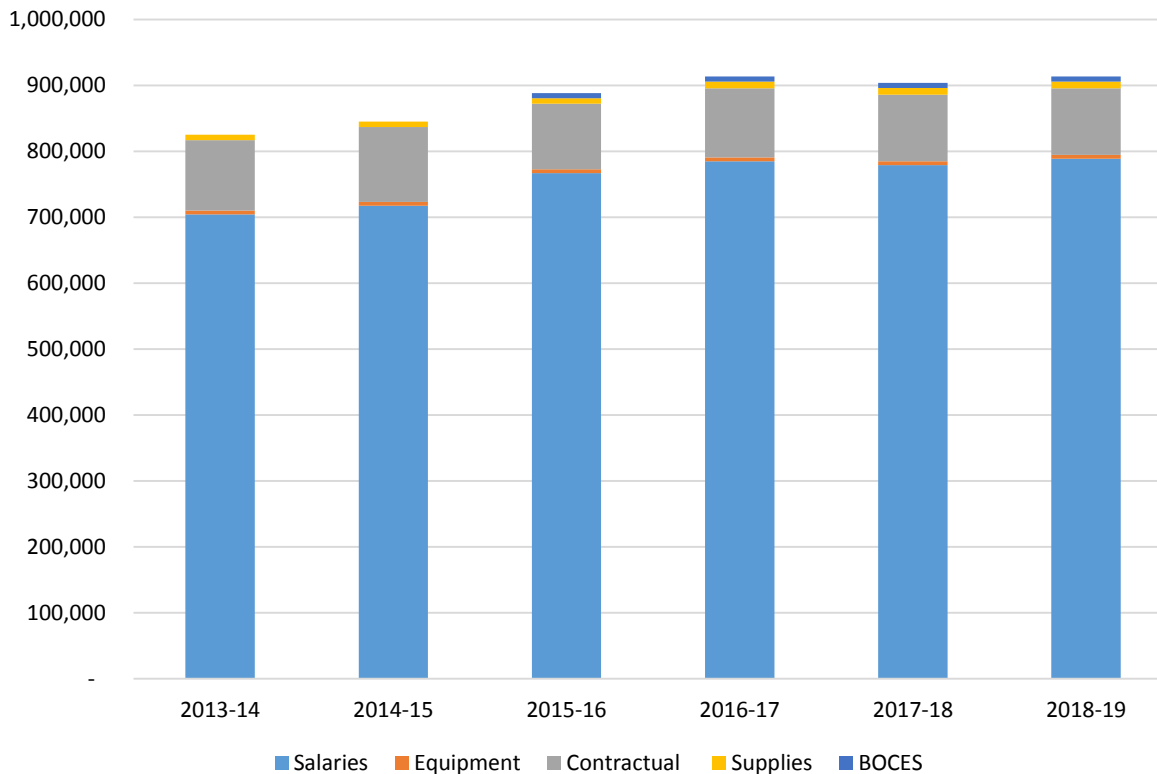
# Finance & Auditing at a Glance

## Responsible for (district wide)

- All accounting and financial reporting for six major funds totaling almost \$180 million
- Purchasing processed 4,200 Purchase Orders and performed 44 competitive bids
- Accounts Payable processed 6,800 disbursements
- Payroll processed 31,000 paychecks for approx. 1,500 employees
  - All Federal, State and Retirement System Reporting
- Benefits oversees health and dental insurance for 994 active and 968 retiree plans
- Internal Claims Auditor reviews all of the above
- Coordinating with the independent Internal and External Auditors and Board Audit Oversight Committee
- Annual Budget preparation for the Superintendent
- Asset Inventory Management
- Risk Management and Insurance
- Financial Planning and Debt Service
- State Aid claims and reconciliation
- State Advocacy
- District representative on the following Governing Boards:
  - Rochester Areas Schools Health Insurance Consortiums ( RASHP I & II)
  - Rochester Areas Schools Worker's Compensation (RASWC)
  - NYS Association of School Business Officials NYSABO – past president and Director
  - New York Schools Insurance Reciprocal (NYSIR) previous Board of Governors
- Year-end accounting and closing of the books
- Fund Balance and Reserve Management
- NYS Office of the Comptroller (OSC) compliance and auditing coordination
- Processing and execution of Tax Warrants, Tax Rate calculation and STAR billing

