



Budget Workshop Agenda

**City of Cape Coral Nicholas Annex - Green Room,
A/200, Public Works Building, 8:00 AM
April 15, 2021**

Welcome and Introduction

- A. Welcome - Superintendent Jacquelin Collins
- B. Introduction - MaryAnne Moniz, Charter School Authority Business Manager

Budget Overview

- A. MaryAnne Moniz, Charter School Authority Business Manager

Budget Recommendations

- A. MaryAnne Moniz, Charter School Authority Business Manager
- B. Capital Maintenance Plan 2022-2026 - Superintendent Collins

Presentations

- A. MaryAnne Moniz, Charter School Authority Business Manager

Open Discussion

- A. Superintendent Jacquelin Collins

Conclusion

- A. Superintendent Jacquelin Collins

Item Number: A.

Meeting Date: 4/15/2021

Item Type: Welcome and Introduction

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Welcome - Superintendent Jacquelin Collins

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: B. Meeting Date: 4/15/2021 Item Type: Welcome and Introduction
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AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Introduction - MaryAnne Moniz, Charter School Authority Business Manager

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▣ BUDGET NO 1 APRIL 2021	Backup Material



Budget Workshop No. 1

April 15, 2021

Agenda

- ✓ Budget Process
- ✓ Enrollment
- ✓ Budget Overview
- ✓ Revenues
- ✓ Staffing Levels
- ✓ Expenditures
- ✓ Fund Balance
- ✓ Conclusion

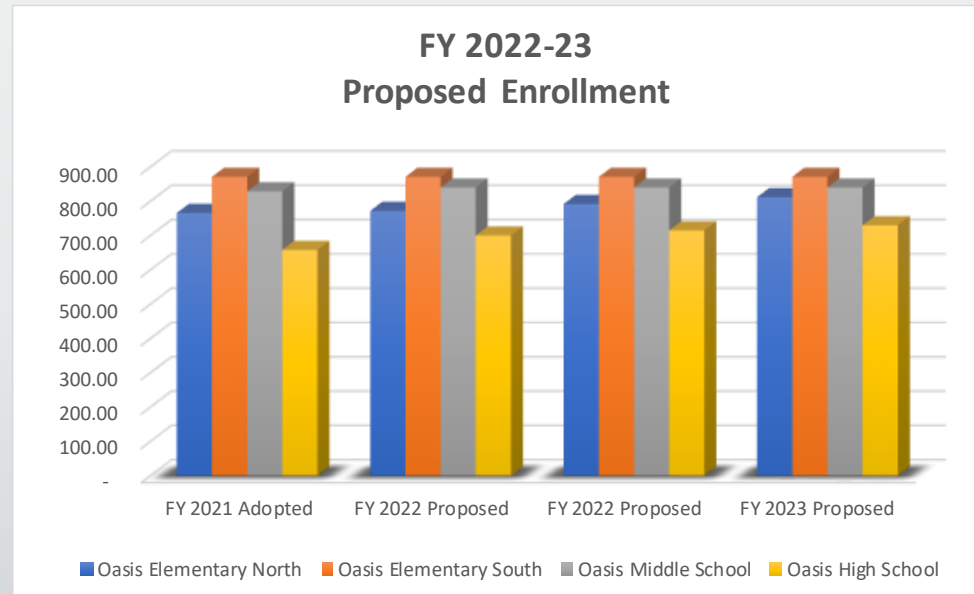
Budget Process



Enrollment Forecast

School	FY 2021	FY 2021	FY 2022	% Change	% Change	FY 2022	FY 2023
	Adopted	Amended	Proposed	From FY 2021	From FY 2021	Proposed	Proposed
Oasis Elementary North	766.00	766.00	772.00	0.78%	0.78%	792.00	812.00
Oasis Elementary South	871.00	871.00	871.00	0.00%	0.00%	871.00	871.00
Oasis Middle School	829.00	829.00	840.00	1.33%	1.33%	840.00	840.00
Oasis High School	658.00	658.00	700.00	6.38%	6.38%	715.00	730.00
	3,124.00	3,124.00	3,183.00	1.89%	1.89%	3,218.00	3,253.00

