

To: NRP Policy Board Members and Alternates

From: Robert D. Miller

Date: April 19, 2004

Re: Rollover of 2003 Funds

The Policy Board approved an original 2003 NRP Administrative Budget of \$1,743,355.00. 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. These outstanding 2003 obligations totaled \$96,250.46 (see attached "2003 Rollover Request" memo).

In order to satisfy these obligations, it is necessary that we rollover \$96,250.46 of non-personnel 2003 administrative dollars to the 2004 NRP Administrative Budget from the \$107,079.09 of the unspent 2003 Budget.

2003 Budget (original)	\$1,743,355.00
2003 Budget (revised)	1,791,012.66
<u>2003 Expenditures</u>	<u>(1,683,933.57)</u>
2003 Unspent Budget	\$ 107,079.09
 Rollover needed to meet remaining 2003 obligations	 \$ 96,250.46

I, therefore recommend approval of 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,

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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.

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