# Finance & Auditing Budget

Finance & Auditing Budget Trend by Object



- Approved 2017-18 \$904,134
- Proposed 2018-19 \$913,821
  - Increase \$9,687 1.1%
- Average Annual Increase over six years = 2.0%
- Staffing 13 FTE
  - has been stable with increase of .2 FTE in 2017-18 reclassification from Technology (budget neutral)
- Accomplishments:
  - Improvement in Local and NYS Audits
  - Improved efficiencies and reduced costs
  - Enhanced services
- Challenges:
  - Constant increase in mandates and regulations
  - Demands from other departments due to external demands placed on them
  - Property Tax Levy and State Aid limitations
  - Staffing / recruiting
  - District wide new workforce is less financial responsibility conscious



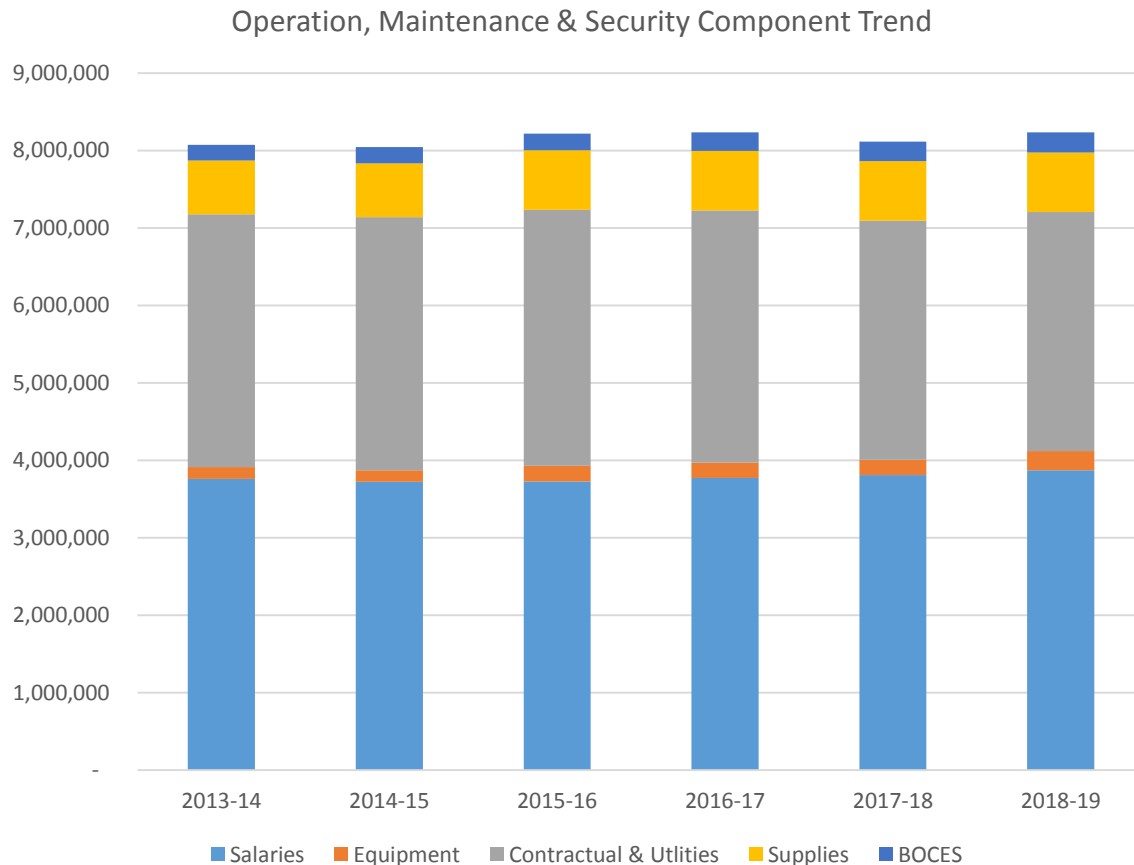
# Operations, Maintenance & Security at a Glance

