CAPITAL PLANNING: A GUIDE TO FUTURE SUCCESS

Wisconsin Association of Business Officials Facilities Certification Session (Module 5)

2023 Midwest Facility Masters Conference

PRESENTER

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AGENDA

✓ Understanding The Basics

- ✓ Funding Sources
- ✓ Capital Plan Development
- Plan Format & Communicating Plan

THE BASICS

Attributes of a Capital Project

- Increases the value or life expectancy of a major district asset such as a school building
- It generally involves replacement, a significant enhancement, or a major repair or replacement of a building system or component
- Typically school districts identify a minimum cost for a project to be considered capital and not O&M, e.g. greater than \$5,000

TYPES OF PROJECTS

- **Major Maintenance** roof replacement, flooring replacement, etc.
- Energy Efficiency lighting upgrade, new control system, etc.
- Security/Safety camera system, card access system, etc.
- Enhancement conversion of a space to meet new educational needs, upgrading technology, synthetic turf, etc.
- **Building** new construction, additions, major remodeling

IMPORTANCE OF PLAN

Why develop a long-range plan?

Provides district with a blueprint for guaranteeing a long life for their buildings or improving them in some way

Allows for proper planning for budgeting purposes – large capital expenditures oftentimes need to be planned out years in advance by finance departments

IMPORTANCE OF PLAN

What happens if you don't have a long-range plan in place?

Constantly in a 'Band-Aid' mode, spending funds on continuous repairs

Allows for less structured methods to direct capital expenditures – school board or squeaky wheel decides

CAPITAL PROJECT FUNDING SOURCES

- ➤ Fund 10 General Fund
 - Build into your district's annual budget
- Fund 41 Capital Expansion Fund
 - Fund created at an annual meeting resolution filed with DPI
- Fund 46 Long Term Capital Improvement Trust Fund
 - Requires 10 year capital plan
 - 5 year wait period after money was transferred from Fund 10
- <u>https://dpi.wi.gov/sfs/finances/fund-info/capital-projects-funds</u>



KENOSHA UNIFIED PLAN EXAMPLE

Major Maintenance Plan

Fund 10 – Annual budget of \$2,000,000 (\$0.55/SF)

Energy Project Plan

Fund 10 – Annual budget of \$500,000 (\$0.135/SF)

Created fund from reductions in utility budget resulting from previous energy saving projects

Facilities Department goal to have at least \$0.67/SF spent annually for these two plans.



Major Maintenance Plan

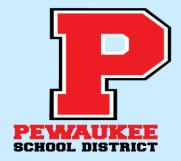
Fund 10 – Annual budget of \$300,000 (\$0.40/SF)

Capital Projects

Fund 41 – Annual budget of \$250,000 (\$0.40/SF)

Fund 41 can roll over budget years to accumulate to fund larger projects

Facilities Department goal to have at least \$0.50/SF spent annually for these two plans.



Major Maintenance Plan

Fund 10 – Annual budget of \$120,000 (\$0.22/SF)

Capital Projects

Fund 41 – Annual budget of \$400,000 (\$0.75/SF)

Fund 41 can roll over budget years to accumulate to fund larger projects

Target 1-2% of annual budget to be put toward Fund 41

OTHER CAPITAL PROJECT FUNDING SOURCES

- Fund 50 Food Services
 - Cafeteria upgrades
 - Freezers, coolers, new equipment
- Fund 80 Community Services
- > Referendum
- Donations and Fundraising
 - Athletic facilities
 - Playground equipment/upgrades
- Public/Private Partnerships
 - Athletic facilities
 - Career & technical education spaces
- State and Federal Grants & Programs
 - Focus on Energy Rebates Prescriptive, Custom and Design Assistance
 - ESSER funds, FEMA Grants, etc.

CAPITAL PLAN DEVELOPMENT

- Facilities/B&G Director or Business Manager must take responsibility and drive the plan development process.
- Plan must be realistic budget driven. Don't create a plan that you cannot afford to implement!
- Incorporate input of key stakeholders, such as Building Principals, but the plan needs to remain unbiased and focused on real priorities, not squeaky wheel or nice-tohave improvements.

FACILITY ASSESSMENTS

- Comprehensive evaluation of your school facilities, including all major infrastructure, spaces, grounds, etc.
- Can be performed in-house, architects/engineers, facilities consultants, or a combination.
- Evaluate all aspects of your buildings & grounds systems, components, ADA, safety, etc.
- The goal is to create something that is a living system, not a one-time assessment that becomes dated over time.

FACILITIES ASSESSMENTS

Evaluate and assess condition of all major building systems and components

- Identify details about system/component
- Evaluate maintenance history
- Estimate useful life remaining
- Determine replacement design will you upgrade or change type of system, re-size based on changes in use, etc.
- Estimate cost for each individual project (more later)

PROJECT PRIORITIZATION

Determine impact of project on district:

- Safety/Security/Regulatory Compliance
- ✓ Major Maintenance Need
 - Could system/component failure cause a building to be closed for a period of time
 - Overall impact of system/component on operation of the school
- Improve/Maintain Learning Environment

IMPROVING LEARNING ENVIRONMENT

- Examples Career & tech ed type spaces, early learning centers, special needs services, etc.
- In-house educational experts, outside help consultants, manufacturer's reps, etc.
- Look at schools in other districts that have implemented similar projects.

