



City of Grand Forks Staff Report

Committee of the Whole – December 9, 2019

APPROVED & ACCEPTED
by City Council

12/16/2019

Maureen Storstad
Maureen Storstad
City Auditor

City Council – December 16, 2019

Agenda Item: Budget Amendment for Additional 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 March 6, 2019 to purchase four vans for Dial-A-Ride. This budget amendment is to bring in the additional funding for the 80% federal match (\$123,200) and the related expenses incurred of \$154,000. The local match for this funding will be Cities Area Transit's State Aid funding being allocated from Public Transit to Dial-A-Ride. This State Aid amendment will also assist in covering increased contract costs resulting from increased ridership.

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 TRANSFER REQUEST

REQUEST NO.

DATE: 12/3/19

PAGE:

TO: FINANCE AND ADMINISTRATIVE OFFICE

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
5600	000		422.0116	State Aid	\$140,000.00	5600	100		700.0105	Rolling Stock	\$154,000.00
5600	000		321.0033	Fed Transit Grant Cap	\$123,200.00	5600	100		460.0016	Data Fees	\$25,000.00
						5600	100		470.0008	DAR Transit Expense	\$42,100.00
						5600	100		470.0011	Sr Rider Transit Expense	\$42,100.00
				TOTAL	\$263,200.00					TOTAL	\$263,200.00

REASON:

FINANCE DIRECTOR'S COMMENT:

AUDITORS COMMENT:

CERTIFY AVAILABILITY OF FUNDS

DATE

DATE

DATE PROCESSED

BUDGET OFFICER

CITY AUDITOR/DEPUTY

ENTERED BY



City of Grand Forks Staff Report

Service/Safety Committee – April 22, 2019

City Council – March 6, 2019

Agenda Item: North Dakota Section 5310 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 5310: Enhanced Mobility of Seniors and Individuals with Disabilities funding in the amount of \$196,157.

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 5310: Enhanced Mobility of Seniors and Individuals with Disabilities program. Staff recommends approval of its Section 5310 funding request of \$196,157.

ANALYSIS & FINDINGS OF FACT:

- The Section 5310 funding request includes the following projects in priority order:

1. Mobility Manager Position

The Mobility Manager serves as the regional transit coordinator and is responsible for planning, marketing, education and outreach for Cities Area Transit. The Mobility Manager provides bus training for senior citizens and persons with disabilities and is the agency contact for local human service providers. The total cost for the Mobility Manager position (wages and benefits) is \$91,197. CAT is requesting \$72,971 in Section 5310 funding; the 20% local match of \$18,226 will be paid out of the City's Public Transportation budget.

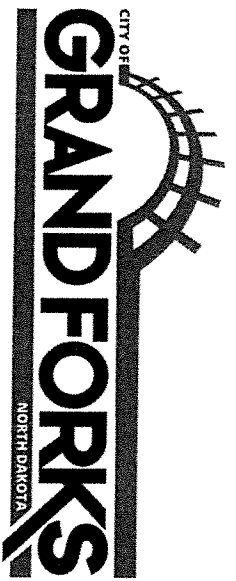
2. Replacement of ADA Minivans

2015 Dodge Grand Caravans #151, #152, #153 and #154 are nearing the end of their useful life of 4 years or 100,000 miles. The vehicles are scheduled to be replaced at a cost of \$38,500 each. CAT is requesting \$123,200 in Section 5310 funding for four

replacement vehicles; the 20% local match of \$30,800 will be paid out of the City's Public Transportation budget.

SUPPORT MATERIALS:

