

PROPOSED BUDGET FOR HOMELESS SERVICE CENTER

	OXFORD STREET FY19 BUDGET (9000 sq ft)	ONE FACILITY 200 BED SHELTER (22,500 sq ft)	ONE FACILITY 150 BED SHELTER (17,000 sq ft)	EXPLANATIONS
EXPENDITURES				
Personnel	2,306,881	2,228,376	1,980,259	See personnel detail
Benefits (35%)	663,206	714,864	628,023	
Temporary Help		10,000	10,000	Jesuit Volunteer
Security Guards	140,434	147,456	147,456	Full time FTE were hired to replace contractual services
Travel and Training	4,000	4,000	4,000	Based on FY19 Budget Calculations
Client Supplies	65,950	65,950	49,463	Based on FY19 Budget Calculations (client hygiene & other personal needs plus Narcans)
Client Transportation	10,000	20,000	15,000	Assumes higher cost of Bus and Taxi vouchers due to potential location
Contractual Services	165,602	71,876	69,676	Based on FY19 Budget Calculations (less Preble + increase for larger)
Land/Building Rent	159,162	391,751	300,639	Based on total square footage @\$17.68/sf
Laundry cost	129,200	129,200	96,900	Based on FY19 Budget Calculations (BC laundry cost, plus mats, sheets, towels and blankets)
Utilities	44,988	110,730	84,977	Based on total square footage @\$5/sf
Telephone/Cellular Phone	1,800	1,800	1,800	Based on FY19 Budget Calculations
Maintenance & Repairs	68,946	84,850	65,116	Based on total square footage @\$7.66/sf (plus 50% efficiency saving if new construction)
Minor Equipment/Furniture	3,500	5,000	4,000	(workstations, chairs, ergonomic equipment...)
Copier Lease	2,365	2,365	2,365	Based on FY19 Budget Calculations (One copier lease)
Office Supplies	12,000	12,000	11,000	Based on FY19 Budget Calculations
Food Service Expense		995,533	805,368	See food service cost detail (Barron Center central kitchen)
TOTAL EXPENDITURES	3,778,034	4,995,751	4,276,042	
Start up cost		210,873	198,069	See start up cost detail
Grand Total	3,778,034	5,206,624	4,474,111	

Footnote:

Star up cost breakout

Shuttle Vehicle (12 person Van)	35,000	35,000	
Equipment/Furniture	88,779	75,975	(Metal Detector, Laundry Units, 150 Single Beds, Snow blowers...etc)
Food Service	87,094	87,094	
	210,873	198,069	

PERSONNEL

	<i>FY19 Budget</i> OXFORD STREET			ESTIMATED NEW 200 BED SHELTER			ESTIMATED NEW 150 BED SHELTER		
	FTE	SALARY	COST	FTE	SALARY	COST	FTE	COST	
Director	1	\$64,358	\$64,358	1	\$67,880	\$67,880	1	\$67,880	
Program Coordinator	2	\$55,486	\$110,971	2	\$58,260	\$116,521	2	\$116,521	
Administrative Assistant	1	\$35,038	\$35,038	1	\$36,790	\$36,790	1	\$36,790	
Shelter Attendants	20.9	\$37,419	\$782,050	17	\$39,290	\$667,923	13	\$510,765	
Sr. HSC (Attendant Supervision)	5	\$51,501	\$257,507	5	\$54,076	\$270,382	5	\$270,382	
Sr. HSC (food/volunteer)	0	\$51,501	\$0	1	\$54,076	\$54,076	1	\$54,076	
Human Services Councilors	9	\$43,314	\$389,824	9	\$45,479	\$409,315	7	\$318,356	
Human Service Specialist	1.4	\$40,425	\$56,595	1.5	\$42,446	\$63,669	1.5	\$63,669	
Facilities Manager	0	\$0	\$0	0	\$0	\$0	0	\$0	
Maintenance Worker	3	\$42,445	\$127,335	3	\$44,567	\$133,702	3	\$133,702	
Custodial Worker	2	\$35,598	\$71,195	2	\$37,377	\$74,755	2	\$74,755	
Security	4	\$35,109	\$140,434	4	\$36,864	\$147,456	4	\$147,456	
Overtime			\$128,645			\$50,000		\$50,000	
Per Diems			\$283,363			\$283,363		\$283,363	
TOTAL	49.3		\$2,447,315	46.5		\$2,375,832	40.5	\$2,127,715	
Benefits	35%		\$663,206			\$714,864		\$628,023.16	
TOTAL WITH BENEFITS			\$3,110,521			\$3,090,696		\$2,755,738	

