



City of Grand Forks

Staff Report

Committee of the Whole – October 11, 2021

City Council – October 18, 2021

APPROVED & ACCEPTED

by City Council

10/18/2021

Maureen Storstad
Maureen Storstad
City Auditor

Agenda Item: Budget Amendment – Public Building Capital Project Fund

Submitted by: Maureen Storstad, Finance Director

Staff Recommended Action: Approve budget amendment attached

October 11, 2021 – Committee Recommended Action:

Motion by Weber, second by Dachtler to approve. Motion carried unanimously.

October 18, 2021 – Council Action:

Motion by Weber, second by Kvamme, to approve. Motion carried unanimously.

BACKGROUND:

At the direction of the Mayor, staff has been evaluating the layout of City Hall to make it more accessible to the public for business development and to create sufficient space for departments, to meet their current and future needs. These changes will also help with workforce recruitment and retention efforts in providing updated, properly sized and equipped work areas for staff.

Phase 1 of this project was completed in 2021 addressing needs on First and Third Floor of City Hall, including the relocation of the Planning and Community Development Department to the 1st Floor into the space formerly occupied by the Mayor and City Administrator, who moved to the 2nd Floor of the original City Hall building. Phase 2 is now looking at the 2nd Floor of City Hall for Engineering and Inspections Departments.

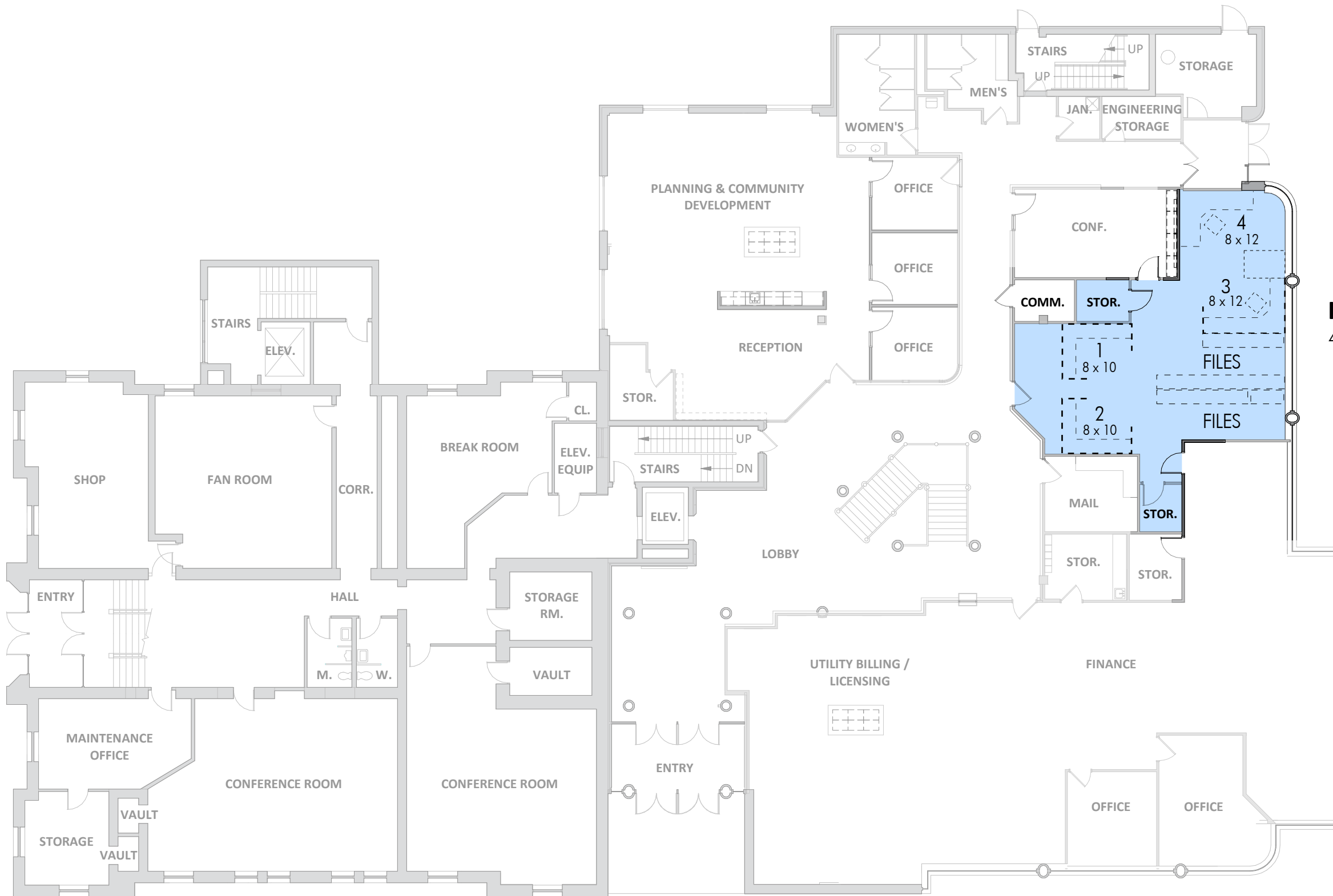
Brandon Boespflug has been asked to manage this project and the cost for the 2nd Floor renovation, which is estimated to be \$545,000. \$100,000 can be absorbed within the 2021 Public Building Fund budget due to other cost savings in the fund. There is cash carryover available to cover the remainder of the estimated cost. A budget amendment in the amount of \$445,000 is needed to bring the cash balance into the 2021 budget. The work for Phase 2 renovations will be bid and bids received will come back to the City Council for approval.

