

**CAPITAL OUTLAY COMMITTEE MEETING
3397 WEST THARPE STREET
PURCHASING CONFERENCE ROOM
MARCH 28, 2019, 9:00 AM**

MINUTES

COMMITTEE PRESENT: Kim Banks, Georgia “Joy” Bowen, Tom Inserra, Kathy Sanders, June Kail, Danny Allbritton, Butch Watkins, Pat Weaver, Alan Cox, Ricky Bell, Scott Hansen, Charles Williams, Doug Cook. (13) Quorum Present
COMMITTEE NOT PRESENT: N/A
SUPPORT STAFF PRESENT: Martha Chauncey, Remera Jones-Haynes, Karen McCurley, Toni Hutto, Bill Nimmons, Rod McQueen, James Howcroft, Buddy Tricquet, Kathleen Rodgers, Kim Atkinson, Yolonda Ferris, Ryan Peck.

1. Welcome\Election of New Chair.....Martha Chauncey

Martha Chauncey, Capital Outlay Specialist welcomed everyone, called the meeting to order for the first budget meeting of the Capital Outlay Committee for the 2019-2020 year. Martha noted there were new members from Finance attending and since it was their first meeting she asked that everyone introduce themselves pointing out that the voting committee members were sitting around the table and non-voting staff were seated at the back of the room. She said there were staff from different departments that may be requested to assist with describing or explaining specific district needs. Martha noted that she is not a voting member but there to assist with the process.

Ms. Chauncey proceeded with the first order of business which was nominations for a new Chair.

There was a **motion** from June Kail to nominate Charles Williams as Chair. The **motion was seconded**, by Doug Cook. Mr. Williams accepted the nomination and was **APPROVED** unanimously.

Charles Williams was duly elected as Chair of the 2019-20 Capital Outlay Committee.

2. Capital Outlay Process Overview.....Martha Chauncey

Martha Chauncey noted next order of business was the Capital Outlay process and went over each of the Capital Outlay priorities below:

- Priority 1 – Safety-To-Life
- Priority 2 – Number and size of instruction spaces shall allow for appropriate pupil/teacher ratios
- Priority 3 – Legal Mandates
- Priority 4 – Protecting the current investment
- Priority 5 – Providing capacity for student growth
- Priority 6 – Programs and other priorities
- Priority 7 – Facilities shall be made as energy efficient as economically justifiable
- Priority 8 – Administrative and support space shall facilitate administrative and support staff functions.
- Priority 9 – Facilities should be permanent and long-lasting

Martha explained that she met with and communicated with all schools and that all of the schools and departments had opportunities to provide their needs for the 2019-2020 school year. She explained that she has gone over all requests and met with different departments concerning those requests. A list of those needs was provided to the committee and she asked the committee to review the needs before the next meeting and to email her with any questions or concerns so that she can have answers, or have staff available at next meeting to address. Martha said tentative meetings have been scheduled every two weeks and were April 11, April 25, and May 9. She indicated the committee needed to meet the deadline of May 17th as outlined to have the board item ready to be advertised, June 6th to have board item ready for public hearing and approval of the Board by the June 18th meeting, so that the budget will be effective on July 1st.

3. **Available Revenues for 2019-2020.....Kathy Sanders**

Ms. Sanders referred to the red and black printed handout that was provided with the estimates of the 2019-2020 Capital Outlay revenue projections. It also had estimates for 2020-2021 fiscal year through 2023-2024 projections. She indicated that they were anticipating continued 2% growth on LCIF and ½ cent sales tax.

Ms. Sanders reviewed the projected revenues from the distributed handout with line by line information. The Projected LCIF 2019-2020 revenue (@ 96%) 1.50 mills is estimated at \$26,518,005. The PECO money carryover and revenue was estimated at \$681,493 and ½ Cent Sales Tax is estimated at \$22,265,121. Total Revenues are estimated at \$49,964,619. Less the anticipated payments for the Bus Lease Purchase, Bond payments, COP's payments, and LCIF Charter Schools would give a Revenue Net less Legal/State obligations of \$29,718,583.

5. **2019-2020 Capital Outlay Requests.....Martha Chauncey**

Ms. Chauncey explained that on the Capital Outlay Revenue Projection sheet there are also salaries and other mandatory items included in the Estimated Budget, indicating that the **Actual Net Revenue Available for 2019-2020 is \$22,368,583**, which is the starting point, from that point down on the page it is broken down by estimates per department and school sites.

Martha continued on with the Capital Outlay 5-Year Plan handout by Department noting that these were the requests sent to her which she compiled into a spreadsheet. She indicated she knew it was a lot of information for the committee to review. Martha moved forward and stated each department is given the opportunity to present and discuss their requests and that they each have approximately 10 minutes.

