



St. Alban's

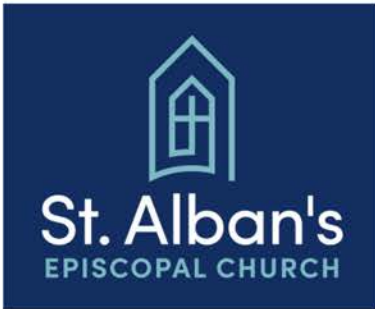
EPISCOPAL CHURCH

Building and Grounds Committee

Updates & Progress May 2022–October 2023



Report Delivered October 15, 2023



Introduction

St. Alban's Buildings & Grounds Committee is pleased to present this update on progress made from May 2022-July 2023. We've organized this report by fiscal year, picking up from our last update:

- **2022:** May 2022-December 2022
- **2023:** January 2023-October 2023

The work has been funded from three core sources, which will also be identified throughout this report and include:

- **Capital Campaign Funds** (*pledges paid as part of our three-year capital campaign which runs through 2024*)
- **Diocesan Grants** (*special project grants received from the Episcopal Diocese of Texas*)
- **Maintenance Funds** (*allocated from our annual budget which is funded by our stewardship pledges*)

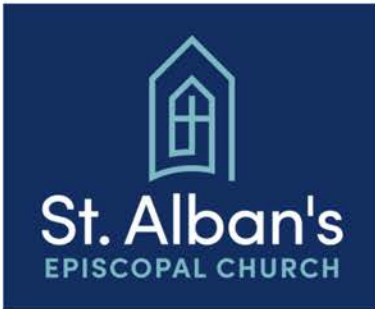
Finally, we also include future projects and priorities for the rest of 2023 as well as 2024.

THANK YOU to all who serve on this committee and support its work:

Building & Grounds Committee: Carolyn Dyer (Junior Warden), Jennifer Cawley, Mike Evans, Mark Doane, Dave Saxon, Do Perez

Sincere thanks to all who have helped with special projects this year, including:

- **Bethany Trombley** for all her help with paint selections and interior design.
- **Karen & Ky Fussell** for helping replace all the burned out bulbs in the safety exit lights, and for donating and replacing the fluorescent light fixtures in the vesting room at the church with LED light fixtures, and for replacing all three exit light fixtures in the church.
- **Don Pitts** for well water checks and reporting.
- **Raymond Flores** for converting fluorescent lighting to LED lighting; cleaning & installing burned out bulbs in many light fixtures in PLC; trimming landscape & having it carried off, solved the elevator phone problem; built stand for holding the 5 gallon water bottles and furnished new caps for them.
- **Fred & Linda Divincenzo** for cleaning and replacing burned out bulbs in light fixtures in the PLC; cleaning and trimming brush.
- **Fred Divincenzo** for helping to find the power source to the blue sign & clearing the brush.
- **Carolyn Flores & Karen Vasquez** (Pantry Queens) for cleaning out the entire pantry, storing items in containers and labeling all; Cleaning & organizing drawers in the kitchen.
- **Susan Fitta** for researching the buying of oilcloth tablecloths.
- **Ken Kuntz** for helping to keep the ice machine working & changing the filter.
- **Kat Jones** for helping create the new website, migrating emails, and securing the pro bono logo donation.
- **Tom Shinnick, Lucy Baxter and Debra Wallis** for ongoing landscaping and grounds work.
- **Mary Capps** for always keeping the kitchen in good working order

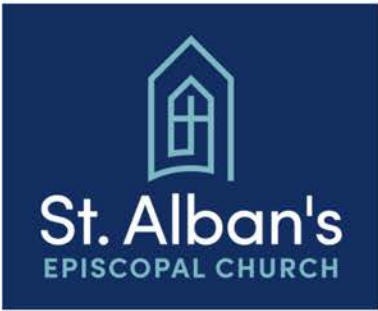


Looking Good!