## Responsible for (district wide)

- Operation and maintenance of all physical buildings, infrastructure, operations, grounds and security
  - 1.35 million square feet
  - 11 buildings, 23 structures
  - 2 large stadiums
  - 3 pools (2 aged)
  - 204 acres of land
  - 50 athletic Fields – heavily used by district and community
  - 11 gymnasiums
  - 28 tennis courts
  - 7 playgrounds
  - 9 auditoriums
- Staff of 85.5 FTE
  - 24.3 Maintenance & Grounds
  - 61.2 Bldg. Custodial & Security
- Provide support for Capital Projects
- Completed more than 3,500 work orders
- Support extensive use of facilities, fields and auditoriums by
  - Athletics
  - External users (Community and Town of Pittsford)
- Minor maintenance & repair projects
  - Parking lot paving project
  - Town/Village/District collaboration projects (shared services)
- Provide support for all departments districtwide



# Operations & Maintenance Budget



- Approved 2017-18 \$8,115,966
- Proposed 2018-19 \$8,233,207
  - Increase \$117,241 1.4%
- Average Annual Increase over six years = 0.4%
- Staffing 86.5 FTE
  - Decrease of 1.5 FTE despite increase in square footage and fields, project and other improvements enhanced efficiencies
- Accomplishments:
  - Capital Project improved security, building environment and utility costs
  - LED lighting project, RG&E rebates, better lighting and lower consumption
  - Digital camera and security initiatives
- Challenges:
  - Utility volatility
  - Keeping up with district and community demand for facilities and fields
  - Risk mitigation
  - Instructional Program changes and related facility needs
  - Facility and equipment planning and replacement schedules
  - Keeping up with safety and security trends



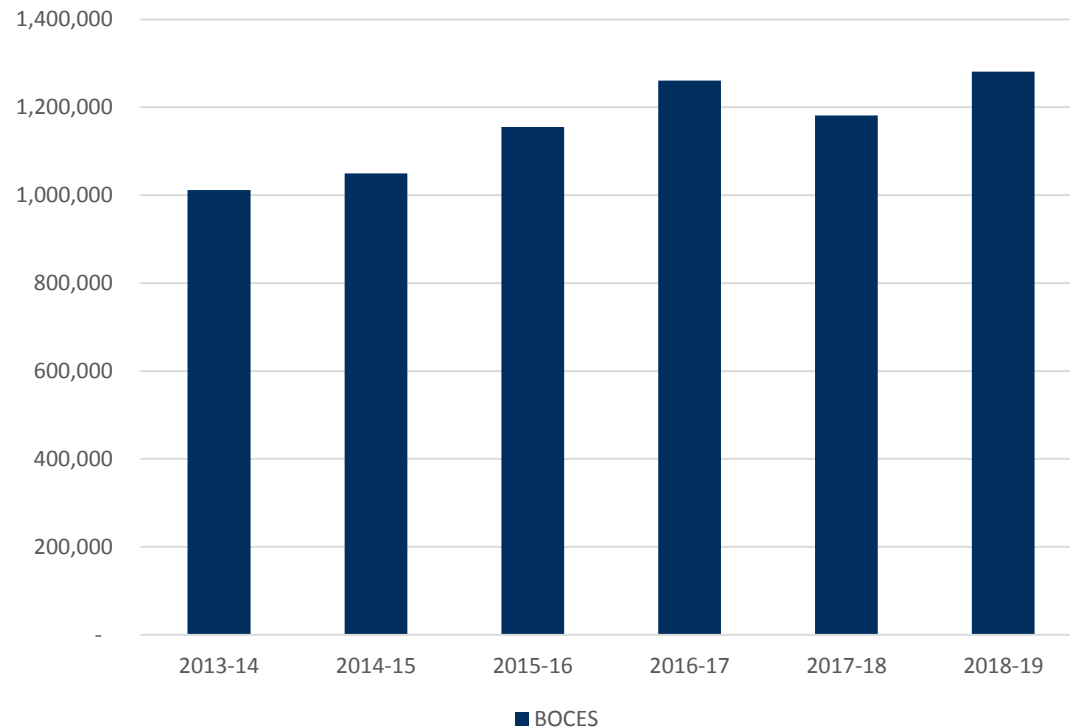
# Admin Technology Support

- Will be covered in more detail by the Chief Information Officer in the Technology presentation on February 27<sup>th</sup>
- Represents the various infrastructure, maintenance, software and services needed to keep the District's technology systems operating
- To minimize local tax impact the District secures services through Monroe #1 BOCES Regional Information System
  - Generates BOCES Aid to offset some costs
  - Participates in cooperative bids with like schools to achieve economies of scale

