Memorandum City of Lawrence Finance Department

DATE: May 11, 2017TO: Sales Tax Audit CommitteeFROM: Nate Blum, Senior Accountant/Fiscal AnalystRE: Update on 2016 Sales Taxes

Background

In 2016, the decision was made to no longer deposit sales tax revenues into the City's General Operating Fund before transferring proceeds out to the appropriate funds. Instead, revenues are now being recorded in the appropriate fund.

Revenues

As of December 31, 2016, proceeds from the three City sales and use taxes were received and receipted as follows:

- Proceeds from the 0.30% sales tax, totaling \$5,346,156, were recorded in the Capital Improvement Reserve Fund for infrastructure;
- Proceeds from the 0.20% sales tax, totaling \$3,723,909, were recorded in the Transit Fund for operating costs (fare box and other transit revenues totaled \$467,843).
- Proceeds from the 0.05% sales tax, totaling \$731,221, were recorded in the Capital Improvement Reserve Fund for transit capital purchases.

Expenditures

As of December 31, 2016, expenditures were as follows:

• \$5,333,137 of the 0.30% sales tax has been spent on the following projects:

Residential Street Maintenance	\$800,036
5th & Maple Pump Station	\$2,241,983
Bob Billings Pkwy - Kasold to Wakarusa	\$1,631,652
Kasold - Bob Billings Pkwy to 6th	\$29,235
9 th & Kentucky Intersection	\$116,052
19th - Iowa to Naismith	\$223,000
City share of 11th & Mississippi repair	\$150,000
SCBA/PASS Fire Equipment	\$141,179
TOTAL	\$5,333,137

- A total of \$6,068,258 has been spent on transit from all funds in 2016. The expenditures were paid from federal, state, and local funds as follows:
 - \$3,123,293 of expenses (including encumbrances) were paid with proceeds from the 0.20% sales tax, fare box receipts and bus pass sales;
 - \$2,944,965 of expenditures (not including encumbrances) were paid with federal and state grants;
- None of the 0.05% sales tax has been spent in 2016. These funds will be spent as matching funds for state and federal grants for bus purchases or other capital needs, including a permanent bus transfer facility. As of December 31, 2016, the balance is \$5,617,758. At the end of 2016, the balance was transferred to the Transit Fund from the City's Equipment and Capital Improvement Reserve funds in preparation for future capital expenditures.

Infrastructure Sales Tax Plan Actual 2016 - Budgeted 2019 December 2016

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Engineering R/W PW 1535 \$223,000 Image: Construction	19th - Iowa to Naismith -(\$2,700,000)	1 1							
Construction \$1,942,000 \$2,650,000 -\$1,892,000 \$500,000 Utilities Wessachusets & 13th Turn Lane Improvements \$1,000 \$500,000 \$51,421,340 \$500,000 \$51,421,340 \$500,000 \$51,421,340 \$500,000 \$51,421,340 \$500,000 \$51,41,17 \$2,722,632	Engineering	PW1535	\$223,000						
Massachusetis & 13th Turn Lane Improvements \$50,000 \$50,000 27th St Bridge - <td< td=""><td></td><td></td><td></td><td></td><td>£4.040.000</td><td>\$0.0F0.000</td><td></td><td>\$4 000 000</td><td>\$500.000 L Million</td></td<>					£4.040.000	\$0.0F0.000		\$4 000 000	\$500.000 L Million
ZTh Si Bridge PW 1417/PW153 \$100 \$1,000 Dicy share of 11th and Mississippi SL repair PW 1417/PW153 \$150,000 \$200,000 \$200,000 \$1,000 Sign/de Pdetstrian Improvements \$150,000 \$200,000 \$200,000 \$0 \$424,322 Subtoal Capital Improvement Reserve Fund \$5,191,959 \$8,000,000 \$9,32,000 \$4,900,000 \$15,421,340 Revenue over Expenditures \$154,197 \$2,722,632 \$4,272,000 \$30,0000 \$2,037,000	Construction Massachusetts & 13th Turn Lane Improvements	+			\$1,942,000	\$2,650,000 \$50,000		-\$1,892,000	acut,000 Utilities
City share of 11th and Mississippi SL: repair PW1417/PW153 \$150,000 \$200,000 \$200,000 \$1000 Bicycle Pedestrian improvements \$200,000 \$200,000 \$200,000 \$0 \$424,322 Jubitotal Capital Improvement Reserve Fund \$5,191,959 \$8,000,000 \$9,342,000 \$4,900,000 \$15,421,340 Revenue over Expenditures \$154,197 \$22,722,632 -\$4,272,000 \$30,2000 \$2,037,000	27th St Bridge					400,000			
Subficial Capital Improvement Reserve Fund \$5,191,959 \$8,000,000 \$9,342,000 \$4,900,000 \$3,300,000 \$15,421,340 Revenue over Expenditures \$154,197 -\$2,722,632 -\$4,272,000 \$300,000 \$2,037,000	City share of 11th and Mississippi St. repair	PW1417/PW153	\$150,000			00			
Revenue over Expenditures \$154.197 -\$2.722.632 -\$4.272.000 \$302.000 \$2.037.000		+	\$5 101 050						
			•					\$10, 4 21,340	I
Jeginning Balance \$4.253,590 \$2,791,929 \$4.407,787 \$135,787 \$437,787									
	Beginning Balance		\$4,253,590	\$2,791,929	\$4,407,787	\$135,787	\$437,787		
Jnencumbered Ending Balance Dec 31 \$4,407,787 \$69,296 \$135,787 \$437,787 \$2,474,787	Jnencumbered Ending Balance Dec 31		\$4,407,787	\$69,296	\$135,787	\$437,787	\$2,474,787		