ELEMENTS OF CAPITAL PLAN

Major Databases

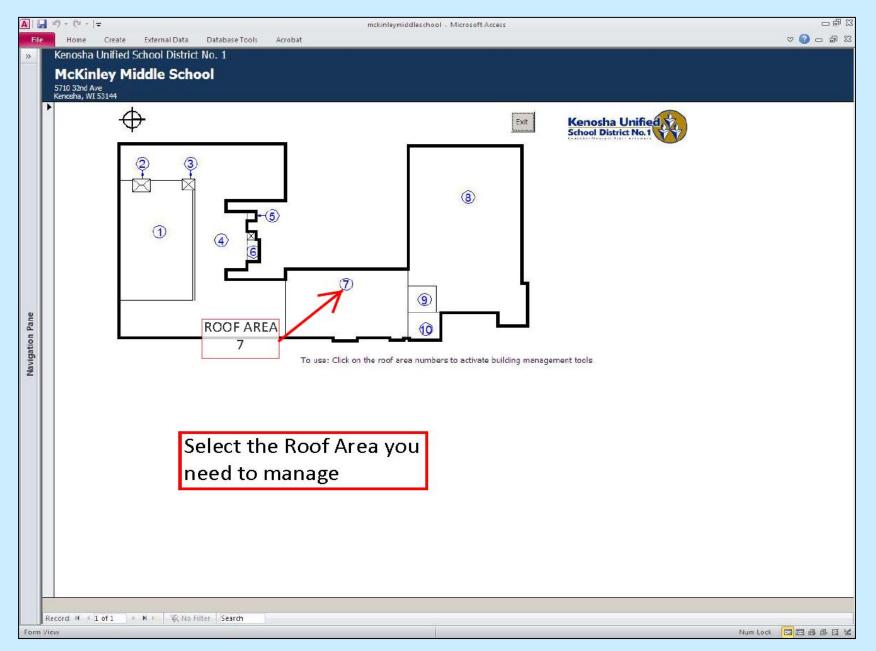
- Roofs
- Exterior Envelope masonry, lintels, windows, etc.
- Asphalt/Concrete
- Major HVAC Equipment
- Flooring
- Energy Efficiency lighting, control systems, etc.
- ADA
- Asbestos Abatement

Other Systems/Components

- Plumbing
- Electrical
- Indoor air quality
- Life safety
- Security
- Intercom, clocks, fire alarm
- Doors
- Ceilings
- Equipment
- Outdoor athletics
- Etc.