The presentations started with:

Maintenance-Butch Watkins requested \$4,000,000 specifying and reviewing some of the items that were broken down on the spreadsheet. Mr. Watkins noted that they were allocating \$500,000 on carpet each year for the next five years to get caught up on carpet needs. Mr. Watkins requested advanced funds of \$500,000 for the already incurred cost of procuring carpet for the 2019 summer projects scheduled.

Construction-Danny Allbritton stated his department is asking for \$3,500,000 this year from Capital Outlay. Indicating that he also is requesting \$500,000 for advanced funding. Danny gave a brief summary on some of what the \$3,000,000 allocated last year was spent on, noting that \$1,500,000 immediately went to into the Fairview project, \$1,000,000 on Compressed Natural Gas upgrades and \$250,000 on attorney fees for the Conley stucco

issue, which was recently settled and will be going to the Board for approval. However, details could not be shared at this time regarding settlement. Danny indicated they will need additional funds for the replacement of the plaster and damage that was created from the plaster issue. He explained the advanced funding would be used for Architect/Engineering fees for Conley plaster repairs so that it could be designed and repairs implemented as soon as possible. Mr. Allbritton added approximately \$100,000 would be used to cover other expenses incurred for Chiles turf project so it could be complete as soon as possible, sound systems at the middle schools before the end of the school year and beginning stages of the SAIL play field. Danny shared that other areas that are desperately needed before school starts back up in fall are parking for Buck Lake and Fort Braden and a Pre-k playground for Woodville. Danny mentioned future projects such as Woodville K-8 deficiencies. Classrooms for W.T. Moore will be needed in the next couple years. Danny highlighted on finished projects at Fairview and Rickards, indicating that everyone should take a ride out to those two schools at take a look at what has been done and the continued progress at Rickards.

Question: Mr. Cook asked about lost parking from construction and if there were plans for getting back some of that parking.

Mr. Allbritton stated that they were working on some solutions.

Question: Ms. Joy Bowen asked about plaster at Conley and whether or not those same companies would be doing any additional work with the School District.

Mr. Allbritton stated that there are some concerns with that issue that he would be taking up with our attorney for future projects.

Comment: Ms. Weaver requested previous year budget expenditures from Maintenance and Construction so that the committee can have a better visual of what was spent last year and requested budget for upcoming year.

Mr. Allbritton said that he could provide for Construction to be sent out.

Technology- Bill Nimmons requests included 1) Technology–workstations based on a six year replacement cycle this upcoming year, they are requesting \$1,539,000, which will replace 1,937 computers at approximately \$750 each. 2) Intelligent workstations (21st Century) are flat panels in classrooms, those are based on 8 year replacement cycle, so on his Technology Plan they would need \$1,577,370, to cover 300 systems. 3) Technology Core (networking/communications) they need \$1,491,000, noting this covers security and firewalls which is becoming more of a threat every day. Bill also talked about the possibility of receiving E-rate funds for wireless access points, through the federal program that assists in having fair and equal access to the internet. He explained he plans to request funds; however, he is not sure if they will receive those dollars requested, if they do, they will receive 80% of those funds back. His last category 4) District Shared Services which is the Data Center, his request is for five servers that equals \$50,000. Total requests for Technology equals \$4,600,000.

Mr. Nimmons also talked about the desktop computers vs the cheaper smaller devices, noting the desktops last longer but the schools are given the choice of what they want to purchase. He said they can buy three smaller devices to one desktop but the smaller devices do not last as long as the desktop computer.

Nutrition Services-James Howcroft started out by noting that in the last few years they have been able to purchase a lot of equipment through Nutrition Services Funds and has not asked for Capital Outlay Funds. However, this year they are requesting to improve Central Kitchen's three natural gas backup generators and an electric pallet jack totaling \$130,000.

For year two his request is for a security gate for loading dock area at \$100,000 and \$150,000 for a Mobile Food Truck used in times of emergency and for serving at middle and high schools. Mr. Howcroft noted that there have been discussions regarding the conversion of a school buses into a food truck but they are not sure how that is going to work, so they are requesting enough to be able to purchase. In year three the request is \$750,000 for climate control to maintain proper food storage temperatures and year four is for a refrigerated delivery truck. The last year they will be requesting replacement of the large walk-in ovens for \$150,000 that have been in Central Kitchen for 20-30 years.

Transportation-Martha noted that **Mr. Joanos** was not available but that on his list there is nothing requested for this year. However, for years 2-5 he is requesting additional buses totaling \$5,994,000 by the end of year five. Martha also mentioned that there were vans purchased this past year for that department that was ratified in December.

Code Enforcement-Rod McQueen stated that in the past his priorities were under #3 legal mandates and were covered through Maintenance or Construction Departments; however, this year they are now a separate cost center and are requesting their own allocation of funds in the amount of \$300,000. He explained this will encompass projects district wide involving Fire System inspections, water and wastewater plant operations, Environmental health (water testing and indoor air quality) and AHERA reporting (asbestos). He referred to his handout and mention that there was summary of last year's expenditures as well as this coming year's request.