OEN assumes 20 additional fte in years
FY 22 and FY 23 due to portables



Budget Overview

REVENUES

Revenue Categories - Sources	FY 2020	FY 2021	FY 2021	FY 2022	% Change	% Change	FY 2023	FY 2024
	Actual	Adopted	Amended	Proposed	From FY 2021 Adopted	From FY 2021 Amended	Proposed	Proposed
Intergovernmental	\$ 23,818,052	\$ 23,351,828	\$ 23,351,828	\$ 23,356,047	0.02%	0.02%	\$ 23,915,075	\$ 24,479,417
Capital Outlay (PECO)	1,593,713	1,559,741	1,559,741	1,559,741	0.00%	0.00%	1,559,741	1,559,741
Charges for Services	575,130	858,500	858,500	860,800	0.27%	0.27%	873,845	886,375
Miscellaneous	400,707	381,297	381,297	222,162	-41.74%	-41.74%	307,320	272,420
Transfers In	61,412	52,000	52,000	58,000	11.54%	11.54%	61,000	63,000
Total Revenues:	\$ 26,449,014	\$ 26,203,366	\$ 26,203,366	\$ 26,056,750	-0.56%	-0.56%	\$ 26,716,981	\$ 27,260,953

EXPENDITURES

Expenditure Categories - Uses	FY 2020	FY 2021	FY 2021	FY 2022	% Change	% Change	FY 2023	FY 2024
	Actual	Adopted	Amended	Proposed	From FY 2021 Adopted	From FY 2021 Amended	Proposed	Proposed
Personnel	\$ 19,003,067	\$ 19,333,009	\$ 19,333,009	\$ 20,041,798	3.67%	3.67%	\$ 20,341,798	\$ 20,641,798
Operating	8,265,603	9,032,425	9,031,145	8,278,478	-8.35%	-8.33%	8,224,530	8,254,098
Capital Outlay	561,040	287,516	288,796	431,432	50.05%	49.39%	649,156	432,556
Debt Service	181,904	90,381	90,381	41,168	-54.45%	-54.45%	24,260	24,260
Total Expenditures:	\$ 28,011,614	\$ 28,743,331	\$ 28,743,331	\$ 28,792,876	0.17%	0.17%	\$ 29,239,744	\$ 29,352,712

Revenues - Expenditures: \$ (1,562,600) \$ (2,539,965) \$ (2,539,965) \$ (2,736,126) 7.72% 7.72% \$ (2,522,763) \$ (2,091,759)



Revenues

- Budgeted at 95% per policy
- Will adjust when Legislative Session concludes on April 30, 2021
- Florida Education Finance Program (FEFP is estimated at \$215 per full-time equivalent (FTE) in FY22; \$100 in FY23-24
- Capital Outlay (Public Education Capital Outlay – PECO) level funded
- Grants – not in budget numbers; have potential to decrease expenditures by an estimated \$600k
 - Cares/ESSER, Title IV, TAPS
- Other
 - E-Rate Award of \$537,740 to be spent over the next 5 years. Working with City IT to identify needs.
 - Teacher Salary Allocation – still unknown; potential for \$550k offset to payroll expenditures



Revenues

- Year over year we continue to show use of fund balance and end up putting funds back into reserves at year-end
 - Over last several years estimated \$300-600k each year
 - Primary reason is that we budget all major revenues at 95%
- How could we close this gap?
 - Present policy change to City for consideration

School	Current Policy				
	100%	95%	96%	97%	98%
Oasis Elementary North	\$5,898,996.64	\$5,604,046.81	\$5,663,036.77	\$5,722,026.74	\$5,781,016.71
Oasis Elementary South	6,661,974	6,328,875	6,395,495	6,462,115	6,528,735
Oasis Middle School	5,879,815	5,585,824	5,644,623	5,703,421	5,762,219
Oasis High School	4,828,670	4,587,237	4,635,523	4,683,810	4,732,097
	\$23,269,456	\$22,105,984	\$22,338,679	\$22,571,373	\$22,804,068
Additional Revenue:			\$232,695	\$465,389	\$698,084



Staffing Changes

School	FY 2021 Adopted	FY 2022 Proposed	Variance
Oasis Elementary North	66.75	65.75	(1.00)
Oasis Elementary South	70.75	70.25	(0.50)
Oasis Middle School	65.50	65.50	-
Oasis High School	57.00	58.00	1.00
Administration	32.00	32.00	-
Sub-Total:	292.00	291.50	(0.50)
Substitutes	65.00	65.00	-
Grand Total:	357.00	356.50	(0.50)

Administration:

Building Maintenance Supervisor Eliminated
 Director of Procurement & Food Service reclassified to Operations Manager
 Payroll Supervisor/Cashier reclassified to Payroll Specialist
 Human Resource Specialist to become CS employee

Oasis Elementary South (OES):

Removing .50 of Paraprofessional I

Oasis Elementary North (OEN):

Will not fill Office Assistant

Oasis High School (OHS):

Lead Food Service Worker reclassified to Food Service Supervisor
 Maintenance Supervisor reclassified to Maintenance Technician

Other:

IT Position to be shared with the City and expensed through fiscal services which is not reflected in numbers above