DATABASE EXAMPLE



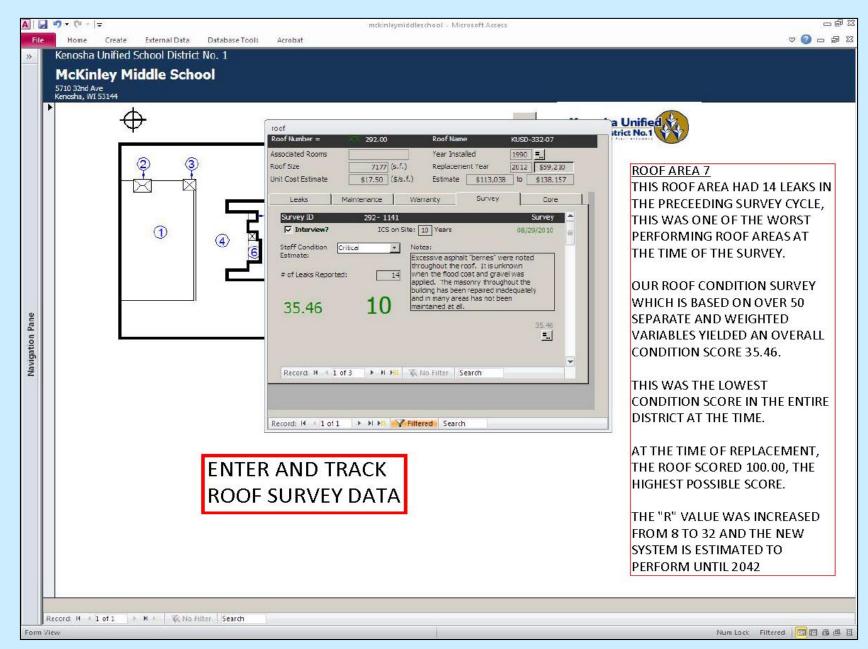


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| Hillcrest 22,405 15% \$1,082,750 \$1,283,650 10% ICI \$160,381 Jeffrey 45,209 10% \$1,424,600 \$0 100% Tridium - Alerton \$0 Jeffrey 45,209 10% \$1,330,700 \$0 100% Tridium - Alerton \$0 KTEC-East 43,000 30% \$1,921,400 \$2,359,500 Yes 0% JCI \$276,055 KTEC-West 101,622 10% \$1,588,340 \$5,228,200 Yes 0% JCI \$248,617 Nash 73,636 100% \$0 \$0 100% TcI \$488,941 Prairie Lane 65,778 100% \$0 \$0 100% Tridium - Alerton \$0 Somers 69,100 100% \$1,788,300 \$0 100% Tridium - Alerton \$0 Stacker 80,621 100% \$0 \$0 100% Tcl \$348,941 Vernon/Brompton 88,280 100% \$1,248,50 | | | | .,,, | . , | | | | | | | |
| Jefferson 36,575 10% \$1,424,600 \$0 100% Tridium - Alerton \$0 Jeffrey 45,209 10% \$1,330,700 \$0 100% Tridium - Alerton \$0 KTEC-East 43,400 30% \$1,921,400 \$2,359,500 Yes 0% JCI \$276,055 KTEC-West 101,622 10% \$1,353,300 \$2,058,830 10% JCI \$245,617.00% McKinley 35,085 10% \$1,353,300 \$2,058,830 10% JCI \$245,817 Nash 73,636 100% \$0 \$0 100% TAC \$0 Pleasant Prairie 73,306 100% \$0 \$0 100% Tridium - Alerton \$0 Roosevelt 47,994 10% \$1,788,300 \$0 100% Tridium - Alerton \$0 Somers 69,100 100% \$1,788,300 \$2,970,700 Yes 50% JCI \$344,37,390 Strange 57,192 100% | Hillcrest | 22,405 | 15% | \$1,062,750 | \$1,283,650 | | 10% | JCI | \$160,381 | | | |
| KTEC-East 43,400 30% \$1,921,400 \$2,359,500 Yes 0% JCI \$276,055 KTEC-West 101,622 10% \$1,588,340 \$5,228,200 Yes 0% JCI \$5616,184 McKinley 35,085 10% \$1,353,300 \$2,058,830 10% JCI \$5416,184 Nash 73,636 100% \$0 \$0 100% TAC \$0 Pleasant Prairie 73,306 100% \$0 \$0 100% Tridium - Alerton \$0 Roosevelt 47,994 10% \$1,758,300 \$0 100% Tridium - Alerton \$0 Somers 69,100 100% \$0 \$0 \$0 50% JCI \$468,041 Stocker 80,621 100% \$0 \$0 \$0 100% JCI \$443,430 Strange 57,192 10% \$1,345,500 \$3,122,600 Yes 0% Pneumatic \$422,523 Vernon/Brompton 88,280 | Jefferson | 36,575 | 10% | \$1,424,600 | | | 100% | Tridium - Alerton | \$0 | | | |
| KTEC-West 101,622 10% \$1,588,340 \$5,228,200 Yes 0% JCI \$616,184 McKinley 35,085 10% \$1,353,300 \$2,058,830 10% JCI \$245,817 Nash 73,636 100% \$0 \$0 100% TAC \$0 Pleasant Prairie 73,306 100% \$0 \$0 10% JCI \$448,941 Prairie Lane 65,778 100% \$0 \$0 100% Tridium - Alerton \$0 Somers 69,100 100% \$1,758,300 \$0 100% Tridium - Alerton \$0 Southport 53,200 65% \$1,826,500 \$2,970,700 Yes 50% JCI \$460,070 Southport 53,200 65% \$1,826,500 \$2,970,700 Yes 50% JCI \$44,354 Strange 57,192 10% \$1,345,500 \$3,122,600 10% Pneumatic \$422,523 Vernon/Brompton 88,280 10% | Jeffrey | 45,209 | 10% | \$1,330,700 | \$0 | | 100% | Tridium - Alerton | \$0 | | | |
| McKinley 35,085 10% \$1,353,300 \$2,058,830 10% JCI \$245,817 Nash 73,636 100% \$0 \$0 100% TAC \$0 Pleasant Prairie 73,306 100% \$0 \$0 100% TAC \$0 Prairie Lane 65,778 100% \$0 \$0 100% Tridium - Alerton \$0 Roosevelt 47,994 10% \$1,758,300 \$0 100% Tridium - Alerton \$0 Somers 69,100 100% \$1,758,300 \$0 50% JCI \$460,070 Southport 53,200 65% \$1,826,500 \$2,970,700 Yes 50% JCI \$460,070 Stocker 80,621 100% \$0 \$0 10% JCI \$460,070 Strange 57,192 10% \$1,345,500 \$2,970,700 Yes 0% Pneumatic \$422,523 Vernon/Brompton 88,280 10% \$2,786,100 100%< | KTEC-East | 43,400 | 30% | \$1,921,400 | \$2,359,500 | Yes | 0% | JCI | \$276,055 | | | |
| Nash 73,636 100% \$0 \$0 \$0 100% TAC \$0 Pleasant Prairie 73,306 100% \$0 \$0 10% JCI \$468,941 Prairie Lane 65,778 100% \$0 \$0 100% Tridium - Alerton \$0 Roosevelt 47,994 10% \$1,758,300 \$0 100% Tridium - Alerton \$0 Somers 69,100 100% \$0 \$0 50 50% JCI \$460,77.30 Southport 53,200 65% \$1,826,500 \$2,970,700 Yes 50% JCI \$377,390 Stocker 80,621 100% \$0 \$0 \$0 10% JCI \$422,523 Vernon/Brompton 88,280 10% \$2,786,100 100% Tridium - Alerton \$0 Wilson 38,200 10% \$1,344,850 \$1,850,250 10% JCI \$26,015 Urinon/Brompton 88,280 10% \$1,344,850 <td>KTEC-West</td> <td>101,622</td> <td>10%</td> <td>\$1,588,340</td> <td>\$5,228,200</td> <td>Yes</td> <td>0%</td> <td>JCI</td> <td>\$616,184</td> | KTEC-West | 101,622 | 10% | \$1,588,340 | \$5,228,200 | Yes | 0% | JCI | \$616,184 | | | |
