



**CITY OF HARRISONBURG**  
**OFFICE OF THE**  
**CITY MANAGER**

ALEXANDER "ANDE" BANKS, VI, CITY MANAGER  
409 SOUTH MAIN STREET, HARRISONBURG, VA 22801  
OFFICE (540) 432-7701 • FAX (540) 432-7778

TO: Ande Banks, City Manager

FROM: Amy Snider, Deputy City Manager

DATE: 4/15/2024

RE: Legacy Donation from The Presbytery of Shenandoah

**Summary:** The Presbytery of Shenandoah's Committee on Presbytery Administration has approached the City Manager's Office with an offer to donate \$50,000 for the express purpose of completing and equipping a commercial kitchen at the Homeless Services Center. Under the City's Donation Policy this offer must be reported to City Council. The Committee on Presbytery Administration is first seeking City Council approval of the acceptance of the donation before it is brought to the full Presbytery of Shenandoah for its consideration and vote on May 14, 2024. The donation is not official until a vote by the Presbytery of Shenandoah. The donation is contingent upon the City Council agreeing to fully fund the remainder of the expense to construct and equip a commercial kitchen, which was not part of the original construction contract and is not currently funded.

**Background:** The City Council adopted the Donation Policy on July 26, 2022. The Donation Policy requires for any legacy amenity donations, defined as those donations of \$10,000 or more in value, to be detailed in a Report to Council prior to acceptance. The purpose of the Report to Council is to ensure that the potential benefits and consequences of accepting the gift are fully considered.

**Key Issues:** The design and construction contract for the City of Harrisonburg's Homeless Services Center includes a kitchen and kitchen equipment. The City's project architects and kitchen consultant designed the kitchen based on available operational information at the time of design; their professional expertise; and the kitchens of similar facilities. The selected Homeless Services Center operator, Open Doors, in its response to the City's Request for Proposal for Operations, stated it concluded it could not guarantee provision of a warm meal each evening for shelter guests in the kitchen as originally designed. Kitchen size and equipment were cited as reasons. Therefore, the City removed from the Operations contract with Open Doors the requirement for the operator to provide an evening meal to guests.

Open Doors requested for the City to complete the redesign of the kitchen to a full commercial kitchen in anticipation of a future point at which funding may be available for construction and equipping of a commercial kitchen. The City agreed to paid for this redesign, which cost \$47,880 and was funded out of project contingency funds budgeted for the Homeless Services Center.



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The City's construction contractor has quoted us \$231,611.45 to construct and purchase the food service equipment for the redesigned commercial kitchen. Due to the contractor crediting the City for kitchen costs already built into the original construction contract, the actual cost to the City for the kitchen upgrade/expansion beyond our current contract would be \$187,073.97. \$155,715.00 of this expense is for the food service equipment. The other physical space changes and construction and bond fees totaled \$75,896.45.

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**Environmental Impact:** N/A

**Fiscal Impact:** N/A

**Prior Actions:** N/A

**Alternatives:**

- (a) Accept the donation; or
- (b) Decline the donation

**Community Engagement:** n/a

**Recommendation:** Staff recommends acceptance of the donation.

**Attachments:**

1. Donation Letter from The Presbytery of Shenandoah's Committee on Presbytery Administration

**Review:** City Manager's Office



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