



CITY COUNCIL AGENDA ITEM

Date: July 13, 2016

To: Brian Kischnick, City Manager

From: Tom Darling, Director of Finance
 Mark Miller, Director of Economic & Community Development
 Cathy Russ, Library Director
 Phillip Kwik, Assistant Library Director

Subject: Standard Purchasing Resolution 4 and Budget Amendment – Wayfinding Signage Phase 2 – Troy Public Library

History

- A priority action item of the Library's Strategic Plan is to "make it easier for users to navigate the Library – finding materials and finding places (computer areas, youth area, restrooms, etc.) through effective signage, low-cost reorganization and increased staff interaction."
- In May, 2015, City Council approved a contract with Sign Concepts dba ASI Signage Innovations of Troy, MI, in the amount of \$38,452 to complete Phase 1 of the Wayfinding Signage package for the Library. This phase included approximately 100 signs: those in the lobby, those indicating emergency exits and staff areas, the Letters to the Children of Troy wall, and branded logo signs for the Library's entrances.
- The fabrication and installation of Phase 1 signs were completed by ASI Signage July, 2015.
- In March, 2016, the Library undertook Phase 2 of the Wayfinding Signage project. This phase includes approximately 300 signs in the Adult, Teen, and Youth areas of the Library.

Purchasing

- On March 21, 2016, City Council approved and authorized City management to enter into a contract with Sign Concepts dba ASI Signage Innovations of Troy, MI, in the amount of \$56,478 to complete Phase 2 of the Wayfinding Signage package. (Resolution #2016-03-054-J-6).
- The work was begun in April, 2016, and was scheduled to be completed by June 30, 2016. However, due to delays in obtaining building materials – because of the heavy demand during this year's construction season – the completion date has been moved to July 31, 2016.

Financial

This project was originally budgeted in the Library's Capital Projects fund 2015/16 in the amount of \$56,478. The amount expended in the 2015/16 fiscal year was \$28,239. The remaining amount of the contract is \$28,239. Due to the normal lapse of budget appropriations at fiscal year-end, this project will require a re-appropriation for the 2016/17 fiscal year in the amount of \$28,240.

Recommendation

City management requests a budget amendment to the Library's fund for the transfer out to the Capital Projects Fund for installation of Phase 2 of the Wayfinding Signage package in the Troy Public Library from Sign Concepts dba ASI Signage Innovations of Troy, MI, in the amount of \$28,240.