
Office of Public Education Facilities Modernization

www.opefm.dc.gov
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Description	FY 2009 Actual	FY 2010 Approved	FY 2011 Proposed	% Change from FY 2010
Operating Budget	\$41,764,996	\$32,199,258	\$28,193,210	-12.4
FTEs	336.7	269.0	251.8	-6.4

The mission of the Office of Public Education Facilities Modernization (OPEFM) is to support a high-quality education for students enrolled in the District of Columbia Public Schools by rapidly and consistently providing and maintaining safe, healthy, modern and comfortable learning environments.

Summary of Services

The Office of Public Education Facilities Modernization provides two primary services:

- school modernization and construction; and
- school maintenance (excluding cleaning and janitorial services).

The agency's FY 2011 proposed budget is presented in the following tables:

FY 2011 Proposed Gross Funds Operating Budget, by Revenue Type

Table GM0-1 contains the proposed FY 2011 agency budget compared to the FY 2010 approved budget. It also provides FY 2008 and FY 2009 actual expenditures.

Table GM0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
General Fund						
Local Funds	34,981	24,720	28,914	26,743	-2,170	-7.5
Special Purpose Revenue Funds	0	14,412	3,286	1,450	-1,836	-55.9
Total for General Fund	34,981	39,133	32,199	28,193	-4,006	-12.4
Intra-District Funds						
Intra-District Funds	1,900	2,632	0	0	0	N/A
Total for Intra-District Funds	1,900	2,632	0	0	0	N/A
Gross Funds	36,881	41,765	32,199	28,193	-4,006	-12.4

*Percent Change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to Schedule 80, Agency Summary by Revenue Source, in the Operating Appendices located on the Office of the Chief Financial Officer's website.

FY 2011 Proposed Full-Time Equivalents, by Revenue Type

Table GM0-2 contains the proposed FY 2011 FTE level compared to the FY 2010 approved FTE level by revenue type. It also provides FY 2008 and FY 2009 actual data.

Table GM0-2

Appropriated Fund	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
General Fund						
Local Funds	5.0	336.7	264.9	250.8	-14.2	-5.3
Special Purpose Revenue Funds	0.0	0.0	4.1	1.0	-3.1	-75.6
Total for General Fund	5.0	336.7	269.0	251.8	-17.2	-6.4
Total Proposed FTEs	5.0	336.7	269.0	251.8	-17.2	-6.4

FY 2011 Proposed Operating Budget, by Comptroller Source Group

Table GM0-3 contains the proposed FY 2011 budget at the Comptroller Source Group (object class) level compared to the FY 2010 approved budget. It also provides FY 2008 and FY 2009 actual expenditures.

Table GM0-3

(dollars in thousands)

	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
Comptroller Source Group						
11 - Regular Pay - Cont Full Time	20,249	19,729	16,924	16,036	-887	-5.2
12 - Regular Pay - Other	931	310	63	130	68	107.4
13 - Additional Gross Pay	393	3,419	260	275	15	5.8
14 - Fringe Benefits - Current Personnel	4,278	3,921	2,892	3,015	123	4.3
15 - Overtime Pay	2,502	1,319	2,205	475	-1,731	-78.5
Subtotal Personal Services (PS)	28,353	28,698	22,343	19,931	-2,412	-10.8
20 - Supplies and Materials	807	2,189	1,762	1,641	-120	-6.8
30 - Energy, Comm. and Building Rentals	3	30	575	0	-575	-100.0
31 - Telephone, Telegraph, Telegram, Etc.	458	380	381	0	-381	-100.0
32 - Rentals - Land and Structures	210	279	323	323	0	0.0
33 - Janitorial Services	24	32	0	0	0	N/A
34 - Security Services	37	88	135	135	0	0
40 - Other Services and Charges	754	1,325	498	1,212	715	143.6
41 - Contractual Services - Other	5,452	7,056	6,017	4,821	-1,196	-19.9
70 - Equipment and Equipment Rental	783	1,687	166	129	-37	-22.1
Subtotal Nonpersonal Services (NPS)	8,528	13,067	9,856	8,262	-1,594	-16.2
Gross Funds	36,881	41,765	32,199	28,193	-4,006	-12.4

*Percent Change is based on whole dollars.

Division Description

The Office of Public Education Facilities Modernization operates through the following 6 divisions:

Repairs and Maintenance/ NPS - operates the agency's key function to provide for efficient and effective repairs and maintenance of the school buildings and properties.