- Section 5310 Funding Application



Budget Performance Report

Fiscal Year to Date 12/31/19
 Include Rollup Account and Rollup to Account

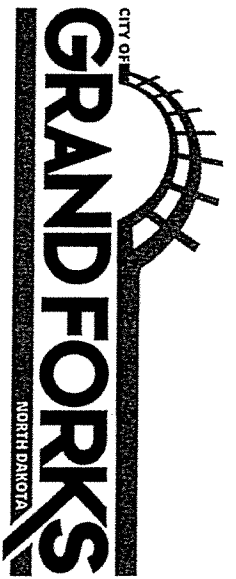
Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 5600	Dial-A-Ride REVENUE									
Department	000 - Revenues									
Real Estate Taxes										
301	Current Real Estate Taxes									
301.0010	Current Real Estate Taxes	225,979.00	.00	225,979.00	.00	.00	225,979.00	.00	100%	211,798.37
	301 - Current Real Estate Taxes Totals	\$225,979.00	\$0.00	\$225,979.00	\$0.00	\$0.00	\$225,979.00	\$0.00	100%	\$211,798.37
	<i>Real Estate Taxes Totals</i>	<i>\$225,979.00</i>	<i>\$0.00</i>	<i>\$225,979.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$225,979.00</i>	<i>\$0.00</i>	<i>100%</i>	<i>\$211,798.37</i>
321	Federal Transit Adm. Grant									
321.0030	Federal Transit Adm. Grant	515,728.00	.00	515,728.00	.00	.00	515,728.00	.00	0	335,694.00
321.0033	Fed Transit Adm. Grant-Cap	88,000.00	.00	88,000.00	.00	.00	87,221.09	778.91	99	100,698.00
321.0038	New Freedom Grant	.00	.00	.00	.00	.00	56,113.00	(56,113.00)	+++	74,935.00
321.0170	FTA-EGF Operating Grant	206,000.00	.00	206,000.00	.00	.00	206,000.00	.00	0	206,000.00
	321 - Federal Transit Adm. Grant Totals	\$809,728.00	\$0.00	\$809,728.00	\$0.00	\$0.00	\$143,334.09	\$66,393.91	18%	\$511,327.00
322	State Aid									
322.0116	State Aid	13,903.00	.00	13,903.00	.00	.00	154,214.00	(140,311.00)	1109%	268,230.00
	322 - State Aid Totals	\$13,903.00	\$0.00	\$13,903.00	\$0.00	\$0.00	\$154,214.00	(\$140,311.00)	1109%	\$268,230.00
324	Senior Citizens Tax									
324.0080	Senior Citizens Tax	2,100.00	.00	2,100.00	.00	.00	2,195.40	(95.40)	105	2,137.56
324.0081	Disabled Veteran Credit	1,275.00	.00	1,275.00	.00	.00	1,509.24	(234.24)	118	1,412.74
324.0082	Electric Tax	28.00	.00	28.00	.00	.00	.00	28.00	0	.00
324.0095	Communication In-Lieu Tax	1,150.00	.00	1,150.00	.00	.00	1,141.23	8.77	99	1,143.87
	324 - Senior Citizens Tax Totals	\$4,553.00	\$0.00	\$4,553.00	\$0.00	\$0.00	\$4,845.87	(\$292.87)	106%	\$4,694.17
325	Mobile Home Tax									
325.0030	Mobile Home Tax	50.00	.00	50.00	.00	.00	18.09	31.91	36	31.76
	325 - Mobile Home Tax Totals	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$18.09	\$31.91	36%	\$31.76
	<i>Intergovernmental Totals</i>	<i>\$828,234.00</i>	<i>\$0.00</i>	<i>\$828,234.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$302,412.05</i>	<i>\$525,821.95</i>	<i>37%</i>	<i>\$784,282.93</i>
337	Advance Ticket Sales									
337.0005	Advance Ticket Sales	.00	.00	.00	.00	.00	(4,547.00)	4,547.00	+++	.00
337.0010	Cash Sales	.00	.00	.00	.00	.00	.00	.00	+++	6.00
337.0030	UND Bus Service Fee	325.00	.00	325.00	.00	.00	75.00	250.00	23	11,429.00
337.0050	DAR Ticket Sales	172,000.00	.00	172,000.00	.00	.00	178,178.90	(6,178.90)	104	184,678.25
337.0100	EGF Bus Fee	.00	.00	.00	.00	.00	17,752.00	(17,752.00)	+++	10,939.00
	337 - Advance Ticket Sales Totals	\$172,325.00	\$0.00	\$172,325.00	\$0.00	\$0.00	\$191,458.90	(\$19,133.90)	111%	\$207,052.25
	<i>Operating Revenues Totals</i>	<i>\$172,325.00</i>	<i>\$0.00</i>	<i>\$172,325.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$191,458.90</i>	<i>(\$19,133.90)</i>	<i>111%</i>	<i>\$207,052.25</i>
356	Interest-Investments									
356.0010	Interest-Investments	950.00	.00	950.00	.00	.00	(1,030.00)	1,980.00	-108	(778.50)
	356 - Interest-Investments Totals	\$950.00	\$0.00	\$950.00	\$0.00	\$0.00	(\$1,030.00)	\$1,980.00	-108%	(\$778.50)