Question: Ms. Bowen inquired about the District's water quality and whether or not the requests meets the needs for prevention and quality.

Mr. McQueen stated that they are complying with testing and making sure they are staying in the guidelines of lead not being over "ten parts per billion". Rod also stated that information is on their water quality web page and is current with all testing information and results.

Property Management/Warehouse- Martha Chauncey noted that Mr. Moore had sent in a request for a new box truck for delivery & pick up of supplies & county mail at a cost of \$54,698.

Safety & Security-Buddy Tricquet stated the entire world changed for our district on February 14, 2018, because of the tragedy shooting in Parkland, Florida. The focus of the State changed dramatically; however, for the past 10-12 years since the Safety & Security Department started they have been very progressive to make sure the District is staying above the curve. Buddy stated an area of concern is the cost of material pricing noting that since Hurricane Michael the costs of construction has skyrocketed. He said everything they have budgeted previously has gone up, in some cases from \$900 to \$4,000 within a two year period.

Mr. Tricquet indicated they have received approximately \$1,100,000 for all K-12 sites and Lively from a grant which is covering approximately 35 projects right now. Those projects include things such as security cameras, limiting entrance access points at schools, and security fencing. Buddy said they have tried to keep costs down and not ask for as much but seeing how the cost of everything has increased so much, they will unfortunately need about \$200,000 district wide to cover the shortage not covered by the grant. These are areas such as the Howell Building, TIS and Administration buildings. He noted an incident that had recently occurred at Howell indicating the need for concern.

Mr. Tricquet also mentioned that they are currently working on another grant to assist with providing generators to all six primary emergency shelter sites that are available to the

community during hurricane season. This will be a benefit to the schools involved as they will provide electricity to the whole school.

Question: Ms. Bowen asked about some of the comments on the spreadsheets that say, "Safety & Security Review"

Mr. Tricquet and Martha explained that they are reviewed by Safety & Security to make sure of need and whether or not it isn't already on their schedule to be done.

Comment: Ms. Weaver again asked that the departments provide a summary of last year for clarification and visualization.

Mr. Tricquet agreed.

Athletics-Ricky Bell noted the Capital Outlay Committee has been very good to them in recent years in assisting with turfing two fields, Cox Stadium and Chiles. He said that the Chiles project begins May 13th and will take about two months to complete. The goal is to turf all of our High Schools and therefore the request is for \$900,000 each year for the next four years to complete.

Comment/Question: June Kail said, "haven't we determined that \$900,000 is not enough to cover the cost"?

Mr. Bell replied, "Well it depends on the site". Cox Stadium was less, each site is different and this amount should cover the cost. We did run into a problem with Chiles because of the pipe clay but we are hopeful we won't have that issue again.

Furniture, Fixtures and Equipment (FF&E)-Martha Chauncey talked about this category and noted that in 2008 and prior this category was funded by about \$250,000 a year. When the recession hit, this was the first area that was cut of the budget. The Superintendent would like to start funding this area again and so for the first year he wants to allocate \$1,000,000 to try and catch back up from previous years lost. After this year it will go back down to \$500,000, per year to get it back on track. She stated there are current discussions on how to distribute these funds to the schools.

There was a discussion about this category and Mr. Cox and Ms. Bowen noted it is desperately needed.

Title IX- Kathleen Rogers noted that typically most requests were covered under Construction and Maintenance areas so there were no requests at this time.

Ms. Chauncey reviewed the grand totals by departments noting the *Grand Totals* equal **\$33,457,068** and the *Net Revenue* available is **\$22,368,583**. She stated that the needs typically are more than the budget and therefore the need for Committee input.

Next Martha reviewed the 2019-20 Capital Outlay School Request spreadsheet noting that she has reviewed with all Departments. She asked the Committee to review on their own mentioning that the black type was from last year's requests, red was for new requests, blue highlight meant it was complete or moved by Principal and green highlight meant it was in progress. Once items were reviewed and budgeted the outcome will then be sent back to school to notify them of status.

Comment: Mr. Inserra stated that being a previous principal with LCS and working for DOE he saw other Districts that were not in as good of condition as this District. He said he feels like LCS is doing a good job at keeping up with things and staying on the right track.

Ms. Chauncey asked the committee to email her with any questions that they have about the spreadsheet and she will gather the information and/or make sure she has someone to speak about it at the next meeting if needed.

Ricky Bell made a motion for advanced funding to the Maintenance and Construction Departments

Charles Williams 2nd the motion. Advanced funding of \$500,000 to each Department of Maintenance and Construction was approved unanimously.

Mr. Williams asked if there were any further questions. Ms. Weaver asked about last year's summaries and Ms. Chauncey stated that she would have them before the next meeting.

ADJOURNMENT

The meeting adjourned at 10:15 AM.

<p>The next Capital Outlay Committee Meetings will be held on April 11th & 25th and May 17th @ 9:00 AM</p>