| Pleasant Prairie 73,306 100% \$0 \$0 \$0 10% JCI \$488,941 Prairie Lane 65,778 100% \$0 \$0 100% Tridium - Alerton \$0 Roosevelt 47,994 10% \$1,758,300 \$0 100% Tridium - Alerton \$0 Somers 69,100 100% \$1,758,300 \$0 50% JCI \$468,040 Southport 53,200 65% \$1,826,500 \$2,970,700 Yes 50% JCI \$377,390 Stocker 80,621 100% \$0 \$0 10% JCI \$424,354 Strange 57,192 10% \$1,345,500 \$3,122,600 Yes 0% Pneumatic \$422,523 Vernon/Brompton 88,280 10% \$2,786,100 100% Tridium - Alerton \$0 Whiter 63,888 100% \$0 \$0 100% TAC \$0 Wilson 38,200 10% \$1,344,850 <td< td=""><td>McKinley</td><td>35,085</td><td>10%</td><td>\$1,353,300</td><td>\$2,058,830</td><td></td><td>10%</td><td>JCI</td><td>\$245,817</td></td<> | McKinley | 35,085 | 10% | \$1,353,300 | \$2,058,830 | | 10% | JCI | \$245,817 | | | |
| Prairie Lane 65,778 100% \$0 \$0 100% Tridium - Alerton \$0 Roosevelt 47,994 10% \$1,758,300 \$0 100% Tridium - Alerton \$0 Somers 69,100 100% \$0 \$0 50% JCI \$460,070 Southport 53,200 65% \$1,826,500 \$2,970,700 Yes 50% JCI \$377,390 Stocker 80,621 100% \$0 \$0 10% JCI \$344,354 Strange 57,192 10% \$1,345,500 \$3,122,600 Yes 0% Pneumatic \$422,523 Vernon/Brompton 88,280 10% \$2,786,100 100% Tridium - Alerton \$0 Whittier 63,888 100% \$0 \$0 100% TAC \$0 Wilson 38,200 10% \$1,344,850 \$1,850,250 10% JCI \$262,015 UPGRADE COST TO COOL REMAINDER COST TO UPGRADE % | Nash | 73,636 | 100% | \$0 | \$0 | | 100% | TAC | \$0 | | | |
| Roosevelt 47,994 10% \$1,758,300 \$0 100% Tridium - Alerton \$0 Somers 69,100 100% \$0 \$0 \$0 50% JCI \$460,070 Southport 53,200 65% \$1,826,500 \$2,970,700 Yes 50% JCI \$377,390 Stocker 80,621 100% \$0 \$0 \$0 10% ICI \$377,390 Strange 57,192 10% \$1,345,500 \$3,122,600 Yes 0% Pneumatic \$422,523 Wernon/Brompton 88,280 10% \$2,786,100 100% Tridium - Alerton \$0 Whittier 63,888 100% \$0 \$0 100% Tridium - Alerton \$0 Wilson 38,200 10% \$1,344,850 \$1,850,250 100% TCI \$262,015 UPGFICE BUILDING SQ. FT % OF SCHOOL COOLED COST TO COOL (ADD TO EXIST EQUIPMENT) ADDITIONAL COST TO UPGRADE HVAC IN BUILDING % OF BUILDING DDC MANUFACTURER <th< td=""><td>Pleasant Prairie</td><td>73,306</td><td>100%</td><td>\$0</td><td>\$0</td><td></td><td>10%</td><td>JCI</td><td>\$468,941</td></th<> | Pleasant Prairie | 73,306 | 100% | \$0 | \$0 | | 10% | JCI | \$468,941 | | | |
| Somers 69,100 100% \$0 \$0 \$0 50% JCI \$460,070 Southport 53,200 65% \$1,826,500 \$2,970,700 Yes 50% JCI \$377,390 Stocker 80,621 100% \$0 \$0 10% JCI \$377,390 Strange 57,192 10% \$1,345,500 \$3,122,600 Yes 0% Pneumatic \$422,523 Vernon/Brompton 88,280 10% \$2,786,100 100% Tridium - Alerton \$0 Whittier 63,888 100% \$0 \$0 100% TAC \$0 Wilson 38,200 10% \$1,344,850 \$1,850,250 10% JCI \$262,015 ESC 128,000 100% \$0 \$0 \$0 \$0 JCI \$262,015 ESC 128,000 100% \$0 \$0 \$0 \$0 Yor BullDing MANUFACTURER Cost to UPGRADI BUILDING SQ.FT % OF SCHOOL | Prairie Lane | 65,778 | 100% | \$0 | \$0 | | 100% | Tridium - Alerton | \$0 | | | |
| Southport 53,200 65% \$1,826,500 \$2,970,700 Yes 50% JCI \$377,390 Stocker 80,621 100% \$0 \$0 10% JCI \$377,390 Stocker 80,621 100% \$0 \$0 10% JCI \$544,354 Strange 57,192 10% \$1,345,500 \$3,122,600 Yes 0% Pneumatic \$422,523 Vernon/Brompton 88,280 10% \$2,786,100 100% Tridum - Alerton \$0 Whittier 63,888 100% \$0 \$0 100% TAC \$0 Wilson 38,200 10% \$1,344,850 \$1,850,250 10% JCI \$262,015 OFFICE BUILDING SQ. FT % OF SCHOOL COST TO COOL ADDITIONAL (OST TO UPGRADE HVAC IN BUILDING % OF BUILDING DDC MANUFACTURER COST TO UPGRADE REMAINDER ESC 128,000 100% \$0 \$0 \$0 10% Tridium - JCI \$815,100 | Roosevelt | 47,994 | 10% | \$1,758,300 | \$0 | | 100% | Tridium - Alerton | \$0 | | | |
