

TO: Mr. Kurt Hodgen, City Manager
FROM: Tracy Shaver, Executive Director of Finance
DATE: March 14, 2017
SUBJECT: Supplemental Appropriation – FFE for Bluestone ES and Elon Rhodes ELC

"A place where learning has no limits and together we work for the success of all."

The Harrisonburg City School Board requests a supplemental appropriation from City Council to procure furniture, fixtures, and equipment (FFE) for Bluestone Elementary School and Elon Rhodes Early Learning Center. This appropriation will require a transfer from the city's general fund in the amount of \$2,167,000.00 and the school nutrition fund in the amount of \$483,000.000 into the school's capital projects fund in the amount of \$2,650,000.00.

The school nutrition transfer includes \$293,000.00 in cafeteria equipment that was purchased in the Neilson construction contract. In addition, \$190,000.00 is being budgeted for the remaining cafeteria equipment/materials below. It is requested that any unspent school nutrition funds in the capital projects fund be returned to the school nutrition fund at the completion of the project.

Categorized below are the budgeted expenditures for Bluestone Elementary School (ES) and Elon Rhodes Early Learning Center (ELC). Our procurement timeline requires us to purchase furniture during the month of April; technology/signage during the months of April/May; and school nutrition and operational items during the month of May/June to ensure delivery and installation during the months of July/August. Timeliness of procurement is imperative to ensure items are received and installed prior to the opening of school in August.

Thank you for your consideration of this request.

Facility	Description	Supplemental Appropriation Amount
Bluestone Elementary School	Fund 1311 (48750)	\$2,290,000.00
Furniture	Furniture including desks, chairs, tables, soft seating, office systems, moveable storage, shelving, blinds, benches, tables, etc.	\$1,000,000.00
Signage	Interior and exterior signage including ADA, educational, environmental, room identifying, site/location specific, etc.	\$125,000.00
Technology	Technology equipment including controls, projectors, screens, computers, TV's, speakers, security, telecommunications, copiers, etc.	\$650,000.00
Operational	Equipment and materials including library procurement, maintenance equipment, curricular equipment/materials, custodial accessories, waste receptacles, etc.	\$325,000.00
School Nutrition	Equipment and materials including cafeteria tables, chairs, computers, point of sale equipment, other technology, pots, pans, utensils, etc.	\$190,000.00
Elon Rhodes Early Learning Center	Fund 1311 (45753)	\$360,000.00
Furniture	Furniture including desks, chairs, tables, soft seating, office systems, moveable storage, shelving, blinds, exterior benches, tables, etc.	\$125,000.00
Signage	Interior and exterior signage including ADA, educational, environmental, room identifying, site/location specific, etc.	\$35,000.00
Technology	Technology equipment including controls, projectors, screens, computers, TV's, speakers, security, telecommunications, copiers, etc.	\$175,000.00
Operational	Equipment and materials including maintenance equipment, custodial accessories, waste receptacles, etc.	\$25,000.00