



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

November 14, 2016

TO: Mayor and Board of Commissioners

FROM: Debora P. Diaz, Town Manager

REF: Town Manager's Agenda

1. Expansion of security access control system (Attached TM-1)

Expansion of the Police Department's existing security system to the Town Hall, Public Services Administration Building, and Ocean Rescue Building can occur simultaneously with the planned installation of the same system during completion of the Public Works Complex Phase II project. Improvements are for installation of electronic door locking and switching operated by proximity cards and monitored through computers systems as designed for secure facilities control. Working with the same company will be helpful toward smooth implementation and activation of the entire system as necessary hardware and software compatibility at multiple locations will be assured.

Expenses to install the security system at the Public Works Complex will be funded through the project's contingency line. Staff proposes to liquidate an existing and unfunded capital improvement reserve fund in the amount of \$20,135.75, along with an appropriation of \$16,564.25 from undesignated fund balance, for a total of \$36,700, to complete security improvements on the other listed general fund facilities. To accomplish improvements at the Public Services Administration Building, funds will be moved from retained earnings to an expense account.

Staff recommends approval of the attached budgets amendments, #3 and #4, to appropriate funds for expansion of the security system.

TOWN OF KILL DEVIL HILLS

BUDGET AMENDMENT REQUEST



<i>Finance Department Use Only</i>
<i>Budget Amendment Number: 3</i>
<i>Finance Officer: </i>

INCREASE (DECREASE)			INCREASE (DECREASE)		
CODE	ACCOUNT DESCRIPTION	AMOUNT	CODE	ACCOUNT DESCRIPTION	AMOUNT
5000 572000	C/O Buildings	36,700.00	10 499180	Fund Balance Appropriated – CIP Reserve	20,135.75
			10 499100	Fund Balance - Undesignated	16,564.25
TOTAL		36,700.00	TOTAL		36,700.00

JUSTIFICATION: To appropriate funds for security system expansion at Town Hall and Ocean Rescue building.

RECOMMENDED:

APPROVED:

DATE:

November 14, 2016

TOWN OF KILL DEVIL HILLS

BUDGET AMENDMENT REQUEST



<i>Finance Department Use Only</i>
<i>Budget Amendment Number: 4</i>
<i>Finance Officer: </i>

INCREASE (DECREASE)			INCREASE (DECREASE)		
CODE	ACCOUNT DESCRIPTION	AMOUNT	CODE	ACCOUNT DESCRIPTION	AMOUNT
7240 572000	C/O Buildings	10,500.00	30 499200	Retained Earnings Appropriated	10,500.00
TOTAL		10,500.00	TOTAL		10,500.00

JUSTIFICATION: To appropriate funds for security system in the Public Services building.

RECOMMENDED: _____

APPROVED: _____

DATE: _____

November 14, 2016