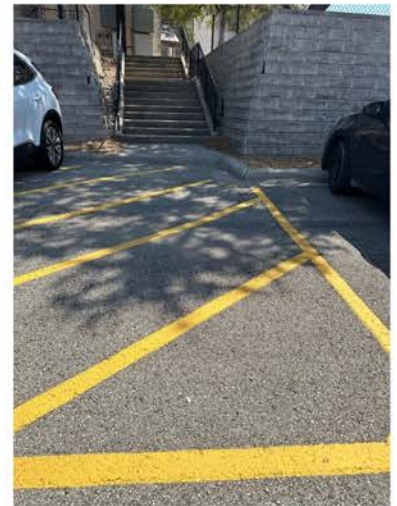


1. **AC Updates in Assembly Room:** Hauling off of old 10 ton & 5 ton AC units and installation of 3 ductless ac units in assembly room
2. **2 new AC units** (2 ton & 3 ton) for church
3. **Door & railing on south end of PLC**
4. **PLC Fire Escape:** Repair, prep, paint fire escape metal rails, doors & tear down and rebuild decking underneath
5. **Prep & Paint assembly room**
6. **Prep & paint kitchen walls & cabinets**

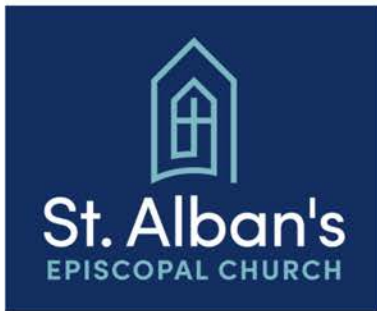




Looking Good!



- **Large cross in parking lot** – repaired & painted white
- **Restriped both parking lots** - parking spaces and arrows for direction



2022 May-December

Capital campaign funds \$60,459.30

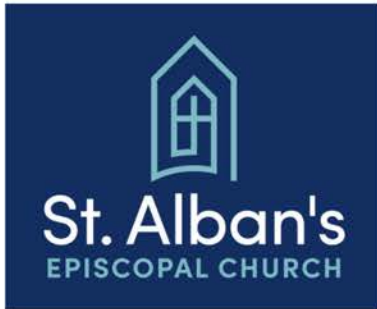
- **Stolen AC** - \$1000 *balanced covered by church insurance*
- **Church front doors & window frame works** – repair & paint - \$1,084.37; church entry columns power washed for free by painter.
- **Electrical retrofitting outdoor & indoor lights (converting to LEDs)**; all wall packs on church & PLC, flood light on cross at rear of church; spot lights on both sides of church; replaced a rotted electrical junction box inside playground area; can lights in lobby of PLC; can lights in front of downstairs bathrooms, converted three 2'x4' flood lights in parlor room; installed a 120 plug for organ (had been plugged into extension cord) - \$4,920.00
- **Replaced all the stolen ground wires to the church** - \$520.00
- **Hot water heater & all accessories** installed in PLC – \$3,125 .00
- **Large cross in parking lot** – repaired & painted white - \$4,380.00
- **Door & railing on south end of PLC** – repaired & painted - \$385.00
- **2 new AC units** (2 ton & 3 ton) for church – \$15,435.00
- **Retrofitted 4 pole lights in upper parking lot with LEDs** - \$1,100.00
- **City of Austin permits** process for connecting to city water & sewer - \$415.38
- **AC Updates in Assembly Room:** Hauling off of old 10 ton & 5 ton AC units and installation of 3 ductless ac units in assembly room - \$25,254.00
- **Prep & paint rusted electrical box** on outside of church - \$155.55
- **Prep & Paint assembly room** - \$2,685.00

Diocesan grant \$8,740.00

- **PLC Toilet Updates:** Replacing all flush-o-meters on all downstairs PLC toilets - \$3950.00
- **PLC Fire Escape:** Repair, prep, paint fire escape metal rails, doors & tear down and rebuild decking underneath - \$3,340.00
- **Prep & paint kitchen walls & cabinets** - \$1450.00

Maintenance \$2,749.50

- **Bathrooms:** Replaced leaky faucets in women's bathroom; repaired women's toilet & men's urinal - \$383.24
- **PLC front door** - Repaired lock - \$100.00
- **PLC AC** - Replaced condenser board - \$592.87
- **PLC AC Repair** - \$493.00
- **PLC front door** - Repaired missing screws - \$100.00
- **PLC Doors** - Added sweeps for 3 metal doors on PLC - \$330.39
- **Quarterly AC Preventative maintenance** - \$750.00



2023 January–October

Capital campaign funds \$42,407.09

- **Restriped both parking lots** - \$1,953.00
- **Gutters** installed on the church – \$6,750.00
- **City of Austin permits** for water/sewers - \$8,655.52
- **New Window Glass for PLC** - \$13,232.80 deposit paid for phase 1 replacement glass: east side and back of PLC. Labor will be \$4500 - this work happening in October!
- **Repair Large Blue Sign (visible from highway - in lower parking lot)** Lewis Signs total cost of repair = \$11,969.77
 - Insurance covered repairs to damage of one side of the sign = \$6,860.00
 - Added painting the sign = \$1856.00
 - Total paid by St. Albans = \$6,965.77
- **Remaining \$380** beyond Diocesan grant (see below)