Personnel

- Comprises of base payroll, add pays, health plans, FRS and workers' compensation
- Health plans budgeted at current rates; anticipate decrease in FY 2023
- Workers Comp rates reflect a slight decrease:
 - Bus Drivers \$4.81 to \$4.01, Teachers .44 to .43, and Food Service/Maintenance \$3.95 to \$3.77
- Florida Retirement System (FRS) from 10% to 10.30%; announced in July; employees 3% contribution
- Special Pay/Add Pays at Elementary Schools for Extended Workday \$116k
 - Reduction in miscellaneous Add Pays of \$47k
- Pay Parity for Veteran Teachers/Support Staff \$75k per school or a total of \$300k



Operating

- Insurance increase for Workers Comp associated with payroll increases estimated at \$20k
- Textbooks \$458k
- Technology \$80k
- Nutanix Server Maintenance \$36k (reimbursed 60% through E-Rate)
- Marketing/Advertising/Recruitment (Strategic Planning) \$30k
- Marzano Training \$10k
- Seal Portables Roofs \$8k



Capital Outlay

- Purchase of 3 new buses as previously approved by CCSA Governing Board \$331k
- New Phone System per City IT \$100k



Debt Service

- Budgeted at \$41k
 - Final bus payments to be made in first quarter of FY2022
 - Copier Lease



Fund Balance

Cash at 4/1/21	\$ 11,795,439
Less: Restricted Funds (OEN Portables)	(1,684,265)
Fund Balance	10,111,174
Less: Reserve Policy 5% of Expenditures	(1,439,644)
Available Fund Balance	8,671,530
Less: Estimated Use of Fund Balance	(2,736,126)
Remaining Fund Balance	<u><u>\$ 5,935,404</u></u>



Conclusion

- In conclusion, we anticipate the use of \$2.7m from Reserves
 - Normal to see such a high use of fund balance; continue to put back \$300-\$500k to reserves annually; primarily associated with budgeting at 95%
 - Change to policy?
- Legislative Sessions to adjourn April 30th with hopes of closing this gap:
 - Teacher Salary Allocation could bring in an additional \$550k to offset payroll
 - Potential to offset expenditures by an estimated \$600k in grant funding
- No update from City pertaining to reduction of debt payments
- What happens next?
 - Adjustments continue to be made
 - Do we need Budget Workshop No. 2?
 - Tentative Budget presented for approval in June
 - Adopted Budget presented for approval in August
- Open Discussion/Questions



Item Number:	A.
Meeting Date:	4/15/2021
Item Type:	Budget Overview

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

MaryAnne Moniz, Charter School Authority Business Manager

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: A.

Meeting
Date: 4/15/2021

Item Type: Budget Recommendations

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

MaryAnne Moniz, Charter School Authority Business Manager

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: B.

Meeting
Date: 4/15/2021

Item Type: Budget Recommendations

AGENDA REQUEST FORM

City Of Cape Coral Charter School Authority

TITLE:

Capital Maintenance Plan 2022-2026 - Superintendent Collins

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▢ CAPITAL MAINTENANCE PLAN 2022 2026	Backup Material

FY 2022-2026 CAPITAL MAINTENANCE PROGRAM

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2022-2026 Total
Oasis Elementary South (OES)						
Food Service						
Refrigeration repairs	1,000	1,000	1,000	1,000	1,000	5,000
Heating repairs	500	500	500	500	500	2,500
Maintenance						
Walkway (Breezeway) Lighting	2,000	2,000	2,000	2,000	2,000	10,000
Landscaping	20,000	20,000	20,000	20,000	20,000	100,000
Pest control	1,008	1,008	1,008	1,008	1,008	5,040
Generator inspections/repairs	3,700	3,700	3,700	3,700	3,700	18,500
HVAC maintenance	500	500	500	500	500	2,500
Janitor service	119,188	119,188	119,188	119,188	119,188	595,940
Fire safety Inspections/repairs	4,000	4,000	4,000	4,000	4,000	20,000
Building repairs	10,000	10,000	10,000	10,000	10,000	50,000
Elevator Maintenance	2,000	2,000	2,000	2,000	2,000	10,000
Information Technology						
Server Maintenance	9,500	-	-	-	-	9,500
Technology Refresh	-	72,000	72,000	72,000	72,000	288,000

FY 2022-2026 CAPITAL MAINTENANCE PROGRAM

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2022-2026 Total
Oasis Elementary North (OEN/CME)						
Maintenance						
LED Conversion Walkway and Interior Lights	2,000	2,000	2,000	2,000	2,000	10,000
Landscaping	30,000	30,000	30,000	30,000	30,000	150,000
Pest control	876	876	876	876	876	4,380
Generator inspections/repairs	2,200	2,200	2,200	2,200	2,200	11,000
HVAC maintenance	500	500	500	500	500	2,500
Janitor service	135,180	135,180	135,180	135,180	135,180	675,900
Fire safety Inspections/repairs	4,000	4,000	4,000	4,000	4,000	20,000
Building repairs	10,000	10,000	10,000	10,000	10,000	50,000
Elevator Maintenance	2,000	2,000	2,000	2,000	2,000	10,000
Food Service						
Refrigeration repairs	1,000	1,000	1,000	1,000	1,000	5,000
Heating repairs	500	500	500	500	500	2,500
Information Technology						
Server Maintenance	9,500	-	-	-	-	9,500
Technology Refresh	-	72,000	72,000	72,000	72,000	288,000