This division contains the following 2 activities:

- **Repairs and Maintenance/NPS** - provides repair and maintenance of school facilities to optimize performance, maintain the value of the school inventory system, and provide a safe learning environment for the District's students; and
- **Operations and Maintenance Division** - provides activities concerned with keeping the school grounds, buildings, and fixed equipment in their original or efficient condition, either through repairs or replacements during the life expectancy of the component or building.

Realty Office – provides non-appropriated, self-sustaining asset management services to public and private entities, allowing access and utilization of school building and grounds by entering into use agreements, licenses, and lease agreements.

Business Operations/Financial Services – provides the administrative functions of the agency, including construction management, planning, and maintenance operations management.

Environmental Programs Office – manages compliance with the “Healthy Schools Act” and provides monitoring and reporting of the recycling, pest management and energy conservation and environmental programs within the local schools.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Agency Financial Operations – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of District of Columbia is maintained. This division is standard for all agencies using performance-based budgeting.

Division/Program Structure Change

In FY 2011, the agency will convert to division-based budgeting. The proposed division/program structure changes are provided in the Agency Realignment appendix to the proposed budget, which is located at www.cfo.dc.gov on the Annual Operating Budget and Capital Plan page.

FY 2011 Proposed Operating Budget and FTEs, by Division and Activity

Table GM0-4 contains the proposed FY 2011 budget by division and activity compared to the FY 2010 approved budget. It also provides FY 2009 actual data.

Table GM0-4

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010
(1000) Agency Management								
(1010) Personnel	2,662	3,136	319	-2,817	19.8	13.0	3.0	-10.0
(1020) Contracting and Procurement	1,257	0	0	0	0.0	0.0	0.0	0.0
(1080) Communications	0	0	259	259	0.0	0.0	2.0	2.0
(1090) Performance Management	0	0	2,088	2,088	0.0	0.0	5.0	5.0
(1095) Agency Management Other	0	159	0	-159	0.0	2.0	0.0	-2.0
Subtotal (1000) Agency Management Program	3,919	3,295	2,666	-629	19.8	15.0	10.0	-5.0
(3000) Facilities Modernization Support Program								
(3010) Facilities Modernization Support Program	2,632	0	0	0	0.0	0.0	0.0	0.0
Subtotal (3000) Facilities Modernization Support Program	2,632	0	0	0	0.0	0.0	0.0	0.0
(5000) Repairs and Maintenance								
(5010) Repairs and Maintenance	12,941	0	0	0	0.0	0.0	0.0	0.0
(5221) Planning, Design and Construction Division	1,950	354	0	-354	28.5	3.5	0.0	-3.5
Subtotal (5000) Repairs and Maintenance	14,891	354	0	-354	28.5	3.5	0.0	-3.5
(5001) Repairs and Maintenance/NPS								
(5015) Repairs and Maintenance/NPS	5,877	2,892	1,205	-1,687	0.0	0.0	0.0	0.0
(5231) Operations and Maintenance Division	9,209	21,870	21,499	-371	238.4	221.0	214.8	-6.2
(5251) Logistic	4,199	469	0	-469	35.2	1.0	0.0	-1.0
Subtotal (5001) Repairs and Maintenance/NPS	19,285	25,232	22,705	-2,527	273.6	222.0	214.8	-7.2
(5002) Business Operations/Financial Services								
(5095) Business Operations/Financial Services	1,044	1,724	942	-782	14.8	12.5	11.0	-1.5
Subtotal (5002) Business Operations/Financial Services	1,044	1,724	942	-782	14.8	12.5	11.0	-1.5
(6000) Agency OCFO								
(6015) AFO - Other	0	234	130	-104	0.0	0.0	1.0	1.0
(6050) AFO - Budget	0	290	285	-5	0.0	0.0	2.0	2.0
(6055) AFO - Accounting	0	569	447	-123	0.0	0.0	4.0	4.0
Subtotal (6000) Agency OCFO	0	1,094	862	-231	0.0	0.0	7.0	7.0
(7000) Realty Office								
(7010) Realty Office	0	501	485	-16	0.0	7.0	5.0	-2.0
Subtotal (7000) Realty Office	0	501	485	-16	0.0	7.0	5.0	-2.0
(8000) Environmental Programs Office								
(8010) Environmental Programs	0	0	534	534	0.0	0.0	4.0	4.0
Subtotal (8000) Environmental Programs Office	0	0	534	534	0.0	0.0	4.0	4.0

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Table GM0-4 (continued)

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010
(9960) Year End Close								
(9960) Year End Close	-5	0	0	0	0.0	0.0	0.0	0.0
Subtotal (9960) Year End Close	-5	0	0	0	0.0	0.0	0.0	0.0
Total Proposed Operating Budget	41,765	32,199	28,193	-4,006	336.7	269.0	251.8	-17.2

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2011 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2011 Proposed Budget Changes

Inter-Agency Adjustments: The Office of Public Education Facilities Modernization (OPEFM) budget includes technical adjustments in Local and Special Purpose Revenue funds that net to a \$137,000 reduction in Local funds. The agency will also increase its Local funds budget by \$91,000 to fully fund its salary schedule in FY 2011.