# Admin Technology Support Budget

- Approved 2017-18 \$1,181,775
- Proposed 2018-19 \$1,281,386
  - Increase \$99,611 8.4%

Technology Component Trend



- Average Annual Increase over six years = 4.8%
- Staffing None, all BOCES Services
  - Reduces benefits and legacy costs
  - Generates offsetting BOCES Aid
- Accomplishments:
  - Economies of scale
  - Cyber Security - ongoing
  - Online testing and scoring
  - BOCES has access to diverse expertise (BOCES & consultants)
- Challenges:
  - Governor proposes to cap BOCES Aid at 2%
  - BOCES sometimes constrains flexibility in hardware/software options

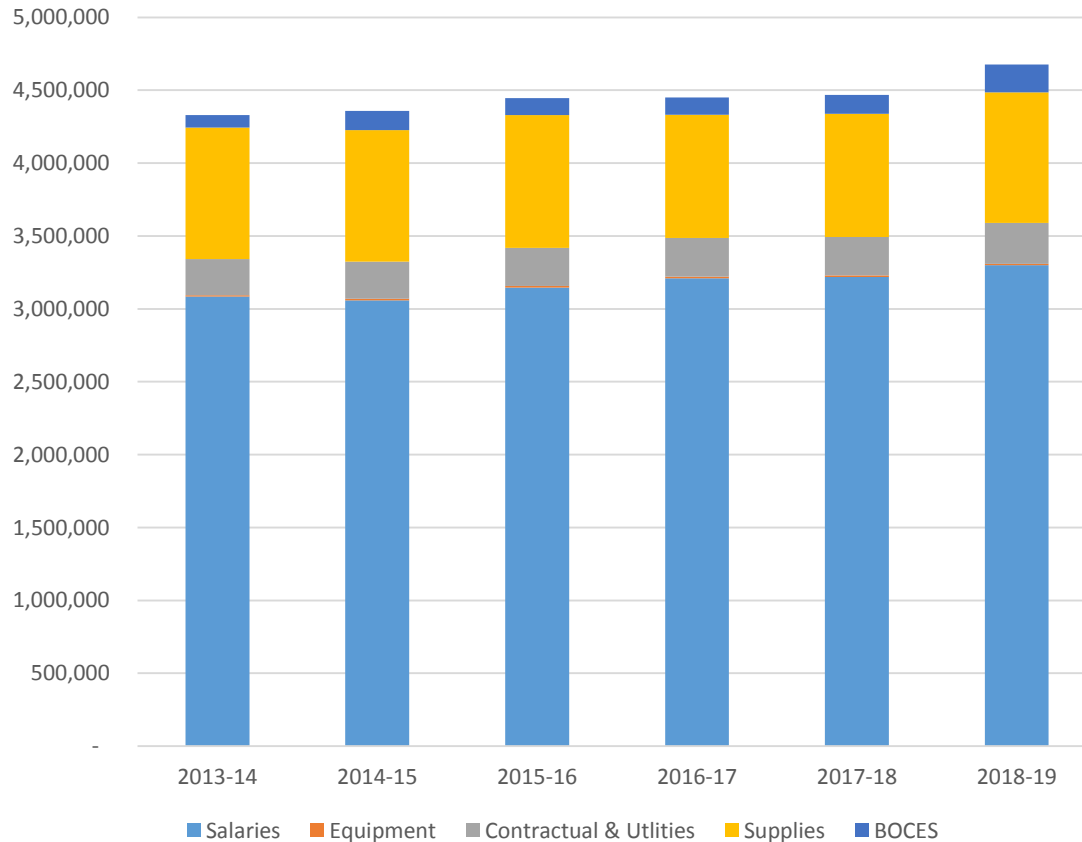


# Transportation at a Glance

- 1.2 million miles traveled annually
- 584 bus routes
- 6,058 students transported
  - To/from PCSD schools
  - Special Needs placements in and out of District
  - BOCES
  - Private and Parochial schools
  - Shuttles
  - Childcare locations
  - Work Study programs
  - Field, extracurricular and interscholastic athletics
- District is 32 square miles
- Density is approx. 184 students per mile
- NYS provides aid to the District of approx. 60% of approved expenses
- Budget facts:
  - Budget \$4.47m; 3% of total General Fund Budget