| Stocker 80,621 100% \$0 \$0 10% 1Cl \$544,354 Strange 57,192 10% \$1,345,500 \$3,122,600 Yes 0% Pneumatic \$422,523 Vernon/Brompton 88,280 10% \$2,786,100 100% Tridium - Alerton \$0 Whittier 63,888 100% \$0 \$0 100% TAC \$0 Wilson 38,200 10% \$1,344,850 \$1,850,250 10% JCl \$262,015 Vortion 38,200 10% \$1,344,850 \$1,850,250 10% JCl \$262,015 Vertain So \$1,340,850 \$1,850,250 10% JCl \$262,015 Vertain So \$1,340,850 \$1,850,250 10% JCl \$262,015 Vertain So \$1,340,850 \$1,850,250 10% JCl \$262,015 Vertain Cost to cool REMAINDER Cost to cool ManufAction Sot to cool Sot to cool Bu | Somers | 69,100 | 100% | | \$0 | | 50% | JCI | \$460,070 | | | |
| Strange 57,192 10% \$1,345,500 \$3,122,600 Yes 0% Pneumatic \$422,523 Vernon/Brompton 88,280 10% \$2,786,100 100% Tridium - Alerton \$0 Whittier 63,888 100% \$0 \$0 100% TAC \$0 Wilson 38,200 10% \$1,344,850 \$1,850,250 10% JCI \$262,015 OFFICE BUILDING SQ. FT % OF SCHOOL COOLED COST TO COOL REMAINDER (ADD TO EXIST EQUIPMENT) ADDITIONAL COST TO UPGRADE HVAC IN BUILDING % OF BUILDING DDC MANUFACTURER COST TO UPGRADE DDC ESC 128,000 100% \$0 \$0 10% Tridium - JCI \$815,100 | Southport | 53,200 | 65% | \$1,826,500 | \$2,970,700 | Yes | 50% | JCI | \$377,390 | | | |
| Vernon/Brompton 88,280 10% \$2,786,100 100% Tridium - Alerton \$0 Whittier 63,888 100% \$0 \$0 100% TAC \$0 Wilson 38,200 10% \$1,344,850 \$1,850,250 10% JCI \$262,015 COFFICE BUILDING SQ. FT % OF SCHOOL COOLED COST TO COOL REMAINDER (ADD TO EXIST EQUIPMENT) ADDITIONAL COST TO UPGRADE HVAC IN BUILDING % OF BUILDING DDC MANUFACTURER COST TO UPGRADE DDC ESC 128,000 100% \$0 \$0 10% Tridium - JCI \$815,100 | Stocker | 80,621 | 100% | \$0 | \$0 | | 10% | JCI | \$544,354 | | | |
| Whittier 63,888 100% \$0 \$0 100% TAC \$0 Wilson 38,200 10% \$1,344,850 \$1,850,250 10% JCI \$262,015 OFFICE BUILDING SQ. FT % OF SCHOOL COOLED COST TO COOL REMAINDER (ADD TO EXIST EQUIPMENT) ADDITIONAL COST TO UPGRADE HVAC IN BUILDING % OF BUILDING DDC MANUFACTURER COST TO UPGRADE DDC ESC 128,000 100% \$0 \$0 10% Tridium - JCI \$815,100 | Strange | 57,192 | 10% | \$1,345,500 | \$3,122,600 | Yes | 0% | Pneumatic | \$422,523 | | | |
| Wilson 38,200 10% \$1,344,850 \$1,850,250 10% JCI \$262,015 OFFICE BUILDING SQ. FT % OF SCHOOL COOLED COST TO COOL REMAINDER (ADD TO EXIST EQUIPMENT) ADDITIONAL COST TO UPGRADE HVAC IN BUILDING % OF BUILDING DDC MANUFACTURER MANUFACTURER COST TO UPGRADE DDC ESC 128,000 100% \$0 \$0 10% Tridium - JCI \$815,100 | Vernon/Brompton | 88,280 | 10% | \$2,786,100 | | | 100% | Tridium - Alerton | | | | |
| OFFICE BUILDING SQ. FT % OF SCHOOL COOLED COST TO COOL REMAINDER (ADD TO EXIST EQUIPMENT) ADDITIONAL COST TO UPGRADE HVAC IN BUILDING % OF BUILDING DDC MANUFACTURER COST TO UPGRADE DDC ESC 128,000 100% \$0 \$0 10% Tridium - JCI \$815,100 | Whittier | 63,888 | 100% | \$0 | \$0 | | 100% | TAC | \$0 | | | |
| OFFICE BUILDING SQ. FT % OF SCHOOL COOLED COST TO COOL REMAINDER (ADD TO EXIST EQUIPMENT) COST TO UPGRADE HVAC IN BUILDING % OF BUILDING DDC MANUFACTURER COST TO UPGRADE DDC ESC 128,000 100% \$0 \$0 10% Tridium - JCI \$815,100 | Wilson | 38,200 | 10% | \$1,344,850 | \$1,850,250 | | 10% | JCI | \$262,015 | | | |
| ESC 128,000 100% \$0 \$0 10% Tridium-JCl \$815,100 | OFFICE | BUILDING SQ. FT | | REMAINDER (ADD TO EXIST | COST TO UPGRADE HVAC IN | | | MANUFACTURER | COST TO UPGRADE REMAINDER TO DDC | | | |
| | ESC | 128,000 | 100% | \$0 \$28,992,640 | | | 10% | Tridium - JCI | \$815,100 \$8,397,301 | | | |

