

CAPITAL OUTLAY COMMITTEE MEETING  
3397 WEST THARPE STREET  
PURCHASING CONFERENCE ROOM  
APRIL 11, 2019, 9:00 AM

MINUTES

**COMMITTEE PRESENT:** Kim Banks, Georgia “Joy” Bowen, Tom Inserra, Kathy Sanders, June Kail, Danny Allbritton, Butch Watkins, Alan Cox, Scott Hansen, Charles Williams, Doug Cook. (11) Quorum Present

**COMMITTEE NOT PRESENT:** Pat Weaver, Ricky Bell

**SUPPORT STAFF PRESENT:** Martha Chauncey, Remera Jones-Haynes, Karen McCurley, Toni Hutto, , Rod McQueen, James Howcroft, Buddy Tricquet, Kathleen Rodgers, Manny Joanos, Michael Moore, Girona Pye, Amos Long, Merrill Wimberley

1. **Welcome\Approval of Minutes.....Charles Williams**

Charles Williams welcomed everyone and called the meeting to order.

Ms. Chauncey asked everyone to take a few minutes to review the minutes and make recommendations\changes needed.

There was a **motion** from Kim Banks to approve the minutes as presented.

The **motion was seconded**, by Kathy Sanders. The March 28, 2019 Capital Outlay meeting minutes were **APPROVED** unanimously.

2. **Updated Capital Outlay Requests.....Martha Chauncey**

Ms. Chauncey mentioned that at the last meeting there were two departments that did not present and so she asked that they present at this meeting.

**Transportation-Manny Joanos** started out his presentation by saying that they are embarking on a new way of work in their department and are requesting \$500,000 to cover 15 shuttle vans at a cost of \$32,500 each to be used during next school year. He explained the 9 passenger vans would be used to move students from schools to programs such as the IB Programs at Rickards and Fairview. The intent would be that they would not have to transport small amounts of students on a large 84 passenger bus. Mr. Amos Long from Transportation expanded on the breakdown of each van and costs involved which would cover the van, cameras, system radios and installation of Edgolog GPS Tracking system.

*Question: Mrs. Bowen enquired as to the future needs based on students in the programs and enrollments at schools.*

*Mr. Joanos said they would re-optimize and evaluate every year. For now they are asking for 15 vans but they may consider asking for more next year and re-evaluate getting additional large buses.*

*Dr. Cox noted that the ESE students will also benefit from the vans as they are more practical and safer in some situations. It was noted that they will have a wheelchair lift.*

*Mr. Joanos stated that drivers on the vans will be the same as bus drivers and are required to have a CDL license so that they can be utilized for both.*

*Mr. Hanson suggested the vans would be a great asset for use on Field Trips instead of schools renting vans.*

**Property Management-Michael Moore** requested a new box truck for their department which will cost approximately \$54,000 on a state contract. Dr. Moore stated that their current truck is a 2001 and has around 277,000 miles on it and is currently in for repairs that will cost \$2,000; they have already spent \$25,000 on the truck so it is at its life expectancy.

There was a discussion on the type/style of the truck he was requesting and actual cost of the truck to include a lift. The final determined cost with the lift would not exceed \$55,000.

Ms. Chauncey went over the revised spreadsheet from the departments noting that she had asked the departments to review what was submitted and try to scale back requests as they were exceeding the proposed net revenues. Again the departments were requested to speak on their behalf of the changes they made.

**Maintenance-Butch Watkins** stated they moved all of their site specific projects to 2020-21 and their district wide amounts were kept within their regular budget for 2019-2020.

**Facilities & Construction-Danny Allbritton** stated that they did the same thing with pushing out some of their projects to next year and keeping district wide funds within budget. Danny did mention the Conley settlement of \$950,000 for the faulty plaster noting that it will take more than that to repair (estimates are \$2,000,000) and they are working with Architects and Contractors on pricing. If it gets critical they will move money from another project like WT Moore.

**Mr. Williams, Chair** requested that the Committee is notified when that occurs because while they are in the community and talk about projects going on, if there is a change and they don't know about it, it becomes awkward, it is all about transparency.

Mr. Allbritton understood, noting he has spoken with the Superintendent about the issue at Conley if it becomes critical and money is needed sooner.

Martha Chauncey continued on with changes to requests stating Technology moved all but \$900,000 and will use E-rate to help fund technology. She indicated Food Service has moved this year's request to next year also to help with the budget.