  - State Aid received \$2.5m
  - Net Local Cost \$1.97m; 2% of the Tax Levy
  - 5 Year Average Annual Budget Increase = 0.8% per year
- It costs \$734 per student per year
- Net Local Cost \$325 per student per year
- The department measures favorably against industry benchmarks, and strives for continuous improvement

# Student Transportation Budget

Transportation Component Trend



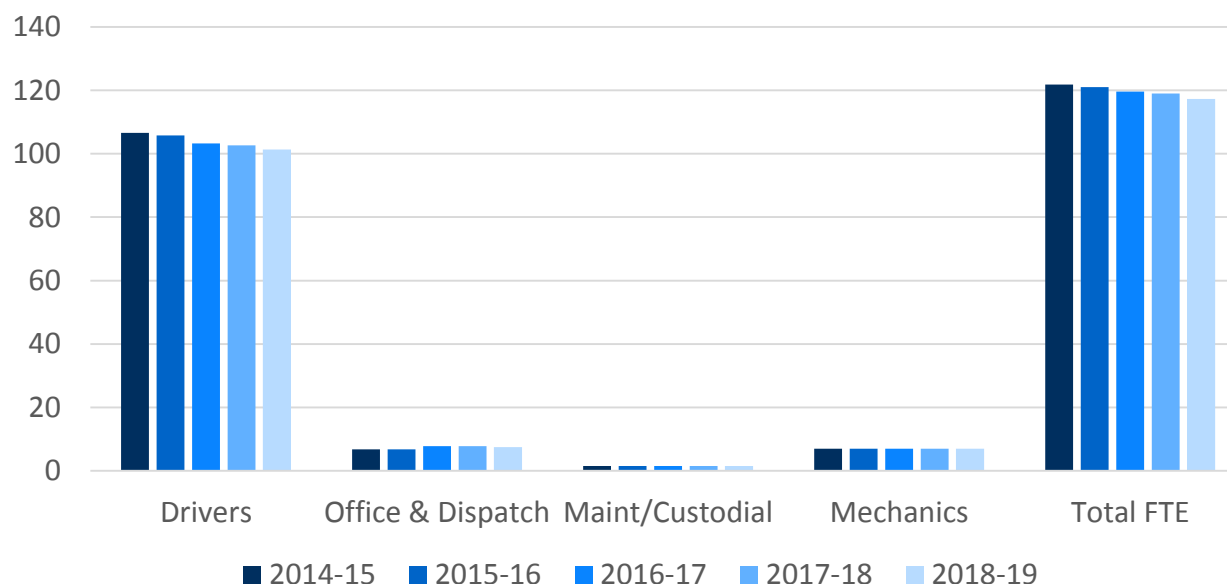
- Approved 2017-18 \$4,468,320
- Proposed 2018-19 \$4,676,202
  - Increase \$207,882 4.7%
- Average Annual Increase over six years = 1.5%
- Staffing 117.3 FTE
  - Decrease of 4.6 FTE despite increase in special transportation and trips
  - BOCES cost increase due to BOCES charges and additional services
  - Fuel prices have increased 23%
- Accomplishments:
  - Pilot of gas buses is proving successful and cost effective
  - Recognized for the highest NYSDOT in-service rating in the State
- Challenges:
  - Recruiting replacement drivers and substitutes
  - Illness / absenteeism
  - Fuel prices are on the rise
  - Special Needs and non-aided trip requests (athletic and field trips)
  - Governor's Budget proposes a 2% cap on Transportation Aid