Budget Performance Report

Fiscal Year to Date 12/31/19
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD % Used/Rec'd	Prior Year Total
Fund 5600 - Dial-A-Ride	REVENUE								
Department 000 - Revenues									
	<i>Interest Totals</i>	\$950.00	\$0.00	\$950.00	\$0.00	\$0.00	(\$1,030.00)	\$1,980.00 -108%	(\$778.50)
390	Cash Carryover-Budget	80,000.00	.00	80,000.00	.00	.00	.00	80,000.00 0	.00
390	Cash Carryover-Budget	\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00 0%	\$0.00
	<i>Cash Carryover-Budget Totals</i>	\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00 0%	\$0.00
390	Cash Carryover-Budget	\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00 0%	\$0.00
	<i>Department 000 - Revenues Totals</i>	\$1,307,488.00	\$0.00	\$1,307,488.00	\$0.00	\$0.00	\$718,819.95	\$588,668.05 55%	\$1,202,355.05
	<i>REVENUE TOTALS</i>	\$1,307,488.00	\$0.00	\$1,307,488.00	\$0.00	\$0.00	\$718,819.95	\$588,668.05 55%	\$1,202,355.05
EXPENSE									
Department 100 - Expenditures									
	<i>Personnel Services</i>								
400	Wages & Salary-Permanent	164,523.00	.00	164,523.00	.00	.00	157,498.09	7,024.91 96	181,425.70
400.0020	Wages & Salary-Temporary	34,224.00	.00	34,224.00	.00	.00	30,641.20	3,582.80 90	33,716.08
400.0030	Wages & Salary-Overtime	3,800.00	.00	3,800.00	.00	.00	825.99	2,974.01 22	1,690.29
400.0040	Wages & Salary-Holiday	4,375.00	.00	4,375.00	.00	.00	.00	4,375.00 0	.00
400.0060	Wages & Salary-Sick Leave	.00	.00	.00	.00	.00	114.77	(114.77) +++	1,919.19
	<i>400 - Wages & Salary-Permanent Totals</i>	\$206,922.00	\$0.00	\$206,922.00	\$0.00	\$0.00	\$189,080.05	\$17,841.95 91%	\$218,751.26
	<i>Personnel Services Totals</i>	\$206,922.00	\$0.00	\$206,922.00	\$0.00	\$0.00	\$189,080.05	\$17,841.95 91%	\$218,751.26
	<i>Fringe Benefits</i>								
401	FICA OASDI-Employer	13,114.00	.00	13,114.00	.00	.00	10,885.00	2,229.00 83	12,423.29
401.0010	FICA OASDI-Employer	13,114.00	.00	13,114.00	.00	.00	10,885.00	2,229.00 83	12,423.29
401.0015	FICA Medicare-Employer	3,067.00	.00	3,067.00	.00	.00	2,545.66	521.34 83	2,905.53
401.0030	Worker's Compensation	327.00	.00	327.00	.00	.00	303.63	23.37 93	180.71
	<i>401 - FICA OASDI-Employer Totals</i>	\$16,508.00	\$0.00	\$16,508.00	\$0.00	\$0.00	\$13,734.29	\$2,773.71 83%	\$15,509.53
	<i>Post Employment Health</i>								
402	Post Employment Health	2,252.00	.00	2,252.00	.00	.00	2,291.41	(39.41) ✓	2,499.72
402.0005	NDPERS- Health Insurance	34,583.00	.00	34,583.00	.00	.00	27,944.40	6,638.60 81	31,701.17
402.0010	Life Insurance-Employee	240.00	.00	240.00	.00	.00	243.32	(3.32) ✓	265.44
402.0020	Disability Insurance	653.00	.00	653.00	.00	.00	652.52	.48 ✓	694.32
402.0043	Pension-NDPERS	15,989.00	.00	15,989.00	.00	.00	15,207.80	781.20 95	17,054.33
402.0054	Cell Phone Flat Rate	700.00	.00	700.00	.00	.00	577.50	122.50 82	630.00
	<i>402 - Post Employment Health Totals</i>	\$54,417.00	\$0.00	\$54,417.00	\$0.00	\$0.00	\$46,916.95	\$7,500.05 86%	\$52,844.98
	<i>Fringe Benefits Totals</i>	\$70,925.00	\$0.00	\$70,925.00	\$0.00	\$0.00	\$60,651.24	\$10,273.76 86%	\$68,354.51
410	Office Supplies	650.00	.00	650.00	.00	.00	329.26	320.74 51	822.49
410.0020	Office Supplies	650.00	.00	650.00	.00	.00	329.26	320.74 51	822.49
410.0200	Gasoline	36,000.00	.00	36,000.00	.00	.00	42,587.21	(6,587.21) ✓	49,770.01