**DISCUSSION:** Mr. Cook brought up a concern about pushing items out another year, especially the generators needed for Food Service; saying Hurricane season is coming up. Mrs. Bowen also voiced her concerns regarding this subject and the concerns of feeding our students.

Ms. Banks in Finance clarified that there are other revenue sources other than Capital Outlay for the Food Service Department and they will make sure they stay on top of it. She also clarified that Mr. Howcroft is very good at managing the Department's needs and making sure priorities are set. Mr. Wimberley concurred with that evaluation. Ms. Chauncey said Mr. Howcroft indicated to her that he was going to try to make it to the meeting before it ended to answer any questions.

**Code Enforcement-Rod McQueen** revised his department's request by revising the top three categories on their list noting that he will be working closely with Maintenance and Construction to make sure any water quality, air quality or environmental issue that may arise will be supplemented by those two departments, if needed.

### 3. Discussion

Ms. Chauncey stated Safety & Security and Furniture, Fixtures and Equipment (FF&E) remains the same and all changes have now been acknowledged from last meeting. Martha referred to the Red and Black handout sheet for Revenue Projections and Department Allocations noting the fund balance projected after all revenues and allocations equals \$788,887.

Ms. Chauncey provided handouts of the requested information regarding the \$500,000 in advanced funding from both Maintenance and Construction Departments and also the expenditures from requested departments for the 2018-19 CO Budget. Danny Allbritton and Butch Watkins explained the details in their lists.

Mr. Allbritton made a correction prior to discussions regarding the \$65,000 on the dirt removal at Chiles, which was on both of his lists. He explained that it should only be on the Advanced Funding List because the money had just been approved by the board and had not yet been encumbered.

There were a few discussions about the lists provided:

- Carpet and vinyl requests that are made each year.
  - It was pointed out that requests are evaluated by Maintenance staff and others each year; noting the reason for not replacing carpet in recent years is because the replacement schedules have not been used since 2008 due to recession and lack of funding.
  - Construction's request for carpet is used when doing small projects that involves carpet.
- Prioritizing work schedules with different departments.
  - It was clarified that this year and last year have been very tight because of the amount of work being done at Rickards and Fairview but that in a couple years the money will be more available to make sure that Construction Maintenance and other departments get back on their replacement schedules.
- Transparency was addressed on how the departments that are given money for specific areas sometimes do not get done and money is moved to another project.
  - Mr. Williams requested that the Committee be notified when these type of changes are made. He also requested the Committee meet more frequently.
  - It was explained the reason for moving money is done through urgency and safety. If bids come in higher than expected we have to shift funds to cover it.
- Work orders
  - Generated at Schools and through Administrators
  - Maintenance responds timely
  - Safety is priority
  - Building Maintenance Supervisors can complete some work order tasks
  - Some requests are wish lists such as canopies over portables. If we add those DOE will then classify the portable as permanent.

- Locks at schools
  - Due to safety concerns all classrooms must be locked at all times. Locks are priority due to events and state investigations. All classrooms have locks but some schools are requesting the ability to lock doors from the inside. However, doors can be locked with a key before class starts.
  - Master keys and rekeying are sometimes an issue. It was noted that if we had more revenue the best solution would be key fobs at all locations. However, the cost would be approximately \$6,000,000.
  - Safety & Security Department are on notice of possible changes made during Legislative Session and keeps the District aware.
- Chiles field
  - Difference in original cost was due to dirt that had to be changed out. The dirt was unusable and had to be hauled away from site. Comparing the difference to Cox Stadium where the City of Tallahassee hauled the dirt away for their use.
  - It was agreed that the new field was great for community and will bring a lot of people and money to the District
- Water Cooler changes due to House Bill 545
  - Need to stay aware of changes and possible maintenance cost from this Bill.

Mr. Howcroft arrived and told the Committee that the generators were more of a wish list. He said they can use refrigerated trucks to store food when emergency situations arise such as a Hurricane.

Ms. Chauncey stated that the schools will receive the request lists along with comments and the status. Martha noted that some school requested items cannot be funded now because they have to be added to our School Plant Survey and be approved by DOE first.

Mr. Williams suggested that the committee return in two weeks. This will allow the Committee more time to review the new information.

## ADJOURNMENT

The meeting adjourned at 10:25AM.

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