Personnel Assumptions

One facility

Assumes a reduction in shelter attendant positions due to more efficient sightlines, only one building to monitor

Assumes a reduction HSC's for one facility due to a reduction in number of Beds

For one facility assumes a reduction in overtime costs due to less FT shelter attendant staff and less of a concentrated staffing focus on overnight hours.

SRHSC added for food services, the rest of the positions stay the same. Three front line supervisors for our shelter attendants covering 24 hours per day and one grant funded City ESG rapid response staff stay the same, they complete our intakes, necessary data entry and paperwork which will still be needed to satisfy funders

EXPENDITURES ASSUMPTIONS

ONE FACILITY PROPOSAL

Personnel	See Personnel Assumptions on Personnel Worksheet
Benefits	Based on estimated City FY19 Benefits expense of 35%
Temporary Help	One Jesuit Volunteer
Administrative Services	FY19 Budget
Client Supplies	FY19 Budget
Client Transportation	FY19 Budget with increase due to location potentially being further from downtown
Contractual Services	Reduced by \$116,000 (Preble Street Day Room) and increased for services depending on square footage
Land/Building Rent	Oxford Street current price per square foot multiplied by estimated 17,000 new square footage
Supplies	FY19 Budget
Utilities	Based on Oxford Street price per square foot multiplied by estimated square footage
Telephone/Cellular Phones	FY19 Budget
Maintenance & Repairs	Based on Oxford Street price per square foot multiplied by estimated square footage Reduced by 50% due to new facility
Minor Equipment/Furniture	See detailed Start Up cost worksheet

Contractual Services Detail

	FY19 Budget	Estimated One Facility 200 BED	Estimated One Facility 150 BED
Preble Day Room	116,000	0	0
Fire System	5,000	10,000	10,000
Pest Control	4,788	9,576	9,576
Trash	6,100	12,200	10,000
Confidential Destruction	1,000	2,000	2,000
HMIS Fees	3,100	3,100	3,100
Cintas - floor Mats cleaning service	2,500	2,500	2,500
Home Team	25,000	25,000	25,000
Interpreter Services	3,500	3,500	3,500
Auto Expense	4,000	4,000	4,000
CM level reduction	-5,386		
	165,602	71,876	69,676

Assumptions

Preble Street will no longer be needed to provide food

One facility is estimated at almost twice the size of the existing shelter. Contractual services have increased ac
for expenditures related to square footage

Utilities/Rent/Maintenance Calculation

(Based on estimated per square foot cost)

Utilities	Oxford Street	One Facility 200 BED	One Facility 150 BED
Square Feet	9,000	22,152	17,000
Utilities price per square foot	5.00	5.00	5.00
Efficiency Savings %			

Utilities Budget	44,988	110,730	84,977
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**One facility is subject to change based on potential energy efficiencies of new construction*

Rent	Oxford Street	One Facility 200 BED	One Facility 150 BED
Square feet	9,000	22,152	17,000
Rent Price per square foot	17.68	17.68	17.68
Rent Budget	159,162	391,751	300,639

Maintenance and Repairs	Oxford Street	One Facility 200 BED	One Facility 150 BED
Square feet	9,000	22,152	17,000
Rent Price per square foot	7.66	7.66	7.66
50% Reduction due to new building		50%	50%
Rent Budget	68,946	84,850	65,116