SPREADSHEET EXAMPLE

COST ESTIMATING

- Cost estimates should be based on actual bids or a well educated estimate.
- Do not ask for approval of a project that you are unsure how much it will cost
- Work with contractors and architects, manufacturer's reps, environmental consultant, roof consultant, and others to help develop the detailed cost estimates
- You can also talk to your peers those that implemented a similar project in their district - what were the scope details and actual costs

COST ESTIMATING

- It's okay to start with \$/sf type conceptual estimates but you will need to get more detailed as the project scope gets more defined
- If possible have some checks & balances in reviewing the estimates you use especially if it's a referendum project that will have a public informational campaign and all of that additional scrutiny.
- Every estimate should include some percentage of owner's contingency. That could range from 5 to 10 and even 15% depending on the amount of uncertainty in the scope of work.

PLAN FORMAT & COMMUNICATING PLAN

- Use straight-forward, easy to understand descriptions of each project, include simple drawings or pictures to better help describe the project.
- I would recommend <u>not</u> using a convoluted point system to determine the priority. Keep it pretty simple. You know the relative priority between projects – stand up for what you believe in.
- It's pretty simple we should never take a project to our boards for approval if isn't a high priority, and they need to know that about you.

PLAN FORMAT

- Do not create something that isn't realistic. There have been far too many 5 or 10 year plans that have just collected dust on shelves because of unrealistic assumptions usually related to the available budget.
- The actual formatting can be whatever works best for you spreadsheet, Word document, database, etc.
- The number of years you present in the plan depends on what is expected by your Board, whether you are using one of the Capital Funding mechanisms like Fund 46 which requires a 10 year plan, and what you can effectively produce.

COMMUNICATION MUSTS

- ✓ Honesty
- ✓ Fact-based
- ✓ Consistent message
- Stay until the last person leaves the building no question/opinion goes unaddressed I work with a long of administrators that race out of the room as soon as a Board meeting or public meeting is over. They miss the opportunities to further sell their ideas, build bonds with key stakeholders, turn "No" votes to "Yeses", etc.

PLAN APPROVAL PROCESS

Kenosha Unified Process

- Plan developed in fall by Facilities Department
- Most significant projects are bid out in late fall/early winter
- With firm pricing in hand for major projects and strong estimates for smaller projects, report is written and taken to our Planning, Facilities and Equipment Committee and then the full School Board in February for review and approval.
- That is the last involvement by our Board until we show them the results at the end of the summer.

PLAN EXAMPLES

- Spreadsheet Tables
- Word Documents
- PowerPoints that include tables, pictures, etc.

Year-by-Year Facility Plan - Workshop - June 24, 2019

| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | Est. Cost | Funding Source |
|--------------------------------------|------|------|------|------|------|------|-----------------|--------------------------|
| District-wide Roofing Needs | | | | | | | \$400,000 | Fund 10 |
| Hire Architect | | | | | | | 6-8% of Project | Fund 40 |
| Hire Contractor | | | | | | | 6-8% of Project | Fund 40 |
| Jefferson Elementary Renovation | | | | | | | \$2,250,000 | Fund 40 |
| Close South Beaver Dam Elementary | | | | | | | TBD | - |
| Move Tennis Courts | | | | | | | \$600,000 | Funds 80/10 |
| Remove Gold Shed | | | | | | | TBD | - |
| New Bleachers and Press Box | | | | | | | \$500,000 | Sponsored+ |
| District-wide Roofing Needs | | | | | | | \$500,000 | Fund 40 |
| Middle School Improvements | | | | | | | \$250,000 | Fund 10 (project budget) |
| Washington Elementary Renovation | | 10 | | | | | \$1,000,000 | Fund 40 |
| Lincoln Elementary Renovation | | | | | | | \$1,000,000 | Fund 40 |
| New Softball Field | | | | | | | \$250,000 | Funds 80/10 |
| New Stadium Lights | | | | | | | \$300,000 | Funds 80/10 |
| Resurface Track | | | | | | | \$175,000 | Funds 80/10 |
| District-wide Roofing Needs | | | | | | | \$500,000 | Fund 40 |
| District-wide Fencing Upgrades | | | | | | | \$100,000 | Fund 10 |
| Middle School Improvements | | | | | | | \$250,000 | Fund 10 (project budget) |
| Wilson Elementary Improvements | | | | | | | \$500,000 | Fund 40 |
| Prairie View Elementary Improvements | | | | | | | \$500,000 | Fund 40 |
| Acquire Lots near Middle School | | | | | | | \$250,000 | Fund 10° |
| Lights at 2 Ballfields | | | | | | | \$500,000 | Sponsored+ |
| District-wide Roofing Needs | | | | | | | \$500,000 | Fund 40 |
| Middle School Improvements | | | | | | | \$250,000 | Fund 10 (project budget) |
| Contingency | | | | | | | \$500,000 | Fund 40 |
| District-wide Roofing Needs | | | | | | | \$500,000 | Fund 40 |
| Middle School Improvements | | | | | | | \$250,000 | Fund 10 (project budget) |
| Move Tech Hub to High School | | | | | | | \$250,000 | Fund 10 |
| Build New Maintenance Shed | | | | | | | \$600,000 | Fund 10 |
| Raze ESC and Modify Maintenance Bldg | | | | | | | \$400,000 | Fund 10 |
| District-wide Roofing Needs | | | | | | | \$500,000 | Fund 40 |
| Middle School Improvements | | | | | | | \$250,000 | Fund 10 (project budget) |