ANALYSIS AND FINDINGS OF FACT:

- Engineering Department has a need for more space
- Space was created on 2nd floor when Community Development/Planning moved to 1st floor of City Hall during Phase 1 of the renovation.
- Phase 2 City Hall renovation for 2nd floor of City Hall is estimated to cost \$545,000
- \$100,000 can be absorbed within public building fund budget due to other cost savings.
- Public Building Fund has cash to cover the remaining \$445,000 estimated cost.
- A Budget Amendment to move the cash into the 2021 Budget is required.

SUPPORT MATERIALS:

- Budget Amendment
- City Hall project proposed layout



INSPECTIONS

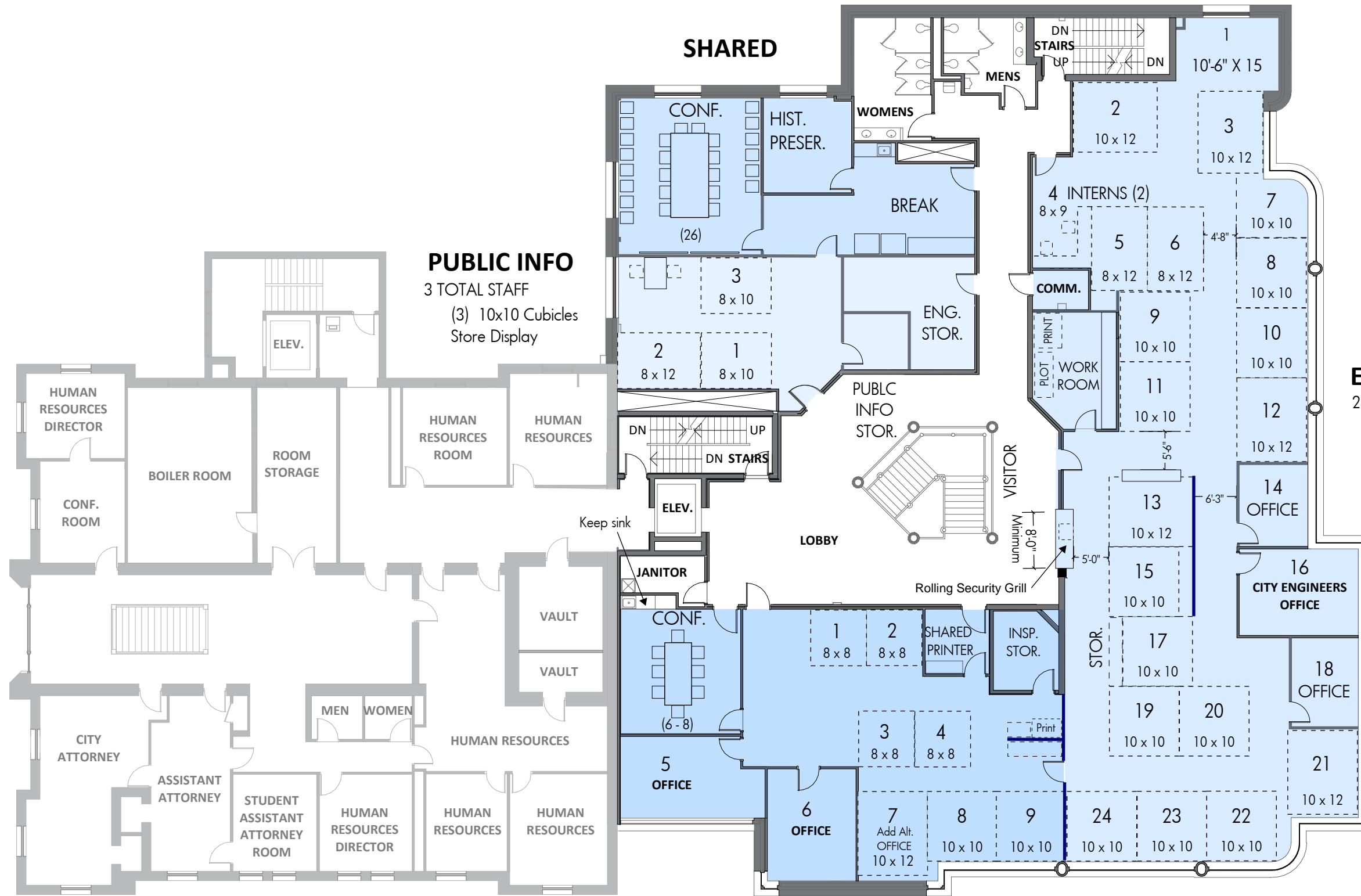
4 TOTAL STAFF | First Floor
- File Storage

