

2019-2021 Biennium Internal Budget Proposal Narrative

Division: Business & Financial Affairs

Evaluation Criteria: Proposals will be evaluated on every aspect of this template. It is highly recommended that the narrative portion touch on each area. Proposals forwarded to UPRC by unit leaders will be discussed at UPRC and authors are encouraged to attend so that they may answer questions and provide clarification.

Maintain Purchasing Power and Service Levels

- This is a revised version of a previously submitted budget proposal.
If box is checked please briefly outline any significant changes and/or indicate why it is being resubmitted.

Every day Facilities Management (FM) keeps the University running: we repair equipment, keep the sidewalks clear, clean the buildings, fix electrical problems, and make the classrooms and buildings safe for students, faculty, and staff. This initiative is to ensure that FM can continue to deliver these essential services the University demands and needs.

Statement of Purpose: *(What is the challenge or opportunity being addressed? How does the proposal address this challenge or opportunity? Limit response to 1 page – please link to any existing reports, data, supplemental materials, etc.)*

Every year inflation steals away at Facilities Management ability to keep the lights on, the labs open, and make sure that key equipment like exhaust fans and all other building and infrastructure are operational. The increasing costs of buying these materials to deliver these standard services has a cumulative effect on our ability to deliver them at the same level. The dollars available for buying materials is watered down every year that inflationary adjustments are not applied.

With a facilities goods and services budget of roughly \$1.6M, an inflation rate of 3% per annum equates to \$48,000 for the first year alone. Over a ten-year period, that is almost a half a million dollars, about a 30% loss in purchasing power. That means FM will be able to fix 30% fewer items, leading to more downtime of classrooms, labs, and offices.

Anticipated Outcome(s):

- Regular and adequate funding for inflationary increases in goods and services
- The delivery of facilities services to the University will not decrease

Metrics: *(How will outcomes be measured? Please include current data points and goals. If this proposal will have any impact on the [Overall Metrics](#) included in the university's strategic plan, please indicate which specific ones here.)*

The buying power of the goods and services component of the FM budget is annually adjusted based on the consumer price index as well as the cost of labor.

How does this proposal align with your departmental/divisional strategic priorities? *(Please reference specific items from the recently completed departmental/divisional strategic plan and attach a copy.)*

BFA's mission is to support the University. This proposal supports the BFA Strategic Priority: Continually Improve and Innovate Business Practices and Systems.

How does this proposal support the University Mission and Strategic Objectives? *(Please refer to the [2018-2025 Strategic Plan](#) and indicate which core theme(s) this proposal will help achieve.)*

FM services support all University goals and objectives.

What are the consequences of not funding this proposal?

The only solution is for FM to cut services to the University.

What alternatives were explored?

There is no opportunity to redirect funds in other budget line items.

Which units (departments, colleges, etc.) will be involved?

None

Equipment needed:

None

For major (>\$25k) purchases, please provide the following information.

Item:

N/A

Purpose:

N/A

Cost:

N/A

Anticipated Useful Life:

N/A

Replacement Cost if any:

N/A

Human Resources *(Complete the table below adding additional rows if necessary):*

<i>Position Title</i>	<i>Total Headcount</i>	<i>Total FTE</i>	<i>Salary and Benefits per FTE</i>	<i>Total Cost</i>

Table above should match data on budget spreadsheets submitted with this proposal. Complete the spreadsheet to get salary, benefit, and total cost amounts. Contact your division budget officer with questions.

Operating & Maintenance Costs (include service contracts, installation costs, etc.):

FY20

Dedicated funding and cost of living increase to materials, goods, and services (with a goods and services budget of roughly \$1.6M), 3% inflation adjustment the first year \$48,000

Space Requirements:

What type of space is needed for this proposal? (e.g., private office, lab space, group work/study space, etc.)

N/A

What features must this space have? (e.g., fume hoods, plumbing, 3-phase power, etc.)

N/A

What needs can be accommodated within your existing space?

N/A

How much new space will be required?

N/A