Budget Performance Report

Fiscal Year to Date 12/31/19
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 5600 - Dial-A-Ride	EXPENSE									
Department 100 - Expenditures	Material And Supplies									
410	Office Supplies	1,200.00	.00	1,200.00	.00	.00	.00	(1,200.00)	0	958.59
410.0210	Oil, Anti-Freeze, Etc.									
415	Automotive Parts	\$37,850.00	\$0.00	\$37,850.00	\$0.00	\$0.00	\$42,916.47	(\$5,066.47)	113%	\$51,551.09
415.0020	Automotive Parts	.00	.00	.00	.00	.00	686.90	(686.90)	+++	1,138.28
	415 - Automotive Parts Totals	\$37,850.00	\$0.00	\$37,850.00	\$0.00	\$0.00	\$43,603.37	(\$5,753.37)	115%	\$52,689.37
	<i>Material And Supplies Totals</i>	\$37,850.00	\$0.00	\$37,850.00	\$0.00	\$0.00	\$43,603.37	(\$5,753.37)	115%	\$52,689.37
430	Contractual Services									
430.0110	Printing	500.00	.00	500.00	.00	.00	963.00	(463.00)	193	332.15
430.0170	Maintenance Agreements	38,159.00	.00	38,159.00	.00	.00	27,850.14	10,308.86	73	70,945.94
	430 - Printing & Elec	\$38,659.00	\$0.00	\$38,659.00	\$0.00	\$0.00	\$28,813.14	\$9,845.86	75%	\$71,278.09
	<i>Contractual Services Totals</i>	\$38,659.00	\$0.00	\$38,659.00	\$0.00	\$0.00	\$28,813.14	\$9,845.86	75%	\$71,278.09
450	Maintenance Equipment									
450.0030	Mtce Communication & Elec	1,000.00	.00	1,000.00	.00	.00	2,106.25	(1,106.25)	211	2,316.08
450.0160	Mtce Vehicles/Motor Eq.	15,000.00	.00	15,000.00	494.74	.00	9,571.81	5,428.19	64	10,761.71
450.0165	Mtce-Tires-Revenue Vehicl	2,800.00	.00	2,800.00	.00	.00	1,353.17	1,446.83	48	3,624.73
450.0630	IS-Mtce of Software	2,250.00	.00	2,250.00	.00	.00	2,250.00	.00	100	2,250.00
	450 - Mtce Communication & Elec	\$21,050.00	\$0.00	\$21,050.00	\$494.74	\$0.00	\$15,281.23	\$5,768.77	73%	\$18,952.52
	<i>Maintenance Equipment Totals</i>	\$21,050.00	\$0.00	\$21,050.00	\$494.74	\$0.00	\$15,281.23	\$5,768.77	73%	\$18,952.52
460	Other Operating Expenses									
460.0016	Data Fees	7,181.00	.00	7,181.00	.00	.00	21,369.86	(14,188.86)	298	9,140.96
460.0020	Telephone	3,500.00	.00	3,500.00	.00	.00	3,023.48	476.52	86	3,805.23
460.0040	Postage	1,400.00	.00	1,400.00	.00	.00	1,251.84	148.16	89	2,502.04
460.0041	Drug Testing	800.00	.00	800.00	.00	.00	1,721.70	(921.70)	215	850.80
460.0050	Education & Training	1,800.00	.00	1,800.00	.00	.00	32.00	1,768.00	2	32.00
460.0060	Travel	3,000.00	.00	3,000.00	.00	.00	1,906.54	1,093.46	64	5,070.73
460.0105	Vehicle Registration	100.00	.00	100.00	.00	.00	.00	100.00	0	37.00
460.0120	Fleet & Gen.Lib,Insuranc	13,500.00	.00	13,500.00	.00	.00	13,564.00	(64.00)	100	13,208.00
	460 - Data Fees Totals	\$31,281.00	\$0.00	\$31,281.00	\$0.00	\$0.00	\$42,869.42	(\$11,588.42)	137%	\$34,646.76
470	DAR Transit Expense									
470.0008	DAR Transit Expense	342,370.00	.00	342,370.00	.00	.00	355,177.41	(12,807.41)	104	372,192.49
470.0011	Sr Rider Transit Expense	337,260.00	.00	337,260.00	.00	.00	354,538.88	(17,278.88)	105	381,518.03
470.0044	Credit Card Fees	500.00	.00	500.00	.00	.00	412.40	87.60	82	565.07
	470 - DAR Transit Expense Totals	\$680,130.00	\$0.00	\$680,130.00	\$0.00	\$0.00	\$710,128.69	(\$29,998.69)	104%	\$754,275.59