GRAND FORKS CITY HALL RENOVATION

FIRST FLOOR PLAN

OCTOBER 4, 2021 | JLG 19254 | © 2021 JLG ARCHITECTS





PUBLIC INFO
 3 TOTAL STAFF
 (3) 10x10 Cubicles
 Store Display

SHARED

ENGINEERING
 24 TOTAL STAFF
 (2) 8x12 Cubicles
 (11) 10x10 Cubicles
 (6) 10x12 Cubicles
 (3) Offices
 (2) Intern Space (Shared)

INSPECTIONS

13 TOTAL STAFF
 - 4 First Floor
 - 9 Second Floor
 (4) 8x8 Cubicles
 (2) 10x10 Cubicles
 (1) 10x12 Cubicles
 (2) Offices
 (0) Intern Space

GRAND FORKS CITY HALL RENOVATION

SECOND FLOOR PLAN

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DESIGN FOR LIFE

CITY OF GRAND FORKS, NORTH DAKOTA

BUDGET TRANSFER REQUEST						REQUEST NO.	DATE: 10-11-21	PAGE:			
TO: FINANCE AND ADMINISTRATIVE OFFICE						FROM: Finance					
Request amendment to budget as indicated						_____		_____			
						DATE		DEPARTMENT HEAD			
Increase Revenue Account						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
2121	100		700.0050	general equipment	\$ 100,000	2121	100		900.0010	transfer out	\$ 100,000
4821	000		370.0010	transfer in	\$ 100,000	4821	100		650.0010	WIP	\$ 100,000
2121	000		390.0010	cash	\$ 445,000	2121	100		900.0010	transfer out	\$ 445,000
4821	000		370.0010	transfer in	\$ 445,000	4821	100		650.0010	WIP	\$ 445,000
				TOTAL						TOTAL	
REASON: Budget Amendment to bring in funds into public building capital proj fund available for 2nd floor city hall; \$100,000 from existing budget and \$445,000 from public bldg fund cash balance											
FINANCE DIRECTOR'S COMMENT:											
AUDITORS COMMENT:						CERTIFY AVAILABILITY OF FUNDS					
_____ MOVED BY:						_____			_____		
						DATE			DATE PROCESSED		
_____ SECONDED BY:						_____			_____		
						CITY AUDITOR/DEPUTY			ENTERED BY		