# Budget History – Drilling Down

## Staffing – Full Time Equivalent (FTE)

	2014-15	2015-16	2016-17	2017-18	2018-19
Drivers	106.58	105.74	103.28	102.66	101.28
Office & Dispatch	6.76	6.76	7.76	7.76	7.5
Maint/Custodial	1.50	1.50	1.50	1.50	1.50
Mechanics	7.00	7.00	7.00	7.00	7.00
<b>Total FTE</b>	<b>121.84</b>	<b>121.00</b>	<b>119.54</b>	<b>118.92</b>	<b>117.28</b>





# Current and Future

## Accomplishments

- NYSDOT In-Service Rating 99.6%
  - NYS Average 94.8%
  - Pittsford is best in NYS
- Low insurance costs due to favorable accident and severity data
- 2017-18 piloted gas buses and are proving less costly to operate, and are favored by drivers and students
- Low cost per seat mile
- We provide enhanced services to our community compared to others
  - Childcare outside of school area
  - Dual residency (two homes)
  - Walk to stop and school distance

## Challenges / Opportunities

- Driver and substitute driver shortage
- Small bus lot and proximity to Mendon Center Elementary
- Increase in field, extracurricular & athletic trips
  - High demand with limited human resources
  - Expenses are ineligible for aid
  - Higher cost less aid = > Net Local Cost
- Fuel price increase 23% this year
- Increase in special trips to multiple locations throughout the day; work study



# Out of District Resource Utilization

	Private & Parochial	Special Needs	Total
# of Students	448	44	492
Locations	17	13	30
Buses Required	37	18	55
Average Students Per Bus	12.1	2.4	8.9

- ***For example*** – on a typical day at 3:00 pm, we transport 448 students to 17 different Private & Parochial Locations on 37 buses
- This does not mean 37 buses are used only for Private Schools
- Due to being out of District it does limit the additional routes/usage these buses & drivers could also be used for



# Pittsford Schools

## Bus Parking Lot/MCE – Traffic Challenge





*Good afternoon Kathy,*

*After raving about one of your teams I was reminded that often kindness and professionalism are not recognized as often as they should by parents, so I wanted to take this opportunity to tell you directly how amazing our son's pm driver and aide are. He is on bus with from !. For a little boy who is riddled with anxiety, the kindness and respect afforded him daily have given him confidence and have provided our family support that is often hard to count on when you have a child that struggles.*

*We are so very grateful,*

**Good morning,**

**I thought I should pass along the positive feedback that I received from all the staff "Private school" regarding our transportation department. ( we had a meeting this morning to discuss the needs of one of our students) They were very impressed and thankful for the time and effort put into making ride to school so positive. Since they work with so many different transportation companies I thought you should know how positive and thankful they are for the level of caring, professionalism, and safety that the Pittsford Transportation Department displays daily!!!**

We received a call from Mrs. the other day. She told us that her husband had been out of town and that she hadn't been able to keep up with the snow in the driveway. She said you saw that she was having difficulty getting the wheelchair down the driveway. She stated that you came back in the evening with a snow blower and cleaned her driveway on your own time.

*I am passing along a nice "thank you" message for our amazing bus driver of bus #*

*One of our neighbors on Thornell Road had to cross the road in front of her driveway this morning while it was icy, slippery and snowing and the bus driver stopped a ways back to make sure she could get across safely. She was so appreciative of the driver's kindness!*



# Bus Purchase Reserve

## Proposition Capital Reserve Fund – Purchase of Buses

- Purchase of nine replacement buses (65 passenger), one wheel chair accessible (30 passenger) bus and two 36 passenger buses per District replacement schedule
- Total Authorized Withdrawal for Purchases \$1,324,047 (less trade-in allowance)
  - Trade-in allowance for twelve buses will reduce total cost **Will not impact the tax levy**
  - Will generate approximately \$820,000 State Aid that will replenish the reserve
  - All buses being replaced are more than ten years old and/or have more than 100,000 miles





## **PROPOSITION – Capital Reserve Fund – Purchase of Buses**

Shall the following resolution be adopted, to wit:

***BE IT RESOLVED***, that the Board of Education of the Pittsford Central School District is hereby authorized to withdraw from the “Capital Reserve Fund – Purchase of Buses” a sum of money not to exceed One Million, Three Hundred Twenty-four Thousand, Forty-seven Dollars (\$1,324,047), less trade-in allowance, to be used for the purchase of nine (9) replacement sixty-five passenger buses, one (1) wheel chair bus and two (2) thirty-six passenger buses and communications equipment used in the operation of such buses. State Aid generated on these purchases will be returned to the Capital Reserve Fund – Purchase of Buses.