Key School Buildings Athletic/Community District-wide

| Total | \$400,000 | \$4,100,000 | \$3,575,000 | \$3,000,000 | \$1,350,000 | \$1,150,000 | \$13,575,000 | Total |
|---------|-----------|-------------|-------------|-------------|-------------|-------------|--------------|---------|
| und 10 | \$400,000 | \$500,000 | \$350,000 | \$500,000 | \$850,000 | \$650,000 | \$3,250,000 | Fund 10 |
| Fund 40 | \$0 | \$2,500,000 | \$2,500,000 | \$2,000,000 | \$500,000 | \$500,000 | \$8,000,000 | Fund 40 |
| und 80 | \$0 | \$600,000 | \$725,000 | \$0 | \$0 | \$0 | \$1,325,000 | Fund 80 |
| Other | \$0 | \$500,000 | \$0 | \$500,000 | \$0 | \$0 | \$1,000,000 | Other |



Long-term Capital Projects Plan Pewaukee Grounds

| SCHOOL DISTR | ICT | I CWAUK | C OTOullus | |
|--------------|------|---|------------|--------------------------|
| Criteria | P# | Project Description | PC | Projected PY |
| L/A | GR3 | Exterior Lighting Upgrades | \$30,000 | 2017-18 |
| L/E | GR33 | Track Structural Spray | \$100,000 | 2018-19 |
| L/S/A | GR36 | Tennis Court Crack Filling | \$15,000 | 2018-19 |
| P/E | GR29 | Horizon & Pewaukee Lake Visitor Parking Reconstruct/Redesign | \$500,000 | 2018-19 |
| E/S | GR32 | Replace and Add Asphalt by Shed | \$15,000 | 2019-20 |
| P/L/A | GR38 | Resurface Horizon Playground | \$20,000 | 2019-20 |
| P/L/A | GR39 | Resurface PLE Playground | \$25,000 | 2019-20 |
| P/A | GR12 | Visitor Bleacher Upgrade | \$165,000 | 2019-20 |
| L/A | GR37 | Tennis Court Resurfacing | \$30,000 | 2019-20 |
| L/S/E | GR40 | Resurface Stadium & Student Lots | \$375,000 | 2020-21 |
| E | GR41 | Softball Field Fence Addition | \$10,000 | 2020-21 |
| S | GR42 | Safe Routes to School Asphalt Paths | \$35,000 | 2020-21 |
| S/E | GR21 | Drainage on PLE Playground | \$10,000 | 2021-22 |
| P/S | GR44 | Softball Turf | \$400,000 | 2021-22 |
| S/L/P | GR20 | Irrigate Football Practice/Softball Fields | \$15,000 | 2022-23 |
| L | GR35 | Track Resurfacing | \$120,000 | 2023-24 |
| P/A/L | GR13 | Home Bleacher Upgrade | \$650,000 | 2023-24 |
| L | GR43 | Pirate Pass Repave | | 2024-25 |
| L | GR34 | Turf Replacement | \$350,000 | 2026-27 |
| | | PC = Projected Cost | Pro | jected PY = Project Year |

L - Life Cycle/Operations; S - Safety/Security; A - Aesthetics; P - Program Delivery; E - Efficiency

* indicates project will be bid as alternate

Milton West Elementary

- Replace Library Window Overhangs
 - Original to library addition (1989)
 - 2017-18 cost \$13,683



CURRENT CAPITAL PROJECTS FY 2012 to 2018

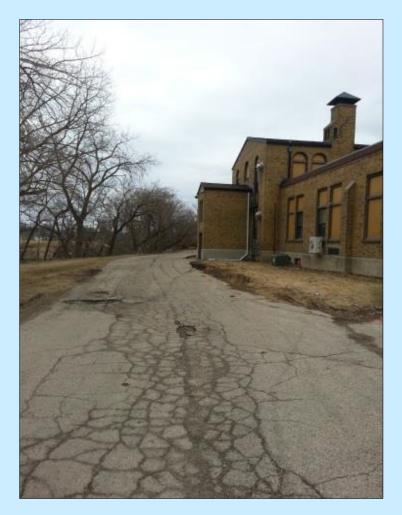
| Department/Category | FY2012 | FY2013 | FY2014 | FY2015 | FY2016 | FY2017 | FY2018 |
|---|---------------------------------------|---|-----------|-----------|-----------|-----------|----------|
| SCHOOL DEPARTMENT: | | | | | | | |
| FLORA CLARK BUILDING: | | | | | | | |
| FACILITIES MAINTENANCE OFFICE | | | | | | | |
| MEMORIAL EARLY CHILDHOOD CENTER: | | | | | | | |
| Emergency Generator | | | | \$50,000 | | | |
| MEMORIAL EARLY CHILDHOOD CENTER TOTALS | | | \$0 | \$50,000 | \$0 | \$0 | \$0 |
| ELEMENTARY HBB: | | | | | | | |
| ELEMENTARY MKG: | | | | | | | |
| Replacement of (1957) windows at MKG subject to 49% state reimbursment grant | \$500,000 | | | | | | |
| Replace (2) burners ar HBB \$17,000 each | \$34,000 | | | | | | |
| install security cameras at HBB/MKG | \$75,000 | | | | | | |
| Partial work to enlarge (grading) and repaving at MKG and HBB schools | | \$50,000 | | | | | |
| Replacement of (1) boiler with new burner at HBB | | \$80,000 | | | | | |
| Replace (1) burner on existing boiler at HBB @ \$17,000 | 1 | \$17,000 | | | | | |
| Replacement of HVAC roof top units at HBB cafeteria - 2 units @ \$50,000 | President. | \$100,000 | | | | | |
| Replacement of HVAC roof top units at HBB auditorium - 3 units @ \$50,000 | Carl and | \$150,000 | | | | | |
| Feasibility study on boilers at HBB MKG to convert system from steam heat to HW | | \$20,000 | | | | | |
| Bathroom renovations HBB/MKG (\$20,000 x 4) | 1.20 | 11 - 15 - 15 - 15 - 15 - 15 - 15 - 15 - | \$80,000 | | | | |
| Replace (3) burners ar MKG \$17,000 each | 1. 4.2.8 | 141-144 | \$51,000 | | | | |
| Replacement of HVAC roof top units at HBB office - 1 units @ \$50,000 | | - and a f | \$50,000 | | | | |
| Upgrade lunch tables at elementary schools (20) at \$1,000 ea | 121112 | | \$20,000 | | | | |
| Install central computer controlled HVAC system at Mary K. Goode | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | | | \$200,000 | | | |
| Bathroom renovations HBB/MKG (\$20,000 x 4) | | | | \$80,000 | | | |
| Install central computer controlled HVAC system at Burkland School | | | | 1 | \$200,000 | | |
| Complete repaying of parking lot at MKG - HBB schools | | | | | - 2 No. 1 | \$75,000 | |
| Replace bleachers at HBB with motorized bleachers | X | | | | | \$60,000 | |
| Upgrade fire alarm system at HBB/MKG | 10 A. | | | | | | \$100.00 |
| ELEMENTARY COMPLEX TOTALS | \$609,000 | \$417,000 | \$201,000 | \$280,000 | \$200,000 | \$135,000 | \$100,00 |
| NICHOLS MIDDLE SCHOOL: | | | | | | | |
| NICHOLS MIDDLE SCHOOL TOTALS | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$ |
| MIDDLEBOROUGH HIGH SCHOOL: | | | | | | | |
| Partial replacement of floor tiles in stairwells 1 & 4 | \$30,000 | \$30,000 | \$30,000 | \$30,000 | | | |
| Upgrade interior lighting for new lighting requirements (T12 bulbs | | \$100,000 | | | | | |
| will not be manufactured after 2012 being replaced with T8s) | | | | | | | |
| Reconstruction of walkway and supporting structure(s) (study | 17 E 18 - 3 | | \$300,000 | | | | |
| Upgrade security cameras | | | \$25,000 | | | | |
| Replace/upgrade fire alarm systems | 12 11 | | \$50,000 | | | | |