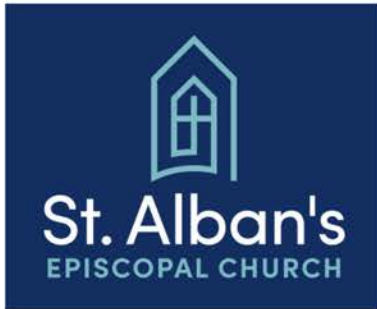
Diocesan grant \$8,000

(note: total below is \$8,380.00, and remaining \$380 was covered by capital campaign)

- **Paint PLC** hall entry & hall walls up/down - \$4,130.00
- **Paint PLC** restroom up/down - \$2563.00
- **Paint cry room** in the church - \$1,687.00

Maintenance \$16,033.88

- **AC unit behind PLC** - repair after vandalization - \$546.00
- **Women's toilet** repair - \$246.18
- **Replace 5 ton AC unit** at church - \$11,815.00 *left over money from flood insurance*
- **Safety light** in church rewired - \$159.13
- **Organ** tuning & repair -\$678.55
- **Sinks** repaired in sanctuary of church – \$423.11
- **Toilets:** Rebuilt flush valve in children's bathroom - \$418.89
- **Quarterly AC preventative maintenance** + install new timer - \$1,135.00
- **Pump House:** Installed 3 new plugs - \$311.76
- **ADA toilet** in women's bathroom repair - \$300.26



2023 Brand & Website

Website Refresh - \$0

- In 2023, we refreshed our website.
- We migrated it from a custom outsourced website firm that would have cost St. Alban's \$5,000-10,000 to make updates and was difficult for staff to update independently.
- We relaunched it on the Squarespace platform, bringing our costs down to a few hundred dollars a year, and giving our staff flexibility to make updates.
- The new site is also optimized for mobile and desktop use.

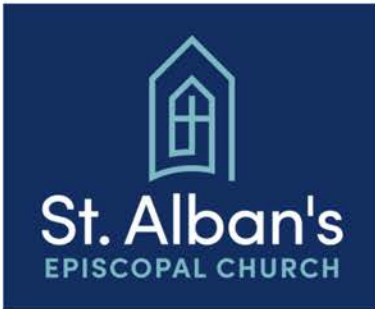


St. Alban's Austin Email Migration - \$0

- While not visible to most at St. Alban's, in 2023, we applied for and were granted Google Non-Profit status which allowed us to migrate our email service from a fee-per-user email service to a free one that we can easily manage and update for as many emails as we need at St. Alban's.

ANNOUNCING... St. Alban's Austin Logo Refresh! - \$0

- In 2023, St. Alban's received a pro bono donation from graphic designer Brian Auderer of Dash Three Dots (www.dash3dots.com) to redesign our logo - proudly featured on this report.
- Our previous logo had some issues to resolve, and this new logo is custom designed to tell the unique story of St. Alban's.
- ***Our new logo speaks to our church home on the hill. It points up, just like our windows and asks us to shine bright. The logo captures the way that our faith centers us in our journey. The shapes in it build to reflect the way we are unified as a community in Christ. Some people see our labyrinth in it. Some people see it as welcoming and open. What do you see in it? The youth, the staff, and the vestry all agree that it uniquely captures St. Alban's.***
- Throughout the rest of 2023 and into 2024, we'll be applying and integrating the new logo and color palette into our materials, signage, and church.



2023-24 Future Projects

2023

1. Hook-up to City of Austin water & sewer
2. Replace window panes in PLC (by stages or all at once – planning for stages)
3. Buy new chairs for PLC Assembly Hall
4. Buy new oil cloth table cloths for 6 round tables and 6 long tables in PLC Assembly Room
5. Clean & reorganize the 2 storage rooms on 1st floor; 1 on second floor
6. Clean & reorganize the outdoor shed
7. Repair playhouse in children's playground
8. Increase visibility of church entrance, including angling existing church sign
9. Security cameras
10. Internet in the church

2024

1. Explore vinyl plank flooring for all PLC floors except for parlor & Reverend Peggy's office
2. Complete replacing window panes in PLC if not finished; cost of the glass for Phase 2, the front and west side of the PLC, is \$6,305.60 and the installation labor is \$2,500
3. Xeriscaping where needed
4. Install a new sprinkler system using pump water
5. Driveway repair and maintenance