FY 2022-2026 CAPITAL MAINTENANCE PROGRAM

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2022-2026 Total
Oasis Middle School						
Food Service						
Refrigeration repairs	1,000	1,000	1,000	1,000	1,000	5,000
Heating repairs	500	500	500	500	500	2,500
Maintenance						
Gym Floor - resurface-ensure warranty of gym floor	3,000	3,000	3,000	3,000	3,000	15,000
LED Conversion Walkway and Interior Lights	2,000	2,000	2,000	2,000	2,000	10,000
Landscaping	20,000	20,000	20,000	20,000	20,000	100,000
Pest control	1,248	1,248	1,248	1,248	1,248	6,240
Generator inspections/repairs	2,200	2,200	2,200	2,200	2,200	11,000
HVAC maintenance	500	500	500	500	500	2,500
Janitor service	145,857	145,857	145,857	145,857	145,857	729,285
Fire safety Inspections/repairs	4,000	4,000	4,000	4,000	4,000	20,000
Building repairs	10,000	10,000	10,000	10,000	10,000	50,000
Elevator Maintenance	2,000	2,000	2,000	2,000	2,000	10,000
Information Technology						
Server Maintenance	9,500	-	-	-	-	9,500
Technology Refresh	-	72,000	72,000	72,000	72,000	288,000

FY 2022-2026 CAPITAL MAINTENANCE PROGRAM

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2022-2026 Total
Oasis High School						
Food Service						
Refrigeration repairs	1,000	1,000	1,000	1,000	1,000	5,000
Heating repairs	500	500	500	500	500	2,500
Maintenance						
LED Conversion and Interior Lights	2,000	2,000	2,000	2,000	2,000	10,000
Gym Floor - resurface-ensure warranty of gym floor	4,000	4,000	4,000	4,000	4,000	20,000
Landscaping	20,000	20,000	20,000	20,000	20,000	100,000
Pest control	1,476	1,476	1,476	1,476	1,476	7,380
Lake maintenance	1,740	1,788	1,836	1,884	1,932	9,180
HVAC maintenance	500	500	500	500	500	2,500
Janitor service	135,180	135,180	135,180	135,180	135,180	675,900
Fire safety Inspections/repairs	4,600	4,600	4,600	4,600	4,600	23,000
Building repairs	10,000	10,000	10,000	10,000	10,000	50,000
Fitness equipment maintenance	2,400	2,500	2,600	2,700	2,800	13,000
Elevator Maintenance	4,000	4,000	4,000	4,000	4,000	20,000
Information Technology						
Server Maintenance	9,500	-	-	-	-	9,500
Technology Refresh (Chromebook update & Computer lab update)	-	72,000	73,000	72,000	72,000	289,000
Chromebook update	15,750	-	-	-	-	15,750
Computer lab update	30,000	-	-	-	-	30,000

FY 2022-2026 CAPITAL MAINTENANCE PROGRAM

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2022-2026 Total
Administration						
Transportation						
Bus Maintenance (split across all schools) (\$240k maint/\$72k City time)	312,000	312,000	312,000	312,000	312,000	1,560,000

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2022-2026 Total
Oasis Elementary South	\$ 173,396	\$ 235,896	\$ 235,896	\$ 235,896	\$ 235,896	\$ 1,116,980
Oasis Elementary North	197,756	260,256	260,256	260,256	260,256	1,238,780
Oasis Middle School	201,805	264,305	264,305	264,305	264,305	1,259,025
Oasis High School	242,646	259,544	260,692	259,840	259,988	1,282,710
Administration	312,000	312,000	312,000	312,000	312,000	1,560,000
Grand Total:	\$ 1,127,603	\$ 1,332,001	\$ 1,333,149	\$ 1,332,297	\$ 1,332,445	\$ 6,457,495

Item Number:	A.
Meeting Date:	4/15/2021
Item Type:	Presentations

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

MaryAnne Moniz, Charter School Authority Business Manager

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	A.
Meeting Date:	4/15/2021
Item Type:	Open Discussion

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Superintendent Jacquelin Collins

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	A.
Meeting Date:	4/15/2021
Item Type:	Conclusion

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Superintendent Jacquelin Collins

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION: