

**CAPITAL OUTLAY COMMITTEE MEETING  
3397 WEST THARPE STREET  
PURCHASING CONFERENCE ROOM  
MARCH 5, 2020, 9:00 AM**

**MINUTES**

**COMMITTEE PRESENT:** Georgia “Joy” Bowen, Tom Inserra, Kim Banks, Kathy, Sanders, Danny Allbritton, Butch Watkins, Pat Weaver, Ricky Bell, Sue Kraul, Scott Hansen, (10) Quorum Present  
**COMMITTEE NOT PRESENT:** June Kail  
**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, Hallie Dwyer, Amos Long, Girona Pye, Carl Green, Jimmy Williams, James Cole

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

Martha Chauncey, Capital Outlay Specialist welcomed everyone, called the meeting to order and noted it was the first budget planning meeting of the Capital Outlay Committee for the 2020-2021 school year. Ms. Chauncey pointed out that the voting committee members were sitting around the table and non-voting staff were seated at the back of the room. Those staff were from different departments and may be requested to assist with describing or explaining specific district needs. Ms. Chauncey explained she is not a voting member but was there to primarily assist with the process in creating the budget.

Ms. Chauncey stated the first order of business was to elect a new Chairperson for the group.

Kim Banks nominated Martha Chauncey to serve as new Chair. Kathy Sanders 2<sup>nd</sup> the nomination.

There was a motion from Ricky Bell to elect Martha Chauncey as Chair. The motion was seconded, by Mrs. Joy Bowen. Ms. Chauncey accepted the nomination and it was APPROVED unanimously.

Martha Chauncey was duly elected as Chair of the 2020-21 Capital Outlay Committee.

**2. Capital Outlay Process and Priorities.....Martha Chauncey**

Ms. Chauncey proceeded with an overview of the Capital Outlay process and priorities noting that she meets with all of the Principals in the schools to determine their needs. She also requests from the Directors of Maintenance, Construction, Code Enforcement, Transportation, Property Management, Athletics, Food Services, Title IX, and Safety & Security to provide a 5 year Capital Outlay Plan. The Department Directors evaluate the school request list first to determine accuracy of the information based on their knowledge of the school and to bring forth a budget recommendation. After the list is evaluated by the Directors it is then provided to the Capital Outlay Committee to create a financially feasible budget based on the budget projection for that school year from the Finance Department. The Capital Outlay budget will then go to the School Board for Approval to Advertise for a Public Hearing and Adoption of the budget. Following the advertisement it will return to the School Board for a Public Hearing and Approval of the Capital Outlay Budget.

Martha Chauncey proceeded to go over each of the Board Approved 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

**3. Finance Update for 2019-2020.....Kathy Sanders**

Ms. Sanders said that the estimates of the 2019-2020 Capital Outlay revenue projections were spot on, even for the 2018-19 projections, they are showing approximately two to three hundred thousand extra from that budget year. She said the estimated projections of 2% growth should continue for LCIF and ½ cent sales tax.

Ms. Sanders did note they cannot rely on PECO dollars any longer because those dollars are now passed through to the Charter Schools. She did say however, that we are on track for total revenue projections in the amount of approximately \$50,000,000.00.

**5. Status of 2019-2020 Projects.....Martha Chauncey**

Ms. Chauncey moved forward with Department Updates.

**Construction-Danny Allbritton** referred to memo and spreadsheets he provided that explained the expenditures of \$3,500,000.00. He explained that \$500,000.00 was advanced last year to cover Chiles Turf Field, SAIL Play Field, Woodville Pre-k Playground and other miscellaneous projects as explained on spreadsheet with a balance of \$14,456.84.

Mr. Allbritton also explained that of the \$3,000,000.00 that was received; the bulk of the money was transferred to Fairview to cover the major project there, in the amount of \$2,357,328.86. Other projects were: Leon Turf Field, W.T. Moore storm water pond, Sound Systems, Shade Shelters and Fencing. Danny stated that with the current allocations they are at a negative -\$58,693.39. However, with the rollover funds and left over balance of \$14,456.84 above they are currently able to cover the negative balance.

*Mrs. Bowen- where do I look on these sheets for the future projects are? Ms. Chauncey and Mr. Allbritton both explained that information will be provided at the next meeting.*

**Transportation-James Cole** referred to a spreadsheet he handed out and stated last year their department was allocated \$500,000.00 of which they spent \$408,824.00 on 13 Vans @ \$31,448.00 each, \$18,980.00 on Cameras, \$5,434.00 on Radios, \$11,877.00 on a Lift and \$53,095.00 on GPS units.

**Maintenance-Butch Watkins** referred to a memorandum he provided and stated their department is to maintain facilities. He said work orders are done through the work order system so to date he doesn't have those numbers but they have received over 14,000 work orders so far and estimates they will have approximately 22,000 by the end of school year. Mr. Watkins went over some of the larger specific projects they have worked on such as Storm Water repair at Deerlake, Roof repairs at Ruediger, Deerlake, Chaires and Sabal Palm. Fire Alarm upgrades at Wesson, Swift Creek and Cobb. A generator replacement at Oakridge and Pineview. Duct Cleaning, Sealing and other Equipment to address Air Quality at Swift Creek.

He mentioned they are actually putting dryers on HVAC units to get the moisture out of the air and said they are committed to working on at least one school a year to address this issue. Another project they have completed is a 185 ton Chiller change out at Chiles. Butch pointed out they have committed to a carpet replacement schedule and will complete approximately 3 to 4 sites per year. This year they will complete Astoria, Pineview, Roberts, Bucklake and the District Media Center. Another on-going project in the schools are the Bubblers and they will continue to change those out-district wide. A large unexpected project they dealt with was the building flood at Killlearn Lakes two weeks before school started, there was 6 inches of water throughout the building. Mr. Watkins mentioned to Dr. Kathleen Rodgers, that regarding the bathroom facility for softball at Godby they will be working on that with assistance of funding from Construction Department.

*Mrs. Bowen enquired about the duct cleaning and keeping clean rooms in schools in regards to air quality in the wake of the Coronavirus situation. Mr. Watkins referred to Mr. Carl Green who explained the air filters at all facilities are on a 3 month schedule to change out. Mr. Hanson also joined in to explain the District does have a process and procedure in place and it was discussed at the Principals meeting and is currently on the District web site. Kim Banks also noted that the Warehouse is taking steps to stock up on supplies that are needed.*

*Ms. Weaver asked Mr. Watkins if he could provide the committee with a breakdown of the money amounts that were incurred for each of the projects that he talked about and for his department. Mr. Watkins said he could provide that.*

*Discussion-There was a discussion on roofing and carpeting projects and repeated problems that occur every year. A point of clarification was made by Mr. Allbritton that once a school is deemed a Renovation or Remodeling project through Construction there are State Requirements to adhere to by bringing the facility up to newest building code. This requirement can be very costly. Ms. Bowen and Ms. Weaver are concerned about the community perception that some schools are given priority over others. Mr. Allbritton and Ms. Chauncey clarified that there is a five year plan that is revised every year to determine the highest need based on Administrative input. Ms. Chauncey also explained that the Principals will receive notification from her after the finalized list is made on whether or not their requests will be addressed or not for the upcoming year. Mr. Inserra asked who makes the decision on Safety to Life Priority. Ms. Chauncey said the Directors and Code Enforcement determine the priority.*

**Technology- Bill Nimmons** stated that his department received \$900,000.00 last year and was primarily used to have High Density wireless put in all schools. High Density wireless connects faster to the internet, but it is difficult and takes time. This was a phased project and started two years ago; however, all school should be completed by June. Other projects they have funded was replacing outdated servers especially because of security risks they replaced operating systems that expired. They have also bought a storage area network so that more information on the network can be stored.

**Safety & Security-Buddy Tricquet explained** that last year they were funded \$200,000.00 with approximately \$40,000.00 in rollover dollars. Currently, they have about \$30,848.48 left to carry them until the end of the year. Buddy explained that they do receive grant money for some of their security projects however, some infrastructure to complete their projects are not covered in the grant and therefore they rely on Capital Outlay dollars to finish the projects.

For example, when installing cameras at sites the memory of their hard drives may not support more than a couple days. They try to make sure there is enough memory to cover up to 30 days, especially when there are a lot of events going on at a particular site, the memory is

needed, so as not to lose data. He noted this past year they have probably completed about 45 projects with money they had and explained some of the projects that were completed.

