

**PROPOSED BUDGET FOR HOMELESS SERVICE CENTER**

OXFORD STREET	ESTIMATED NEW		ESTIMATED	
FY 19 Budget	200 BED SHELTER	200 BED SHELTER	5 FACILITY	5 FACILITY START
		START UP COSTS	(40 BED PER)	UP COSTS

EXPENDITURES					
Personnel	2,306,881	2,053,066		5,384,517	
Benefits (35%)	663,206	640,603		1,839,779	
Temporary Help		10,000		10,000	
Security Guards	140,434	110,592		552,959	
Administrative Services	4,000	4,000		4,000	
Client Supplies	65,950	65,950		65,950	
Client Transportation	10,000	20,000		20,000	
Contractual Services	165,602	71,876		122,540	
Land/Building Rent	159,162	391,751		486,328	
Supplies (Computers, Defib, etc.)	129,200	129,200		129,200	
Utilities	44,988	110,730		137,500	
Telephone/Cellular Phone	1,800	1,800		3,600	
Maintenance & Repairs	68,946	84,850		210,668	
Minor Equipment/Furniture	3,500	0	88,779	15,000	206,365
Copier Lease	2,365	2,365		11,825	
Office Supplies	12,000	12,000		12,000	
Vehicle			35,000		35,000
Food Service Expense		995,533	87,094	1,216,663	232,210
TOTAL EXPENDITURES	3,778,034	4,704,315	210,873	10,222,530	473,575

See personnel detail

Jesuit Volunteer

Full time FTE were hired to replace contractual services

FY19 Budget

FY19 Budget

Assumes higher cost of transportation due to location(s)

FY19 Budget (less Preble + increase for larger or 5 facilities)

One facility includes 22,152 square feet @\$17.68/sf

Five facility includes four 5,000 sf and one 7,500 sf at \$17.68/sf

FY19 Budget

Based on price per square foot

Increased due to multiple facilities

Based on price per square foot (reduced for one facility being a new building)

Included in Start up (small additional amount for replacement for 5 facilities)

One per facility

FY19 Budget

# PERSONNEL

	FY19 Budget OXFORD STREET			ESTIMATED NEW 200 BED SHELTER			ESTIMATED 5 FACILITY		
	FTE	SALARY	COST	FTE	SALARY	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	3		\$174,781
Administrative Assistant	1	\$35,038	\$35,038	1	\$36,790	\$36,790	2.5		\$91,975
Shelter Attendants	20.9	\$37,419	\$782,050	16	\$39,290	\$628,633	60		\$2,357,376
Sr. HSC (Attendant Supervision)	5	\$51,501	\$257,507	5	\$54,076	\$270,382	20		\$1,081,529
Human Services Councilors	9	\$43,314	\$389,824	9	\$45,479	\$409,315	12		\$545,754
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	2	\$44,567	\$89,135	3		\$133,702
Custodial Worker	2	\$35,598	\$71,195	1	\$37,377	\$37,377	5		\$186,887
Security	4	\$35,109	\$140,434	3	\$36,864	\$110,592	15		\$552,959
Overtime			\$128,645			\$50,000			\$128,645
Per Diems			\$283,363			\$283,363			\$552,320
<b>TOTAL</b>	<b>49.3</b>		<b>\$2,447,315</b>	<b>41.5</b>		<b>\$2,163,658</b>	<b>123</b>		<b>\$5,937,476</b>
Benefits	35%		\$663,206			\$640,603			\$1,839,779
<b>TOTAL WITH BENEFITS</b>			<b>\$3,110,521</b>			<b>\$2,804,261</b>			<b>\$7,777,255</b>

## Personnel Assumptions

### One facility

Assumes a reduction in shelter attendant positions due to more efficient sightlines, only one building to monitor  
HSC's stay the same for one facility due to importance of housing, connections to resources, as well as making sure we meet our MSHA benchmarks and paperwork  
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 positions stay the same. Three front line supervisors for our shelter attendants covering 24 hours per day and one grant funded City ESG rapid rehousing staff person  
HSS staff stay the same, they complete our intakes, necessary data entry and paperwork which will still be needed to satisfy funders

