

**CAPITAL OUTLAY COMMITTEE MEETING
3397 WEST THARPE STREET
PURCHASING CONFERENCE ROOM
MARCH 12, 2020, 9:00 AM**

MINUTES

<p>COMMITTEE PRESENT: Georgia “Joy” Bowen, Tom Inserra, Kim Banks, Kathy, Sanders, Danny Allbritton, Butch Watkins, Pat Weaver, Ricky Bell, Sue Kraul, Scott Hansen, June Kail (11) Quorum Present</p> <p>COMMITTEE NOT PRESENT: n/a</p> <p>SUPPORT STAFF PRESENT: Martha Chauncey, Remera Jones-Haynes, Karen McCurley, Toni Hutto, Bill Nimmons, Rod McQueen, James Howcroft, Buddy Tricquet, Kathleen Rodgers, Amos Long, Carl Green, Michael Moore</p>

1. Welcome\Approval Minutes.....Martha Chauncey

Martha Chauncey, Capital Outlay Specialist welcomed everyone, called the meeting to order and noted it was the second budget planning meeting of the Capital Outlay Committee for the 2020-2021 school year.

Ms. Chauncey asked that everyone take a few minutes to look at the meeting minutes that were provided of the last meeting and if there were any recommendations\changes needed.

There were none.

There was a **motion** from Ricky Bell to approve the minutes as presented. The **motion was seconded**, by Mrs. Joy Bowen. The March 5, 2019 Capital Outlay meeting minutes were **APPROVED** unanimously.

2. Furniture, Fixture & Equipment Updates.....June Kail

Ms. Kail provided a spreadsheet on the \$1,079,410.00 that was allocated for all of the elementary schools. She noted most of the schools have spent the bulk of their allocation on furniture; however, some have spent on other types of equipment, such as technology. The total amount spent or encumbered so far is \$846,392.61. She indicated that on the back of the page was the remaining balance for each school, the overall current balance is \$83,640.87.

Mr. Inserra asked if the money would stay with the school if they did not spend it all. Ms. Banks answered that if their allocation was not spent by the end of the fiscal year it will go back into the general fund balance.

3. Capital Outlay Requests.....Martha Chauncey/Department Directors

Ms. Chauncey moved forward with Department Requests.

Construction-Danny Allbritton referred to the spreadsheet he provided and explained the breakdown of \$3,700,000 was for District wide projects. He said the Site Specific Project requested amount was for \$9,000,000. This amount would cover the following:

- \$2,800,000 Fairview’s last phase of project, which covers site work, demolition and abatement.

- \$4,300,000 Rickards Phase 5 of the project, consists of demolition of buildings 6 & 14.
- \$1,900,000 for stucco replacement at Conley.

Mr. Allbritton explained that they have increased their district wide roofing budget to \$725,000,000 to cover the anticipated WT Moore roof project.

Mr. Inserra asked if there was a rotation on facilities roof replacements. Mr. Allbritton explained that his department works with the Maintenance department to prioritize roofing projects.

Maintenance-Butch Watkins explained his documents he provided noting that for the larger projects they have spent \$1,322,235.26. He stated his request for the upcoming year is \$4,800,000 and that they will need \$600,000 in advanced funding to cover the ordering of carpet in April so that it can be delivered in time to cover the work to be done during the summer.

Technology-Bill Nimmons stated their request this year is for \$1,600,000. This amount will cover the following:

- Replacement of Mac computers that are unable to be upgraded to the new security software. District wide replacements should cost approximately \$1,450,000
- Keeping network support running - District wide cost \$100,000
- District wide server upgrades is estimated at \$50,000

Ms. Bowen enquired about delays to new equipment and Mac computer issues. Mr. Nimmons said at the moment there is no issue with that but hard to say for the future. Mr. Nimmons explained that some schools that have the Mac computers will no longer be able to use because the security software is not compatible. That is the reason they must be replaced. Some schools are not happy with the change but there isn't any other way to deal with the situation right now due to the cost and incompatibility.

Safety & Security-Buddy Tricquet noted he didn't have a spreadsheet; however, his projects are based on needs as they arise and maintaining requirements for Safe Schools. He is requesting \$200,000 to cover the cost of fencing, cameras and access controls. Rickards needs a new camera server replacement at cost of \$15,000. They have approximately \$30,000 left in current budget to last until end of fiscal year.

Transportation-Amos Long- said that their department is requesting approximately \$185,000. The following are their requests:

- \$95,805 Bus camera systems and upgrades.
- \$21,183 for truck parts on their vehicles that are between 18-25 years old.
- \$46,156 for new vans for district staff travel.
- \$20,000 for upgrades to security access and doors.

Ms. Weaver-asked about their current vehicles and Ms. Bowen asked about their doors. There was a discussion about the vans and whether or not they are allowable under Capital Outlay. Ms. Chauncey said that there are restrictions on what can or cannot be spent on Capital Outlay and will let them know.

Environmental Health & Safety Testing-Rod McQueen shared his department spreadsheet and noted their request is \$250,000 which is the same as last year except that AHERA Report and Minor Asbestos Projects were reduced to \$25,000. The following is a breakdown of their request:

- \$80,000 - Fire System Inspections & Minor Repairs (sprinklers, hydrants, extinguisher & hoods)
- \$50,000 - Water and wastewater plants operations, testing & minor repairs
- \$70,000 - Environmental Health (water testing, hazardous waste and indoor air quality)
- \$25,000 - AHERA Reporting and minor asbestos projects
- \$25,000 - Permitting fees for construction and maintenance projects

Mr. McQueen said they added Permitting Fees for Construction and Maintenance Projects to cover training and required code books associated with that. There was a discussion on whether or not the training reference materials are an allowable expense and would therefore need to come out of the general fund dollars instead. Ms. Banks said she would work with him on this.