***Will not impact the tax levy or the tax rate***





# The Property Tax Cap Certification

The law requires the District to submit to the Comptroller and online certification of the Property Tax Cap calculation as best we can project at this time by March 1<sup>st</sup>. The certification can be amended through mid April should new information come to light or an enacted State budget impact the calculation.

The next two slides provide the Board with another look at the calculation prior to submittal for OSC certification. The calculation has not changed since the last budget work.

# How does the formula work for Pittsford?

Prior Year Levy	\$ 97,875,108	2017-18 Actual - current year
	x	
Times: Tax Base Growth Factor	1.0069	From Comptroller expansion & development
	+	
Add: Prior Year PILOTs	\$ 66,681	2017-18 Actual
	-	
Less: Prior Year Capital Levy	<u>\$ (3,062,691)</u>	Local Portion (Debt Service Less Bldg Aid)
	=	
Equals: Prior Year Adj Levy	\$ 95,554,436	Adjusted to Base for Growth
	x	
Times: Allowable Growth Factor	102%	lesser of CPI or 2%
	-	
Less: Estimated New Year PILOTs	\$ (71,431)	Est from Assessors - May
	+	
Add: Prior Year Carryover	\$ -	If not all cap used (not eligible)
	=	
Equals: TAX LEVY LIMIT	\$ 97,394,094	

# How does the formula work for Pittsford? (continued)

**Equals: TAX LEVY LIMIT**

**\$ 97,394,094**

+

To be filed with Comptroller March 1

**Plus: EXCLUSIONS**

**Court Orders & Judgments**

\$ -

**New Year Capital Levy**

\$ 3,315,932,

Local Portion (Debt Less Bldg Aid) already voter approved

**Pension Growth > 2 pts**

\$ 0

Employee & Teacher Retire System mandated payments

**Add: Total EXCLUSIONS**

**\$ 3,315,932**

=

**Maximum Allowable Tax Levy**

**\$100,710,026**

**\$ 2,834,918**

**2.90%**

Maximum for simple majority vote

Greater would require 60% approval

# Putting it Together

## *Estimated Quick Calc*

— Total Revenue support growth (What do we have to work with?)	\$2,764,967 +2.1%
• State Aid	(\$ 462,918)
• Building Aid (new project)	\$ 270,095
• Misc Other	\$ 122,875
• Tax Levy (at cap) at 2.9%	\$ 2,834,918
— Budget Appropriation Growth	<u>\$3,823,897 +2.9%</u>
• Status Quo plus adjustments	
— <b>Funding Shortage (deficit)</b>	<b>(\$1,058,930)</b>

### Options

- Seek ways to increase revenues
- Continue to pressure Albany for appropriate funding of basic programs and FDK
- Seek Efficiencies and Cost Reductions
- ~~Revisit Property Tax Cap Override (supermajority, 60% voter support required)~~ – **not on the table**





# To Do over next few weeks

- Work with Budget Department Stakeholders and Board inquiry as Stakeholders present their budgets
- Assure labor agreement compliance
- Further enrollment, program and staffing review
- BOCES cost analysis
- State Aid review
- Solidify Tax Cap components
- Continue to work with the District Planning Team on budget & guidelines
- Work with State legislators
- See what an enacted State Budget will provide and update accordingly



# Work Session To Do's

- March 1 – Report required data to Comptroller
- March 12 – Board Work Session (Final)
  - Stay abreast of and implement changes
  - State/federal funding update
  - Additional propositions
- March 15 – District Planning Team (DPT)
- March 26 – Regular BOE Meeting
- April 16 – Board Adopts Superintendent's Budget
- April 19 – District Planning Team (DPT)
- May 7 – Public Budget Hearing
- May 15 – Budget Vote and Board Election