



**PROSPECT HEIGHTS DISTRICT 23
FINANCE & BUILDINGS AND SITES COMMITTEES
ACTION ITEM**

Date: January 3, 2022
Title: Recommendation for Repairs & Improvements - Grodsky Basement
Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

BACKGROUND INFORMATION

As discussed at our last Buildings and Sites Committee Meeting, for the past several years, we have been “living with” conditions in the lower level of the Grodsky Administration Building. The current basement environment is poorly organized and has been “improved and made to work” for a number of years with home-made workstations, storage units and even false walls that have been erected to create a division of rooms.

The basement area serves as the main office, storage and work area for the maintenance/operations staff. It also offers a dedicated technology storage area, curriculum and student services materials storage and also serves as the sole “District archive”, housing all permanent student records and employee and District records for at least seven years, in accordance with the records disposal guidelines, issued by the State of Illinois.

Unfortunately, the current basement also has recurrent seepage issues and is often damp. The HVAC system is inadequate and does not provide any opportunity for climate controlled workspaces, storage or records retention. Doors and windows are inefficient, broken and in some instances, missing, along with much of the ceiling.

The desire to update the basement has been deferred for several years. However, the pressing need to address the seepage and HVAC system, also presents us with an opportunity to finally update the lower level to a fully functional space that will serve the District well for many, many years to come.

Administration continues to work with Arcon to develop a plan for implementation that can be split over two fiscal years, but over one construction season. Ideally, work would take place over the 2022 summer and early fall. While total projected costs are right around \$230,000, estimates for the moisture mitigation and HVAC alone are in excess of \$100,000 of the total amount.

In analyzing the total project and looking to split the work into multiple phases we likely would see increases of 4% in labor and materials each subsequent phase. It would cost the District

significantly more both in money and inconvenience to the staff that utilizes the area, to stretch the project out over several years.

BUDGETARY IMPACT

At the midpoint of the fiscal year, we have a solid sense of what some of our unexpended funds will look like at year end. In looking at both our budgeted contingency accounts as well as budgeted accounts that will most likely remain unspent, we will realize a surplus of approximately \$286,557.

Summary of 2021 Unexpended Funds			
FY2022 Budgeted Contingency Accounts - Summary			
Account Name	Account No.	Original Balance	Amount Remaining
Fund 10 - General Contingency	6000.000.01.0000	\$104,000.00	\$104,000.00
Fund 10 - First Grade (Staffing) Contingency	1110.110.05.5050	\$50,000.00	\$50,000.00
Tech. Contingency	2225.450.01.0000	\$10,000.00	\$10,000.00
FY2022 Budgeted Expenditures - Anticipated Year End Surplus			
HVAC Legal	2369.318.01.1111	\$100,000.00	\$72,557.00
Prescription Benefit	2520.224.01.0000	\$20,000.00	\$20,000.00
Food Service Equipment	(Fund 10 & 20)	\$30,000.00	\$30,000.00
SUMMARY TOTAL		\$314,000.00	\$286,557.00

It’s important to note, this summary DOES NOT include any funds from the Capital Projects Fund (Fund 60). The funds from the HVAC Settlement have been deposited directly into Fund 60, with the intention of using those dollars for remaining HVAC retrofit work at MacArthur. Phase I has been scheduled for this summer and Phase II will take place next summer. Bond proceeds were originally budgeted to pay for the HVAC work, however, with the receipt of the settlement, those bond proceeds may be used elsewhere as needed. Should the Board decide to allocate existing Fund 60 dollars and not impact the Fund 10 contingency accounts, that can be done as well.

RECOMMENDATION:

Administration is requesting approval to proceed with the Proposed Project Schedule and Bid Process for improvements to be made to the lower level of the Grodsky Administration Building as proposed in the attached documents.