Budget Performance Report

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Fund 5600 - Dial-A-Ride	EXPENSE									
Department 100 - Expenditures	Other Operating Expenses Totals	\$711,411.00	\$0.00	\$711,411.00	\$0.00	\$0.00	\$752,998.11	(\$41,587.11)	106%	\$788,922.35
700	Capital Outlay									
700,0030	Communication & Elec	.00	.00	.00	.00	.00	.00	.00	+++	7,072.50
700,0105	Rolling Stock	110,000.00	.00	110,000.00	.00	.00	264,959.00	(154,959.00) E/A	241	102,442.00
	700 - Communication & Elec Totals	\$110,000.00	\$0.00	\$110,000.00	\$0.00	\$0.00	\$264,959.00	(\$154,959.00)	241%	\$109,514.50
	Capital Outlay Totals	\$110,000.00	\$0.00	\$110,000.00	\$0.00	\$0.00	\$264,959.00	(\$154,959.00)	241%	\$109,514.50
850	Depreciation									
850,0010	Depreciation Expense	.00	.00	.00	.00	.00	.00	.00	+++	118,679.60
	850 - Depreciation Expense Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$118,679.60
	Depreciation Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$118,679.60
994	Extraordinary Expense									
994,0000	Unrealized Loss on Invest	.00	.00	.00	.00	.00	.00	.00	+++	16.88
	994 - Unrealized Loss on Invest Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$16.88
	Extraordinary Expense Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$16.88
Department 100 - Expenditures Totals	EXPENSE TOTALS	\$1,196,817.00	\$0.00	\$1,196,817.00	\$494.74	\$0.00	\$1,355,386.14	(\$158,569.14)	113%	\$1,447,159.08
	EXPENSE TOTALS	\$1,196,817.00	\$0.00	\$1,196,817.00	\$494.74	\$0.00	\$1,355,386.14	(\$158,569.14)	113%	\$1,447,159.08
Fund 5600 - Dial-A-Ride Totals	REVENUE TOTALS	1,307,488.00	.00	1,307,488.00	.00	.00	718,819.95	588,668.05	55%	1,202,355.05
	EXPENSE TOTALS	1,196,817.00	.00	1,196,817.00	494.74	.00	1,355,386.14	(158,569.14)	113%	1,447,159.08
	Grand Totals	\$110,671.00	\$0.00	\$110,671.00	(\$494.74)	\$0.00	(\$636,566.19)	\$747,237.19		(\$244,804.03)
	Grand Totals	1,307,488.00	.00	1,307,488.00	.00	.00	718,819.95	588,668.05	55%	1,202,355.05
	Grand Totals	1,196,817.00	.00	1,196,817.00	494.74	.00	1,355,386.14	(158,569.14)	113%	1,447,159.08
	Grand Totals	\$110,671.00	\$0.00	\$110,671.00	(\$494.74)	\$0.00	(\$636,566.19)	\$747,237.19		(\$244,804.03)