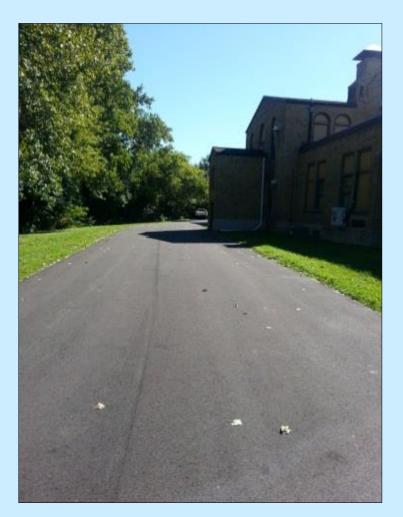
DOCUMENTATION OF RESULTS

- Annual before and after picture summary to show school board how their investment in the buildings was well spent
- 2) Examples of historical project data by school and district
- 3) Summary of annual capital investment for each school

BEFORE & AFTER PICTURES

eSchool Parking Lot









BEFORE & AFTER PICTURES

Bose Elementary Boiler





BEFORE



BEFORE & AFTER PICTURES Front of Harvey Elementary



BEFORE

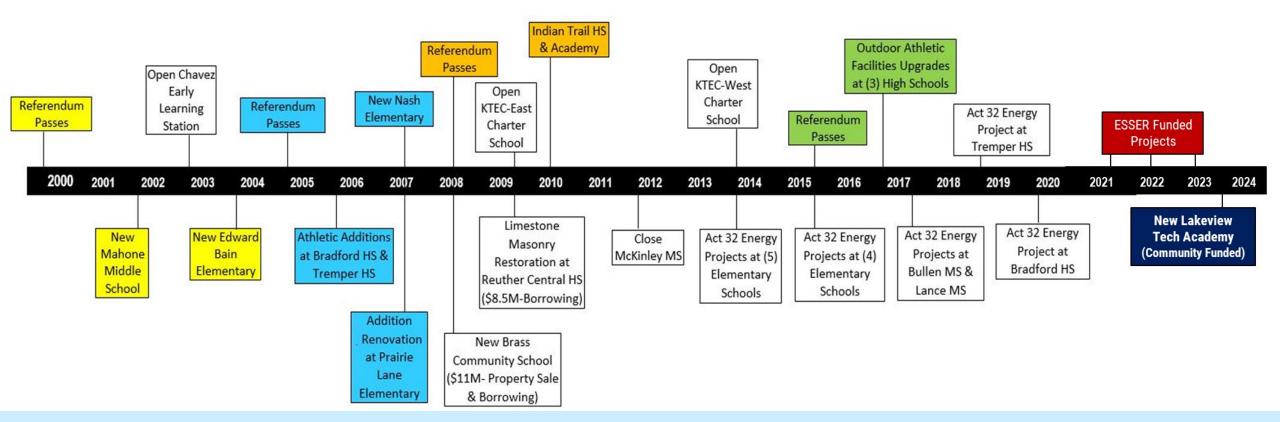
AFTER

HISTORICAL SUMMARY

Projects Completed at Bradford High School

| School Name fv | Year Assigned - | Project Description . | Dudget - | Actual Cost . | Project Start - | Project End - |
|----------------|-----------------|---|--------------|---------------|-----------------|---------------|
| Bradford | 2000 - 2001 | Repair pool filter | \$0.00 | \$33,733.00 | 16-Jul-01 | 16-Dec-01 |
| Bradford | 2000 - 2001 | Air conditioning for the additorium | \$150,000.00 | \$199,385.18 | 12-Feb-01 | 04-May-01 |
| Bradford | 2000 2001 | Ventilate Weight Room in Fieldhouse | \$75.000.00 | \$29,600.00 | 01 Dec 00 | 24 Jun 01 |
| Bradford | 2000 2001 | Remodel, Training Room | \$40,000,00 | \$32,854.00 | 25 Jun 01 | 07 Dec 01 |
| Bradford | 2000 2001 | HVAC Replace B366 Roof Fans | \$25,000.00 | \$0.00 | 24 Oct 00 | 30 Jun 01 |
| Bradford | 2001 2002 | Handicap Liff | \$0.00 | \$19,375.00 | 15 May 02 | 04 Oct 02 |
| Bradford | 2002 - 2003 | Re-coal tennis court | \$25,000.00 | \$22,100.00 | 17-Jun-02 | 17-Jul-02 |
| Bradford | 2002 - 2003 | Replace Bleacher Roller System and Repair Structure | \$0.00 | \$15,366.00 | 10-Jan-03 | 31-Jan-03 |
| Bredford | 2003 - 2004 | Elevator Repair | \$0.00 | \$12,550.00 | 01-Jul-03 | 05-Jan-04 |
| Bradford | 2003 - 2004 | Art Room - Air Handling Improvements | \$0.00 | \$5,500.00 | 02-Aug-04 | 20-Aug-04 |
| Bradford | 2003 - 2004 | Replace Water Main | \$45,000.00 | \$26,450.00 | 09-Jun-03 | 01-Aug-03 |
| Liradford | 2004 - 2005 | Repaint pool | \$0.00 | \$19,884.00 | 01-May-05 | 20-May-05 |
| Bradford | 2005 - 2006 | Replace Heldhouse Hoor | \$335,000.00 | \$335,434.00 | | |
| Bradtord | 2005 - 2006 | Replace/Renovate auditorium lighting panel | \$80,000.00 | \$75,394.00 | 07-Aug-05 | 30-Aug-05 |
| Bradford | 2005 - 2006 | Water Main Break | \$0.00 | \$4,722.50 | 21-Dec-05 | 22-Dec-05 |
| Bradford | 2005 - 2008 | Auditorium Carpet | \$0.00 | \$20,838.00 | 01-Nov-05 | 20-Nov-05 |
| Bradford | 2008 2007 | Auditorium Renovation | \$165,000.00 | \$154,570.64 | 15 Jun 08 | 01 Oct 06 |
| Breedford | 2008 2007 | Grading for Soccer Field and Football Field | \$0.00 | \$30,000.00 | 01 Sep 08 | 01 Aug 07 |
| Bradford | 2007 2008 | Water Valves | \$35,000.00 | \$33,379.00 | 01 Jul 07 | 31 Aug 07 |
| Bredford | 2007 - 2008 | Ballfield Access Bridge | \$30,000.00 | \$35,360.00 | 01-May-07 | 31-Aug-07 |
| Bradford | 2007 - 2008 | Ballfield Irrigation | \$50,000.00 | \$44,485.64 | 01-Jul-07 | 30-Sep-07 |
| Bradford | 2007 - 2008 | Office Renovations | \$138,152.00 | \$138,152.00 | 01-Jul-07 | 30-Jun-08 |
| Bredford | 2007 - 2008 | Cafeteria Renovations | \$75,000.00 | \$32,961.00 | 01-Jul-07 | 15-Oct-07 |
| Bradford | 2003 - 2009 | Athletic Field Irrigation System | \$25,000.00 | \$24,814.29 | 02-Jun-08 | 25-Jul-08 |
| Bradford | 2008 - 2009 | Athletic Garage | \$0.00 | \$6,780.17 | 01-Jul-08 | 18-Jul-08 |
| Bradford | 2010 - 2011 | Lmergency Repair of Water Main | \$0.00 | \$2,558.22 | 24-I eb-11 | 24-I eb-11 |
| Bradtord | 2010 - 2011 | Bradford Press Box Utility Connection | \$0.00 | \$2,743.00 | 10-Dec-10 | 10-Dec-10 |
| Bradford | 2011 - 2012 | Emergency Repair - Water Meter Hookup | \$0.00 | \$15,213.00 | 10-Aug-11 | 19-Aug-11 |
| Bradford | 2013 - 2011 | Security Project - Rekey | \$57,000.00 | \$41,536.80 | 01-Jul-14 | 31-Aug-14 |

COMMUNICATING WHERE PROJECT FALLS IN LONG-RANGE PLAN



Timeline: 2000-2024

ANNUAL SUMMARY

| Building Name | 2013-14 | 2014-15 | 2015-1 | 6 2016 | -17 2017-18 | No Time Fram |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Emerson Elementary | \$293,947 | \$25,859 | \$73,852 | \$171,949 | \$407,724 | \$121,163 |
| Hamilton Elementary | \$172,000 | \$97,966 | \$156,329 | \$327,606 | \$139,850 | \$53,946 |
| Hintgen Elementary | | \$229,867 | \$63,946 | \$125,876 | \$44,098 | \$1,049,002 |
| Spence Elementary | | \$371,744 | \$126,376 | \$109,170 | \$210,376 | \$1,414,463 |
| State Road Elementary | | \$13,050 | \$165,494 | \$64,511 | \$93,329 | \$129,712 |
| Summit Elementary | \$105,628 | \$86,609 | \$143,355 | | \$139,713 | \$279,237 |
| Roosevelt Elementary | \$248,000 | \$109,708 | \$87,544 | \$46,351 | | \$3,485,983 |
| Southern Bluffs Elementary | \$108,825 | \$20,180 | \$104,649 | \$212,457 | \$92,878 | \$6,761,241 |
| North Woods Elementary | \$35,338 | \$150,128 | \$74,134 | \$45,596 | \$5,367 | \$9,962 |
| Lincoln Middle | \$61,600 | \$247,198 | \$197,823 | \$67,044 | \$154,386 | \$783,405 |
| Logan Middle | | \$100,448 | \$366,889 | \$167,096 | \$11,684 | \$2,163,237 |
| Longfellow Middle | | \$123,626 | \$90,821 | \$199,016 | \$241,852 | \$1,921,547 |
| Central High | \$175,648 | \$531,540 | \$1,748,670 | \$482,206 | \$864,170 | \$12,144,932 |
| Logan High | \$98,618 | \$310,255 | \$913,078 | \$1,277,902 | \$401,757 | \$12,490,732 |
| District-Wide | \$219,999 | \$184,999 | \$184,999 | \$184,999 | | \$25,544 |
| Hogan Administrative Center | \$13,000 | \$182,368 | \$85,981 | \$120,706 | | \$2,814,694 |
| Shop | | \$43,632 | \$56,344 | | | |
| Total | \$1,532,602 | \$2,829,179 | \$4,640,284 | \$3,602,484 | \$2,807,183 | \$45,648,801 |

Grand Total: \$61,060,533

SUMMARY

- Planning is a multi-year process
- You are never finished annual updates
- Provides facility information to allow the Board of Education to make informed decisions
- Enhances communication and encourages dialog with the community

QUESTIONS

Pat Finnemore

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