



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Dan Jonasson, Director of Public Works

DATE: 11/20/2018

**SUBJECT: TRANSIT BUDGET AMENDMENT FOR ROUTEMATCH UPGRADE (BUS034)
P4430**

I. RECOMMENDED ACTION

1. Authorize the Transit Department to proceed with the purchase of an upgrade to the current RouteMatch Intelligent Transportation Systems hardware and software and approve budget amendment.

II. DEPARTMENT CONTACT PERSONS

Dan Jonasson, Director of Public Works	857-4112
Jason Sorenson, Assistant Director of Public Works	857-4768
Brian Horinka, Vehicle Maint. /Bus Superintendent	857-4149

III. DESCRIPTION

1. Background
A NDDOT Section 5339 grant had been approved for assistance with installing bus shelters along the fixed bus routes. Matching funds for this grant were budgeted in the 2018 Transit operation supplies budget. It was determined after the grant was approved that the process required by the DOT for expending these funds for the construction of bus shelters was more time consuming and constraining than the value of the grant funds. The NDDOT has approved a change in use for these grant funds to upgrade our current Routematch Automatic Voice Announcement system and WiFi capabilities. They have also approved the Alternate Procurement Request to use RouteMatch as the sole source for this upgrade since it is their system. The cost of this upgrade will be approximately \$24,500.00. Because of the cost and type of upgrade this purchase will need to be capitalized so a budget amendment is included to capitalize this purchase if approved.
2. Proposed Project
N/A
3. Consultant Selection
N/A

IV. IMPACT:

- A. Strategic Impact:
N/A
- B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

There will be no fiscal impact. This is only moving the already approved expenses and revenue from one fund to another.

Project Funding:

205-6600-419.06-50	Bus Operation Supplies	\$24,500
429-7300-419.07-93	Bus Capital Expenses	\$24,500

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

Council's approval of this budget amendment and purchase will allow us to immediately execute the purchase order with RouteMatch so this project may proceed.

VII. LIST OF ATTACHMENTS

- A. Budget Amendment
- B. Approved DOT Alternate Procurement Request