EQUIPMENT	QUANTITY	One Facility 150 BED EST COST
COMMERCIAL MICROWAVE	1	\$300.00
COMMERCIAL COFFEE MACHINE	1	
COMMERCIAL TOASTER	1	\$200.00
2 DOOR REACH IN FRIDGE	1	\$3,000.00
DISHES / SILVERWARE / GLASSES		\$2,165.00
ICE MACHINE	1	\$4,000.00
DISHMACHINE	1	\$12,000.00
DISH CADDY	1	\$550.00
TRAY / FLATWARE CART	1	\$1,500.00
HOT SERVING TABLE	1	\$2,515.00
COLD SERVING TABLE	1	\$4,000.00
PREP TABLES	1	\$2,000.00
GENERAL KITCHEN EQUIPMENT		\$40,000.00
DUTY DISH CARTS	1	\$214.00
SHELF STORAGE RACK	4	\$300.00
DOUBLE SINK W ATTACHMENTS	1	\$800.00
HAND WASH SINK	1	\$650.00

ADDITIONAL EQUIPMENT NEEDED FOR BARRON CENTER KITCHEN

EQUIPMENT	EST COST
GAS RANGE	\$3,000.00
CONVECTION OVEN	\$4,000.00
MEAT SLICER	\$2,000.00
FOOD TRANSPORT CARTS	\$2,000.00
PREP TABLES	\$1,900.00

TOTAL EQUIPMENT \$87,094.00

CAPITAL NEEDS

TRUCK WITH LIFT FOR DELIVERY

TOTAL CAPITAL \$0.00

TOTAL START UP FOR FOOD SERVICE \$87,094.00

FOOD COST

\$10.42 PER DAY

Breakfast	\$2.61
Lunch	\$3.13
Dinner	\$4.69
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	\$10.42

Number of guests	150
Days	365

TOTAL FOOD COST \$570,495

ADDITIONAL LABOR NEEDED AT BARRON CENTER

	Total Wages
FOOD SERVICE SUPPORT TEAM WORKERS	4 \$70,142.00
COOKS	2 \$103,838.00

ADDITIONAL LABOR NEEDED FOR FIVE FACILITIES

DRIVERS FOR FIVE FACILITY DELIVERY	2
ADDITIONAL SUPPORT TEAM WORKER	5

TOTAL ADDITIONAL LABOR \$173,980.00
BENEFITS AT 35% \$60,893.00

SUMMARY

EQUIPMENT	\$87,094.00
FOOD	\$570,495.00
LABOR	\$173,980.00
BENEFITS	\$60,893.00
CAPITAL	\$0.00

GRAND TOTAL \$892,462.00

ASSUMPTIONS

Breakfast would be a continental style meal with coffee, juice, milk, cereal, fruit and bagels or muffins
Lunch would be deli style sandwich's salads and soup
Dinner would be a traditional hot meal (same as Barron Center serves their guests for lunch)
For three facilities the Barron Center staff would deliver lunch in the morning and breakfast (for the next morning) and dinner in the afternoon
Either a truck with a lift or loading docks at each facility would be needed for delivery to five facilities

Start Up Costs-One Facility (150 BED)

Metal Detector		\$6,000	Current one is not functioning
6 stackable Laundry Units \$1,930 (avg of cheapest)		\$11,580	8 stackable units at \$1,931 each, so guests can do regular laundry. Will greatly help with hygiene and pest control
			For guest laundry and cleaning rags and sheets
12 client phones @ 10 dollars		\$120	We provide guests with phones to make local calls for jobs and housing
Office and Conference Room Furniture		\$8,082	38 Office chairs at \$164.00 each, 2 conference tables at \$925.00 each
Lockers		\$1,000	To be done in house
12 outdoor tables/chairs		\$8,580	\$715.00 per unit
Dayroom Folding Tables 34 tables		\$6,800	\$200 per table, collapsible for easy storage and maneuverability
Dayroom Folding Chairs 136		\$2,001	136 chairs for a full dining room seating at \$14.71 per chair
2 Chair Racks		\$500	2 racks, each costing \$250
150 Single Beds (bed bug proof)		\$26,813	\$178.75 for each single bed
Shuttle 12 Person van		\$35,000	1 van to operate shuttle services to make sure guests can easily get back into town and to the shelter
3 new computers		\$4,500	3 new computers to furnish office space for community partners
		\$110,975	