

## Facilities Report for 2024

1-15-2025

The volunteer position of Facilities Chairperson allows our Junior Warden to concentrate on the Ministry and allows a concentrated effort by one person to take a comprehensive look at facility needs and remove that burden from the Parish Administrator.

Building expenses for 2024 ended at \$86,592.27, just over (.0086%) the authorized budget of \$85,850. This did not include vestry authorized Capital Campaign expenses for major expense items (see Capital Campaign report).

This was achieved by continuing to negotiate major vendor contracts with Thomas Hoffmann (HVAC service/maintenance), Tech Electronics (fire alarm system), DNA Lawn Care (lawn mowing), A&M Lawn Care (snow removal), Cintas (safety equipment inspections), and Schaeffer Electric (electric service). Julia's Catering has continued to help offset some of the kitchen expenses as she has in past years.

The proposed Building budget submitted for 2025 is \$91,500. Anticipated vendor expenses, insurance increase, service charge increases and building needs have all been taken into consideration. This does not include any capital assets or major expense consideration that would be included in the Capital Campaign. Annual expenses fell in these ranges: Building 18.5%, Grounds 5.5%, Insurance 46%, and Utilities 30%.

Our facility is aging and requires concentrated planning and scheduling of major projects. For the Capital Campaign an updated ongoing 5-year projected facility plan with estimated itemized expenses is being prepared. This includes major identified projects not yet approved or committed and the estimated cost. These are: HVAC system over the Kitchen and Columbarium Expansion (\$26,003).

Thanks to all those who participated in the fall service day for ground maintenance, and to those who continue to donate time and labor throughout the year. Rick's ACE Hardware (Town and Country) continued to donate landscape material.

We continued to offer the community newspaper and magazine recycling (a non-revenue service). Royal Oak Recycling has provided this opportunity. Please continue to discard only those materials that are acceptable (flat cardboard is okay, Styrofoam is not).

I would like to thank:

- Janet Theiss as she continues to be a significant help with all the details involved with negotiations, operations, and accountability.
- Our Sextant, Tom Warrington, for his work throughout the year. His support of the facility has been invaluable in keeping us in good shape for weekly activities and weekend services.
- C.A.R.E. Janitorial Service, LLC. for the weekly upkeep of the facility.
- Steve Brunkhorst and others for help in daily inspections of the facility. Also, for his leadership of the Capital Campaign and being instrumental in the accomplishment of numerous large capital projects.
- Julia Krelo for keeping us informed of the state of the kitchen. Our kitchen continues to be used on a weekly basis by our contract with Julia's Catering.
- Metro West Fire Protection and Ellisville Police for their quick response to alarms and issues this year.
- Ballwin Vacuum for repairs, replacement, and discounts on our many systems.

I would close by asking all those using the facility to please check to see the doors lock behind you, lights are turned off, that there is no running water, and thermostats are at program settings when departing.

Respectfully, Lincoln Drake, Facility Chairperson