*Ms. Weaver requested a breakdown of expenditures.*

Mr. Tricquet shared his spreadsheet with the committee that detailed monies spent and at what site. He noted they have a lot more to go but that his Department has worked very hard to stay in compliance with State Mandates and to meet the standards of Safe Schools.

Mr. Tricquet shared information about their completed project of the Guard House at Leon High School noting the State is using their design as a Flagship for other Historic Buildings in Florida. He also mention that they plan to have a Guard House at every high school in our District.

*There was a discussion on fences, gates, security devices, maintenance of theses infrastructures and the surveillance of schools.*

**Property Management-Hallie Dwyer** introduced himself and noted that Dr. Moore was not able to attend, so he was there in his stead. Mr. Dwyer explained that they requested \$50,000.00 last year for the purpose of acquiring a box truck due to the age and cost to repair the truck. He noted that all of their trucks are aged at about 15-25 years and they currently have seven vehicles. It was asked as to the use of the box truck and Mr. Dwyer indicated that they are used for transportation of furniture, supplies and equipment throughout the district.

**Athletics-Ricky Bell** shared their departments funding of \$900,000.00 was for the turf field at Chiles, noting that they went over the budget because of unsuitable soils. He noted that they will be requesting an additional money this coming year to complete Leon turf field for \$900,000.00.

*Mrs. Bowen enquired* about the dirt and why we continue to have this problem. Mr. Allbritton, Mr. Bell and Mr. McQueen explained some of the reason why this problem occurs and why sometimes it cannot be anticipated because of the initial plan, cost and location of the project.

*Ms. Weaver* suggested that these types of things should be looked into more thoroughly in the planning phase adding additional money at the beginning of project for these type issues so they do not occur for future projects.

**Furniture, Fixtures & Equipment-June Kail** - Ms. Chauncey explained that Ms. Kail was out and should be able to give a report at the next meeting but to her understanding \$1,000,000.00 was given to all Elementary Schools this year and next year it will go to Secondary Schools.

*Mrs. Bowen enquired about the process and who makes decisions on this.* Ms. Banks said that some schools may not have received as much based on their needs and if they already had furniture replaced due to construction or renovation. Ms. Banks also mentioned next year the funds will all go to secondary schools and that it is to be divided based on their need and recent construction or renovation activity. Ms. Banks said that Principals were given the discretion on what furniture, fixtures and equipment to purchase with the money that was given to their school.

**Environmental Health & Safety Testing-Rod McQueen** handed out spreadsheets and gave an overview of expenditures. He noted that his department was allocated \$250,000.00 and that there was a rollover balance of \$88,097.00. Mr. McQueen stated the request for \$250,000.00 is based on the testing that is required and costs incurred over the last few years. The current amount balance on non-encumbered money is \$89,598. Mr. McQueen said Mr. Green is also attending if questions arise pertaining to the statutory requirements and testing they do and noted the money they requested is based on projects and tests foreseen over the next five years.

*Mrs. Bowen asked if his department has everything they need to complete all that is required to do. Mr. McQueen replied yes and said they will continue to do the water tests throughout the District and work with Maintenance for equipment replacements based on information received. He also noted they work with Ackuritlabs for those test results and that amount is about \$10,000.00 per year. He noted they have completed all of the schools and they will continue to test other facilities as well and then go back and re-test as needed and or required.*

Ms. Chauncey said that wrapped up updates from Departments and if there were any further questions to email her and she will work with the Departments for the answers

## 6. Discussion

Ms. Chauncey went over scheduled meetings dates; March 12<sup>th</sup> and March 26<sup>th</sup>, and noted the purpose was to bring the initial Schools and Departments list of requests for the 2020-2021 school year and wait two weeks to finalize and approve the list.

Ms. Chauncey stated the Deadline is May 15<sup>th</sup> for finalizing the approved proposed budget list so there would be enough time to prepare document for Board Approval.

*Mrs. Bowen noted that she would need to leave early on the March 26<sup>th</sup> meeting.*

There were no further discussions.

## ADJOURNMENT

The meeting adjourned at 10:25AM.

The next Capital Outlay Committee Meetings will be held on March 12th & 26 <sup>th</sup> @ 9:00 AM
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