

Date: March 8, 2018

For ACTION X

For INFORMATION X

Board Agenda: Yes X
No

FROM: Elijah Gross, Director, Planning, Design and Construction

THROUGH: Dr. Lois Berlin, Ed.D., Interim Superintendent of Schools
Mignon R Anthony, Chief Operating Officer
Richard Jackson, Director of Facilities
Michael Herbstman, Chief Financial Officer

TO: The Honorable Ramee A. Gentry, Chair, and Members of the Alexandria City School Board

TOPIC: **Budget Transfers to the CIP Reserve Account**

BACKGROUND: On December 7, 2017, the School Board authorized the establishment of a Capital Improvement Program (CIP) reserve account which provides an additional option for CIP Budget Transfers. This reserve account allows the School Board to move budgeted funds between capital accounts through the below two-step process:

1. The School Board approves budget transfers from specific project account lines to the CIP Reserve Account.
2. The School Board later approves budget transfers from the CIP Reserve Account back to other specific project account lines.

As necessary, on at least a quarterly basis, ACPS staff provides recommendations to the School Board to move funding in and out of the CIP Reserve Account.

Prior to any transfers recommended on March 8, 2018, the CIP Reserve Account has a balance of \$257,992 from previously-approved transfers to the account.

SUMMARY: In accordance with school board policy FEG and the associated regulations pertaining to the management of CIP funds, a transfer is recommended from various projects to the CIP Reserve Account totaling \$505,277.

The table below provides project details and recommended transfer amounts for each of the identified projects.

School	Project Description	Completion Date	Balance
Charles Barrett	CB-Facility Maintenance-Roof Replacement	Savings for the project was achieved by combining phases 1 and 2 and optimal competitive bidding. Completed in summer of 2017. This funding was intended for Phase 1, but was used for both phases 1 & 2.	(\$121,187)
Charles Barrett	CB-Facility Maintenance-Roof Replacement	Savings for the project was achieved by combining phases 1 and 2 and optimal competitive bidding. Completed in summer of 2017. This funding was	(\$235,232)

		intended for phase 2.	
Francis Hammond	FH-Facility Maintenance-Replace Water Heater	This project is being completed throughout FY17-18 and required funding has been encumbered	(\$65,180)
William Ramsay	WR-Instructional Environment-Exterior Play or Sports Area	Completed in summer of 2017	(\$4,454)
Jefferson Houston	JH-Capacity-New School PreK-8 Facility	Substantially completed in 2014 and all remaining close-outs completed in 2017	(\$53,000)
James Polk	JP-Capacity-Capacity Addition A&E	Completed in 2016 and all remaining change orders encumbered in 2017	(\$2,038)
James Polk	JP-Capacity-Capacity Addition Construction	Completed in 2016 and all remaining change orders encumbered in 2017	(\$7,471)
Charles Barrett	CB-Facility Maintenance-Stormwater Management	Completed in summer of 2017	(\$8,411)
Charles Barrett	CB-Capacity-Capacity Addition Project Management & Soft Costs	Completed in 2016	(\$8,304)
Total			\$505,277

Following this recommended transfer, the CIP Reserve Account balance would increase to \$763,269.

Attachment #1 provides the detailed project account adjustments.

RECOMMENDATION: The Superintendent recommends that the School Board approve this budget transfer request totaling \$505,277 request from various projects to the CIP Reserve Account.

CONTACT PERSON: Mignon Anthony, Chief Operating Officer, (703) 619-8097

ATTACHMENTS: 1. CIP Adjustment Analysis

Attachment 1: CIP Adjustment Analysis

Budget Transfer – Various Accounts to CIP Reserve					
From Account					
ORG	OBJECT	PROJECT	TITLE	AMOUNT	ACPS Account #
				TRANSFERRING	
41861534	52121	20129	CB-Facility Maintenance-Roof Replacement	121,187.05	41861534-7-P170087
41861534	52121	20129	CB-Facility Maintenance-Roof Replacement	235,232.00	41861534-7-P180087
41862222	52121	20132	FH-Facility Maintenance-Replace Water Heater	65,180.00	41862222-7-P170085
41861550	52121	20130	WR-Instructional Environment-Exterior Play Area	4,454.00	41861550-8-P160027
41861541	52121	20141	JH-Capacity-New School PreK-8 Facility	53,000.00	41861541-4-P130097
41861546	52121	20159	JP-Capacity-Capacity Addition A&E	2,038.00	41861546-4-P120013
41861548	52121	20159	JP-Capacity-Capacity Addition Construction	7,471.00	41861548-4-P150015
41861534	52121	20129	CB-Facility Maintenance-Stormwater Management	8,411.00	41861534-7-P160100
41861579	52121	20150	CB-Capacity-Capacity Addition PM & Soft Costs	8,304.00	41861579-4-P150014
To Account					
CIP Reserve Account			CIP Reserve Account	505,277.05	CIP Reserve Account