



City of Grand Forks Staff Report

APPROVED & ACCEPTED
by City Council

12/16/2019

Maureen Storstad
Maureen Storstad
City Auditor

Committee of the Whole – December 9, 2019

City Council – December 16, 2019

Agenda Item: Budget Amendment for Additional Federal Funding/Expenses

Submitted by: Dale Bergman, Transportation Division Director

Staff Recommended Action: Approve attached Budget Amendment

Committee Recommended Action: Refer to City Council with recommendation to approve.

Council Action: Approved unanimously on consent agenda

BACKGROUND:

Cities Area Transit received additional federal funding for projects requested and approved by Council on October 1, 2018. Cities Area Transit is now requesting a budget amendment to use this funding and purchase the requested equipment. This budget amendment is to bring in the additional funding for the 80% federal match (\$245,040), the 20% local match from cash carryover (\$61,260) and the related expenses incurred of \$306,300.

ANALYSIS AND FINDINGS OF FACT:

This budget amendment is necessary to reflect additional federal grant activity.

SUPPORT MATERIALS:

Budget amendment

CITY OF GRAND FORKS, NORTH DAKOTA

BUDGET AMENDMENT REQUEST

TO: FINANCE AND ADMINISTRATIVE OFFICE

REQUEST NO. _____ DATE: 12/3/2019

PAGE: 1 of 1

FROM: Jessica Bergerson

Request amendment to budget as indicated

DATE _____

DEPARTMENT HEAD _____

Increase Revenue						Increase Expenditure Account					
FUND CODE	DEPT CODE	SUB DEPT CODE	BUDGET CODE	DESCRIPTION	AMOUNT	FUND CODE	DEPT CODE	SUB DEPT CODE	BUDGET CODE	DESCRIPTION	AMOUNT
5500	000		321.0033	FTA Admin Grant-Cap	\$245,040.00	5500	100		700.0030	Communication & Elec	\$306,300.00
5500	000		390.0010	Cash Carryover	\$61,260.00						
				TOTAL	\$306,300.00					TOTAL	\$306,300.00

REASON: Amendment for equipment purchased under ND 5339

FINANCE DIRECTOR'S COMMENT:

AUDITORS COMMENT:

CERTIFY AVAILABILITY OF FUNDS

MOVED BY: _____

DATE _____

DATE PROCESSED _____

SECONDED BY: _____

CITY AUDITOR/DEPUTY _____

ENTERED BY _____



City of Grand Forks Staff Report

Committee of the Whole – September 24, 2018

City Council – October 1, 2018

Agenda Item: North Dakota Section 5339 Midyear Funding Application

Submitted by: Dale Bergman, Public Transportation Division Director
Ali Rood, Mobility Manager

Staff Recommended Action: Approve Cities Area Transit (CAT) application for North Dakota Section 5339: Bus and Bus Facilities funding in the amount of \$1,757,040.

Committee Recommended Action:

Council Action:

BACKGROUND:

The North Dakota Department of Transportation (NDDOT) has released a notice of funding availability and request for applications for Section 5339: Bus and Bus Facilities program. Staff recommends approval of its Section 5339 funding request of \$1,757,040.

ANALYSIS & FINDINGS OF FACT:

- The Section 5339 funding request includes the following projects in priority order:
 1. **Fixed Route Fare Boxes**

This project involves replacement of fixed route fare boxes, which were purchased in 2009 and have exceeded their useful life. The new fare boxes will bring this equipment to a state of good repair and allow for additional payment options. The total cost for the project is \$200,000. CAT is requesting \$160,000 in Section 5339 funding; the 20% local match of \$40,000 will be paid out of the City's Public Transportation budget.
 2. **Fare Collection Vault and Software**

This project involves replacement of a fare collection vault and software program. The current vault and software were purchased in 2009 and have exceeded their useful life. Furthermore, the current vault is not compatible with CAT's facility and cash handling plan. The new vault will be wall mounted to deposit in to a secure cash handling room. The total cost for the project is \$90,000. CAT is requesting \$72,000 in Section 5339 funding; the 20% local match of \$18,000 will be paid out of the City's Public Transportation budget.

3. Servers

This project involves the replacement of servers for CAT's fare collection and video surveillance systems. The current servers were purchased in 2003 and 2009 and have exceeded their useful life. The total cost of the project is \$16,300. CAT is requesting \$13,040 in Section 5339 funding; the 20% local match of \$3,260 will be paid out of the City's Public Transportation budget.

4. Back-Up Generator

This project involves the purchase of a back-up generator for the CAT Administrative & Maintenance Facility. This is necessary to continue operations in the event of a power outage, weather event, or other emergency situation. The total cost of the project is \$150,000. CAT is requesting \$120,000 in Section 5339 funding; the 20% local match of \$30,000 will be paid out of the City's Public Transportation budget.

5. Shop Pickup Replacement

This project involves replacement of a shop pickup that was purchased in 2009 and has exceeded its useful life. The total cost of the project is \$25,000. CAT is requesting \$20,000 in Section 5339 funding; the 20% local match of \$5,000 will be paid out of the City's Public Transportation budget.

6. Staff Car Replacement

This project involves replacement of a staff car that was purchased in 2010 and has exceeded its useful life. The total cost of the project is \$18,000. CAT is requesting \$14,400 in Section 5339 funding; the 20% local match of \$3,600 will be paid out of the City's Public Transportation budget.

7. Bus Shelter Replacements

This project involves replacement of seventeen (17) bus shelters that were purchased in 1987 and have exceeded their useful life. The total cost of the project is \$136,000. CAT is requesting \$108,800 in Section 5339 funding; the 20% local match of \$27,200 will be paid out of the City's Public Transportation budget.

8. Disc Brake Tool

This project involves the purchase of tooling required to properly maintain disc brakes that are present on new heavy duty buses. The total cost of the project is \$20,000. CAT is requesting \$16,000 in Section 5339 funding; the 20% local match of \$4,000 will be paid out of the City's Public Transportation budget.

9. Heavy Duty Buses

This project involves the purchase of three (3) heavy duty buses for the operation of University of North Dakota campus circulator routes. The total cost of the project is \$1,521,000. CAT is requesting \$1,216,800 in Section 5339 funding; the 20% local match of \$304,200 will be paid by the University of North Dakota. Staff is awaiting a letter of commitment of this local match from the University. If commitment is not received by the funding application deadline of October 17, 2018, this project will be removed from the request.

10. Shop Pickup

This project involves the purchase of an additional shop pickup. This is necessary to