Transfers In/Out: OPEFM will transfer facility and telecom fixed costs, with the exception of rent and security, to the new fixed cost agency and the Office of Finance and Resource Management. This results in a \$956,000 savings to OPEFM's Local funds budget.

Cost Savings: Over the past few years, OPEFM has taken many steps to streamline its processes to reduce the need for overtime. In FY 2011, OPEFM will reduce its overtime budget by \$296,000 based on historical expenditures. The agency will also reduce its personal services budget by \$270,000 in Local funds to account for projected salary lapse from vacant positions.

As part of the FY 2011 gap closing, 13 vacant FTEs will be eliminated for a savings of \$738,000. OPEFM will also realign finance and management functions in order to reduce 6.0 FTEs for a savings of \$331,000. By streamlining processes, this position reduction will not have a substantial affect on the agency's service level.

The agency proposes a savings of \$193,000 by extending the equipment replacement schedule, reducing the office supply budget, aligning the fleet budget with Department of Public Works estimates, and reducing funds for in-house Leadership in Energy and Environmental Design (LEED) certification and unnecessary Information Technology licenses. OPEFM currently works with contractors who are LEED certified and will continue to do so in FY 2011. All savings are in Local funds.

In addition, the agency will reduce funding for preventative maintenance on energy systems for Special Purpose Revenue savings of \$170,000. Systems will still be maintained, but not at the manufacturer-recommended level.

Currently, OPEFM collects all lease revenues earned on school properties. In FY 2011, the lease revenues earned on properties maintained exclusively by the Department of Real Estate Services (DRES) will now be deposited into a newly created Special Purpose Revenue fund in DRES's budget. OPEFM's Special Purpose Revenue fund decreases by an additional \$1,413,000 based on new projected revenues for the leases.

Policy Initiatives: The proposed budget includes an increase of \$534,000 in recurring funds to implement the Health Schools Act by creating a new Environmental Program office. The \$534,000 funds 4.0 FTEs and contracts for recycling services.

FY 2010 Approved Budget to FY 2011 Proposed Budget, by Revenue Type

Table GM0-5 itemizes the changes by revenue type between the FY 2010 approved budget and the FY 2011 proposed budget.

Table GM0-5

(dollars in thousands)

	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2010 Approved Budget and FTE		28,914	264.9
Cost Decrease: Align fleet assessment with DPW estimate	Agency Management Program	-29	0.0
Reduce: Extend replacement equipment schedule	Repairs and Maintenance	-46	0.0
Reduce: Reduce overtime budget based on projected expenditures	Repairs and Maintenance	-296	0.0
Cost Increase: Implement Recycling Program	Environmental Program Office	123	0.0
Enhance: Increase to Fund the Healthy Schools Act, as a new Environmental Program	Environmental Program Office	411	4.0
Cost Increase: Adjust funds to fully fund salary Schedule A	Multiple Programs	91	0.0
Cost Increase: Adjust salary and fringe schedule	Multiple Programs	49	0.0
Eliminate: Eliminate vacant positions	Multiple Programs	-738	-13.0
Reduce: Hold salary steps constant	Multiple Programs	-28	0.0
Reduce: Realign financial and management functions	Multiple Programs	-226	-5.0
Reduce: Reduce funds for LEED certification on in-house staff and unnecessary IT licenses	Multiple Programs	-103	0.0
Reduce: Reduce funds for projected salary lapse	Multiple Programs	-270	0.0
Reduce: Reduce office supplies budget	Multiple Programs	-15	0.0
Shift: Move FTEs and funding to capital fund	Multiple Programs	-153	-2.2
Shift: Move FTEs and funding against various programs to align budget with projected needs	Multiple Programs	16	2.1
Transfer Out: Transfer facility (except rent & security) and telecom fixed costs to DRES and OFRM	Multiple Programs	-956	0.0
LOCAL FUNDS: FY 2011 Proposed Budget and FTE		26,743	250.8
SPECIAL PURPOSE REVENUE FUNDS: FY 2010 Approved Budget and FTE		3,286	4.1
Reduce: Reduce funding for maintenance on energy systems	Repairs and Maintenance	-170	0.0
Reduce: Reduce lease revenue expenditures based on anticipated decrease in revenue	Repairs and Maintenance	-1,413	0.0
Shift: Move FTEs and funding to Operations and Maintenance in Local funds	Repairs and Maintenance	-150	-2.0
Reduce: Reduce financial management functions	Agency OCFO	-105	-1.0
Cost Increase: Adjust salary and fringe schedule	Multiple Programs	5	0.0
Reduce: Hold salary steps constant	Multiple Programs	-3	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2011 Proposed Budget and FTE		1,450	1.1
Gross for GM0 - Office of Public Education Facilities Modernization		28,193	251.8