Nutrition & Food Services-James Howcroft no requests at this time.

Property Management-Michael Moore stated they had no requests and that they will be working with Technology Department to receive refurbished salvaged computers and equipment from the State of Florida.

Title IX-Kathleen Rodgers said there was nothing to report at this time.

Ms. Chauncey proceeded with the hand out for the list of **School Requests** noting that these projects are all requested by the Principals and are for renovation, remodeling and new construction projects. Ms. Chauncey explained the spreadsheet and comments that were made by herself and Mr. Allbritton. She noted the difference of the comments such as “not recommended”, “not recommended this year” and “school plant survey needed”. Ms. Chauncey explained that the next school plant survey is not scheduled until 2022 although a supplement can be done prior to that if there is a high need.

There were discussions about the **School Request** list comments, school capacities, covered walk ways, 5 year survey and using schools as shelters. It was clarified during the discussion that on the **School Request** list “not recommended” is determined to be a “NO” and “not recommended this year” means it could possibly happen next year or year after depending on the need. It was also clarified that Safety to Life priorities are done first, ADA issues are given priority and “wants” vs “needs” are taken into consideration but that all items must meet the current code requirements.

Ms. Rodgers requested that goal dates or more specific information be added so that Principals and Administrators know if and when their requested items can be expected to be completed. Ms. Chauncey explained the reason for not putting a date specific on the document. There was also a discussion on sand volleyball courts in the District. It was noted that none of the schools have sand volleyball courts, golf courses or swimming pools, that all of those sports are held at other City or County facilities. Ms. Rodgers said she understood that; however, she said it is a Federal Mandate to not cause disparity for girls’ sports and those sports are encouraged to allow for more girl participation.

It was determined that the current **School Request** list be revised to reflect more specific information be given and that all of the concerns mentioned be taken into consideration. The committee would also like the list to reflect whether or not it is on the current 5 year plan.

It was also determined that Ms. Rodgers, Mr. Bell and Mr. Allbritton have a meeting to discuss the Title IX issues.

Updated Revenue projections were distributed and explained by Kathy Sanders noting the anticipated 2% growth each year.

Below is a snapshot of the current revenue projections.

Leon County School District Capital Outlay Revenue Projections FY 20-21 March 11, 2020

CAPITAL OUTLAY REVENUE PROJECTIONS	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE
LCIF Revenue (@96%) 1.50 mills (2% increase estimated)	27,935,880	28,494,598	29,064,490	29,645,779	30,238,695
1/2 Cent Sales Tax (2% increase estimate)	22,710,423	23,164,631	23,627,924	24,100,483	24,582,482
Miscellaneous					
TOTAL REVENUES	50,646,303	51,659,229	52,692,414	53,746,262	54,821,187
Bus Lease Purchase 2014---Last payment Oct 2023	(991,397)	(991,397)	(991,397)	(991,397)	-
Sales Tax Bond Payments---Last payment September 2027	(7,442,075)	(7,434,325)	(7,428,200)	(7,418,075)	(7,413,200)
COP's Payments---Last payments December 2028	(11,570,346)	(11,551,309)	(11,535,454)	(11,517,690)	(11,500,138)
TOTAL REVENUE NET OF LEGAL/STATE OBLIGATIONS	30,642,485	31,682,198	32,737,363	33,819,100	35,907,849
Mandatory budget items:					
TIS Enterprise Software	(2,400,000)	(2,400,000)	(2,400,000)	(2,400,000)	(2,400,000)
Transfer to General Fund for Property Insurance	(1,700,000)	(1,700,000)	(1,700,000)	(1,700,000)	(1,700,000)
Maintenance Salaries	(3,500,000)	(3,500,000)	(3,500,000)	(3,500,000)	(3,500,000)
Construction Salaries	(1,250,000)	(1,250,000)	(1,250,000)	(1,250,000)	(1,250,000)
TOTAL NEW REVENUE AVAILABLE TO BUDGET 2020-2021	21,792,485	22,832,198	23,887,363	24,969,100	27,057,849

Ms. Sanders explained the breakdown of Department allocations noting the total Department allocations equals \$13,300,000. The specific project allocations equals \$9,000,000 and the balance after allocations equals \$3,649,863. She explained that the preferred reserve for the District is \$3,000,000 which leaves a fund balance of \$649,863.

There was a **motion** from Mrs. Joy Bowen to advance fund \$600,000 for carpeting to be ordered for Maintenance projects.

The **motion was seconded**, by Mr. Ricky Bell.

It was **APPROVED** unanimously.

4. Discussion

There was a discussion on whether or not Safety & Security advanced funding was needed; however, it was determined that finance would be able to work with the department on their needs prior to July 1st and therefore advanced funding was not needed.

Ms. Chauncey went over scheduled meetings dates of March 26th, and tentative April 9th noting the Deadline is May 15th for finalizing the approved proposed budget list so there would be enough time to prepare document for Board Approval.

ADJOURNMENT

The meeting adjourned at 10:25AM.

The next Capital Outlay Committee Meetings will be held on
Unknown at this time