

Request for City Council Committee Action

Date: June 8, 2004

To: Community Development Committee
Referral to: Ways & Means / Budget Committee

Prepared by: Carsten Slostad (Phone 673-5150)

Approved by: Robert D. Miller, Director _____

**Subject: 2004 NRP Administrative Budget Revision
Rollover of 2003 Funds**

Summary of the Request: Approve the rollover of \$96,250.46 from the approved 2003 NRP Administrative Budget into the approved 2004 NRP Administrative Budget to satisfy outstanding 2003 obligations.

Recommendation:

- (1) Approve the rollover of \$96,250.46 from the approved 2003 NRP Administrative Budget to the approved 2004 NRP Administrative Budget;
- (2) Amend the City of Minneapolis 2004 General Appropriation Resolution by increasing the Community Planning & Economic Development Department (CPED) agency Fund CNR—NRP Program Fund (CNR0-890-3550) appropriation by \$96,250.46;
- (3) Authorize the appropriate City officers to enter into any contracts or agreements needed to implement this request;

June 8, 2004

The Honorable Lisa Goodman, Chair
Community Development Committee
Minneapolis City Council
315 City Hall
Minneapolis, Minnesota 55415

The Honorable Barbara Johnson, Chair
Ways and Means Committee
Minneapolis City Council
315 City Hall
Minneapolis, Minnesota 55415

Re: 2004 NRP Administrative Budget Revision (Rollover of 2003 Funds)

Dear Chairpersons Goodman and Johnson:

At its meeting on April 19, 2004 the Neighborhood Revitalization Policy Board approved the rollover of \$96,250.46 from the approved 2003 NRP Administrative Budget into the approved 2004 NRP Administrative Budget.

The Policy Board approved an original 2003 NRP Administrative Budget of \$1,743,355. It increased that budget to \$1,791,012.66 through a separate action during 2003.

At the end of the final period for making payments on expenditures for the 2003 Budget, there were various contracts, agreements and other obligations with unspent balances. (See attached Memorandum) These outstanding 2003 obligations total \$96,250.46. In order to satisfy these obligations, it is necessary that we rollover \$96,250.46 in non-personnel 2003 administrative dollars from the unspent balance of \$107,079.09 remaining in the 2003 Budget to the 2004 NRP Administrative Budget.

On April 19, 2004 the Policy Board passed the following resolution:

RESOLVED: That the Minneapolis Neighborhood Revitalization Policy Board (Board) hereby approves rolling over \$96,250.46 from the approved 2003 NRP Administrative Budget into the 2004 NRP Administrative Budget to satisfy remaining 2003 budget obligations; and,

RESOLVED FURTHER: That the Board hereby authorizes the Director to request that the City Council and Mayor: [a] amend the 2004 City of Minneapolis General Operating Resolution by increasing the NRP Program Fund (CNR0) by \$96,250.46; and [b] authorize the appropriate City officers to enter into any necessary contracts or agreements to implement the activities above.

Pursuant to this resolution, I make the following recommendations for consideration by your committees:

The Honorable Lisa Goodman
The Honorable Barbara Johnson

June 8, 2004

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RECOMMENDATION:

- (4) Approve the rollover of \$96,250.46 from the approved 2003 NRP Administrative Budget to the approved 2004 NRP Administrative Budget;
- (5) Amend the City of Minneapolis 2004 General Appropriation Resolution by increasing the Community Planning & Economic Development Department (CPED) agency Fund CNR—NRP Program Fund (CNR0-890-3550) appropriation by \$96,250.46;
- (6) Authorize the appropriate City officers to enter into any contracts or agreements needed to implement this request;

Sincerely,

Robert D. Miller
Director

April 14, 2004

To: Robert D. Miller
From: Jack Whitehurst
Re: 2003 Rollover Request

I have included as rollover items the following Administrative Budget (Fund 2300) obligations that were outstanding at the end of the final 2003 accounting period:

Vendor Name	Description	Amount
MTN	Video services for NRP	13,950.00
Great America Leasing	Lease Agreement for NRP Copiers	12,381.40
U of MN - MTPNO	Training services for Neighborhoods	2,261.73
Kennedy & Graven	Legal Services for NRP	2,512.01
Gavzy Group	NRP Information Systems Development	4,451.19
Tax Exempt Law Office	Legal Services and Training for Neighborhoods	1,560.20
ISystems, Inc.	NRP Web and Information System Support	20,350.00
Mike Wilson & Assoc.	Audit Services	10,800.00
Mpls. Park Board	2003 Admin Fee	27,983.93
Total		96,250.46