Agency Performance Plan

The agency has the following objectives and performance indicators for its Divisions:

1. Office of the Director

Objective 1: Apply performance benchmarks to assess and monitor personnel capabilities.

Office of the Director

Measure	FY 2008 Actual	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Number of employees whose managers completed evaluation reviews	200	259	259	273	273	273

2. School Construction (Capital Improvement) Division

Objective 1: Modernize existing DCPS schools and facilities and build new DCPS schools and facilities.

School Construction (Capital Improvement) Division

Measure	FY 2008 Actual	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Number of modernization projects underway on time within the project deadlines	18	18	23	18 ²	18	18
Number of modernization projects underway within the budget	18	18	23	18 ³	18	18
Contract dollars spent with Certified Business Enterprises (CBE) (50 percent participation is required by Education Reform Act.	43%	50%	64% ⁴	50%	50%	50%
Number of new SIT formalized for projects scheduled in the next year	18	14	20	8-10 ⁵	8-10	8-10
Number of square feet modernized	810,100	929,829	890,509 ⁶	1,363,000 ⁷	1,377,800	1,602,000

3. Maintenance and Operations Program

Objective 1: Maintain DCPS facilities in a way that extends the life of the building systems, protects capital investments, and ensures healthy, safe and comfortable learning environments for DCPS students.

Maintenance and Operations Program

Measure	FY 2008 Actual	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Number of open work orders	5,100	No Target Est.	5,414	<5,000	<4,900	<4,700
Number of work orders cleared	24,812	17,000	19,830	17,000	15,000	13,000
Average days to complete new work orders	53	No Target Est.	42	25% Improvement compared to prior year	20% Improvement compared to prior year	15% Improvement compared to prior year

Notes:

FY 2008 Note = 53 days; included scheduled and deferred repairs. Excluding scheduled and deferred repairs the average days to complete new work orders (Emergency, High and Routine Priorities) in FY 2008 was 40 days.

FY 2009 Note = 42 days; included scheduled and deferred repairs. Excluding scheduled and deferred repairs the average days to complete new work orders (Emergency, High and Routine Priorities) in FY 2009 was 28 days.

4. Office of Realty

Objective 1: Generate sufficient revenue by maximizing accessibility and utilization of school buildings and grounds by entering into use agreements, licenses and lease agreements.

Office of Realty

Measure ⁹	FY 2008 Actual	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Revenue earned from leasing available space	\$3.9 M	No Target	\$ 3.5 M	\$3.5 M	\$4.0 M	\$4.0 M

5. Business Operations/Financial Services

Objective 1: Provide support services for the School Construction Maintenance and Operations programs

Business Operations/Financial Services

Measure ¹⁰	FY 2008 Actual	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Average time to process a requisition (under \$100K) purchases	22 Days	NA	20 Days	< 7 days	< 6 days	< 5 days

Performance Plan Endnotes:

1. Baseline data and projections are reported as of September 30, 2009
2. The final number (pending on the execution plan) would be determined in consultation with Office of the Deputy Mayor for Education and the Office of the Chancellor.
3. The final number (pending on the execution plan) would be determined in consultation with Office of the Deputy Mayor for Education and the Office of the Chancellor.
4. Overall average - amount awarded by OPEFM
5. The final number (pending on the execution plan) would be determined in consultation with Office of the Deputy Mayor for Education and the Office of the Chancellor.
6. Most modernization projects are delivered at the end of summer, just prior to school opening (August / 4th Qtr).
7. The final number (pending on the execution plan) would be determined in consultation with Office of the Deputy Mayor for Education and the Office of the Chancellor.
8. Baseline data and projections are reported as of September 30, 2009.
9. Baseline data and projections are reported as of September 30, 2009.
10. Baseline data and projections are reported as of September 30, 2009.