### Five facility

A 5 Facility shelter would house 40 people per facility.  
1 Director for overall shelter supervision and community initiatives  
1 additional operations coordinator for supervision at all sites  
1.5 additional administrative assistants to meet bookkeeping and filing needs at all sites  
12 attendants per site to ensure adequate coverage (two attendants per floor for 24 hours per day)  
Additional front line supervision for direct supervision 24 hours a day across sites  
2 HSC's per site for housing and follow up services  
Intake coordinator at central location (1/2 time on weekends)  
1 custodian at each location  
3 security staff per site to ensure weekend coverage  
Per Diems - (2/12 hour shifts per day\*365\*12.61( per site)  
For five facility overtime was increased back to current budget. Per Diems were increased due to multiple locations  
Assumes "open concept" for all five facilities

**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 22,152 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

**EXPENDITURES ASSUMPTIONS****FIVE FACILITIES 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 locations potentially being further from downtown
Contractual Services	Reduced by \$116,000 (Preble Street Day Room) All FY19 budgets for Fire/Pest/Trash/Conf. Destruction multiplied by 5 for multi facility scenario
Land/Building rent	A five facility proposal was budgeted using the current price per square foot for Oxford Street multiplied by 27,500 square feet (four 5,000 and one 7,500)
Supplies	FY19 Budget
Utilities	Based on Oxford Street utilities price per square foot multiplied by estimated square footage
Telephone/Cellular Phones	Additional phones needed due to multiple locations
Maintenance & Repairs	Based on Oxford Street Maintenance price per square foot multiplied by estimated square footage Assumes five older buildings that could require additional maintenance costs
Minor Equipment/Furniture	See detailed Start Up cost worksheet
Vehicle	Added due to multiple locations



**Start Up Costs-One Facility**

Metal Detector		\$6,000	Current one is not functioning
8 stackable Laundry Units \$1,930 (avg of cheapes	\$15,446		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
200 Single Beds (bed bug proof)		\$35,750	\$375.50 for each single bed
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
		\$123,779	

## Utilities/Rent/Maintenance Calculation

### Utilities

(Based on estimated per square foot cost)

	Oxford Street	One Facility	Five Facilities
Square Feet	9,000	22,152	27,500
Utilities price per square foot	5.00	5.00	5.00
<b>Utilities Budget</b>	<b>44,988</b>	<b>110,730</b>	<b>137,500</b> <i>*One facility is subject to change based on potential energy efficiencies of new construction</i>

### Rent

<b>FY19 Budget Oxford Street</b>	<b>159,162</b>
Square feet	9,000
Rent Price per square foot	17.68

**Total One Facility @22,152 sf** **391,751**

4 facilities @ 5000sf	353,693
1 facility @ 7,500sf	132,635

**Total Five Facility** **486,328**

### Maintenance and Repairs

<b>FY19 Budget</b>	<b>68,946</b>
Square feet	9,000
Maintenance Price per square foot	7.66

<b>Maintenance &amp; Repairs</b>	22,152	27,500
	169,699	
Reduced 50% due to new building	<b>84,850</b>	<b>210,668</b>

EQUIPMENT	One Facility		Five Facilities		NOTES
	QUANTITY	EST COST	QUANTITY	EST COST	
COMMERCIAL MICROWAVE	1	\$300.00	5	\$1,500.00	
COMMERCIAL COFFEE MACHINE	1				Free with coffee purchase
COMMERCIAL TOASTER	1	\$200.00	5	\$1,000.00	
2 DOOR REACH IN FRIDGE	1	\$3,000.00	5	\$15,000.00	Same size for five facilities (meal storage)
DISHES / SILVERWARE / GLASSES		\$2,165.00		\$2,165.00	
ICE MACHINE	1	\$4,000.00	5	\$15,000.00	Smaller units for 5 facilities @(\$3,000)
DISHMACHINE	1	\$12,000.00	5	\$30,000.00	Smaller units for 5 facilities @(\$6,000)
DISH CADDY	1	\$550.00	5	\$2,750.00	
TRAY / FLATWARE CART	1	\$1,500.00	5	\$7,500.00	
HOT SERVING TABLE	1	\$2,515.00	5	\$12,575.00	Temper Glass Panel
COLD SERVING TABLE	1	\$4,000.00	5	\$20,000.00	
PREP TABLES	1	\$2,000.00	5	\$10,000.00	Storage on Bottom
GENERAL KITCHEN EQUIPMENT		\$40,000.00		\$50,000.00	Additional cleaning supplies, cambros, hotel pans, trays, serving utensils, paper products
DUTY DISH CARTS	1	\$214.00	5	\$1,070.00	
SHELF STORAGE RACK	4	\$300.00	5	\$1,500.00	
DOUBLE SINK W ATTACHMENTS	1	\$800.00	5	\$4,000.00	
HAND WASH SINK	1	\$650.00	5	\$3,250.00	With Soap Dispenser

**ADDITIONAL EQUIPMENT NEEDED FOR BARRON CENTER KITCHEN**

EQUIPMENT	EST COST	NOTES
GAS RANGE	\$3,000.00	\$3,000.00 6 Burners/2 bottom Ovens
CONVECTION OVEN	\$4,000.00	\$4,000.00
MEAT SLICER	\$2,000.00	\$2,000.00
FOOD TRANSPORT CARTS	\$2,000.00	\$2,000.00
PREP TABLES	\$1,900.00	\$1,900.00

**TOTAL EQUIPMENT \$87,094.00 \$190,210.00**

**CAPITAL NEEDS**

TRUCK WITH LIFT FOR DELIVERY \$42,000.00

**TOTAL CAPITAL \$0.00 \$42,000.00**

**TOTAL START UP FOR FOOD SERVICE \$87,094.00 \$232,210.00**

**FOOD COST**

\$10.42 PER DAY

Breakfast	\$2.61
Lunch	\$3.13
Dinner	\$4.69
	<hr/>
	\$10.42

Number of guests 200  
Days 365

**TOTAL FOOD COST \$760,660 \$760,660**

**ADDITIONAL LABOR NEEDED AT BARRON CENTER**

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

**ADDITIONAL LABOR NEEDED FOR FIVE FACILITIES**

DRIVERS FOR FIVE FACILITY DELIVERY 2 \$46,800.00  
ADDITIONAL SUPPORT TEAM WORKER 5 \$117,000.00

**TOTAL ADDITIONAL LABOR \$173,980.00 \$337,780.00**  
**BENEFITS AT 35% \$60,893.00 \$118,223.00**

**SUMMARY**

EQUIPMENT	\$87,094.00	\$190,210.00
FOOD	\$760,660.00	\$760,660.00
LABOR	\$173,980.00	\$337,780.00
BENEFITS	\$60,893.00	\$118,223.00
CAPITAL	\$0.00	\$42,000.00

**GRAND TOTAL \$1,082,627.00 \$1,448,873.00**

**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 five 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

**Contractual Services Detail**

	FY19 Budget	Estimated New One Facility	Estimated Five Facility
Preble Day Room	116,000	0	0
Fire System	5,000	10,000	25,000
Pest Control	4,788	9,576	23,940
Trash	6,100	12,200	30,500
Confidential Destruction	1,000	2,000	5,000
HMIS Fees	3,100	3,100	3,100
Cintas Mat Rental	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	122,540

**Assumptions**

Preble Street will no longer be needed to provide food

One facility is estimated at over twice the size of the existing shelter. Contractual services have been doubled for expenditures related to square footage

Five facilities will result in services necessary in all five facilities at five times the expense