RESOURCES Equipment Reserve Fund		Unaudited 2016	Budget 2017	Projected 2017	Budget 2018	Budget 2019		
Infrastructure Sales Tax		\$0	\$0	\$500,000	\$500,000	\$500,000		
SALES TAX EXPENSES (total proj. cost)		Unaudited	Budget	Projected	Budget	Budget	Needed From	[
Equipment Reserve Fund		2016	2017*	2017	2018*	2019*	other sources**	
Fire Apparatus								1
Unit 630 - Ladder - (\$1,205,591)							\$705,591	
Unit 629 - Engine - (\$651,065)							\$151,065	
Unit 615 - Quint - Replaced w/ Engine PUC - (\$847,967)								debt, reserve fund from sale of old equip
Radio Replacement (\$1,000,000) encumbered 2011, spent in 2	2012						\$0	
Street Paint Machine (\$55,000)							\$0	
Unit 612 - Quint - (\$1,023,000)							\$773,000	
Unit 636 - Hazmat - eliminated & replaced with Engine PUC	2						\$0	
Fire Apparatus								
2018-2022 CIP								
634 Replacement Investigation Unit 1	FM2126CIP							
Training Burn Tower Replacement	FM1703CIP				\$0			
Apparatus Bay Exhaust System	FM1807CIP				\$200,000	\$0		
Personal Protective Quipment Alt Set	FM1807CIP					\$540,000		
645 Replacment Rescue 5	FM1920CIP					\$0		
Unit 614 - Quint - (\$1,116,000)							\$616,000	
portable radios	FM2009CIP							
SCBA/PASS		\$141,179						
Unit 626 - Tender - (\$675,000)		\$0					\$675,000	if revenues exceed projections, add'l
Unit 641 - Quint - (\$1,302,000)	FM1817CIP				\$825,000			infrastructure sales tax may be used for these
Subtotal Equipment Reserve Fund		\$141,179	\$0	\$0	\$1,025,000	\$540,000	\$3,745,623	projects
Equipment Reserve Revenue over Expenses		-\$141,179	<u>\$0</u>	\$500,000	-\$525,000	-\$40,000		
Beginning Balance		\$334,003	\$92,824	\$192,824	\$692,824	\$167,824		
Unencumbered Ending Balance Dec 31		\$192,824	\$92,824	\$692,824	\$167,824	\$127,824		
TOTALS		Unaudited	Budget	Projected	Budget	Budget	Needed From	
All Funds		2016	2017*	2017	2018*	2019*	other sources**	
Total Revenue		\$5,346,156	\$5,277,368	\$5,570,000	\$5,702,000	\$5,837,000		-
Total Expenses - All Funds		\$5,333,138	\$8,000,000	\$9,342,000	\$5,925,000	\$3,840,000	\$19,166,963	
Total Revenues over Expenses - All Funds		\$13,018	-\$2,722,632	-\$3,772,000	-\$223,000	\$1,997,000		-
Lipencumbered Fund Balance Forward, Jan 1 - All Funds		\$4 587 503	\$3 117 565	\$4,600,611	\$828.611	\$605.611		

Unencumbered Fund Balance Forward Jan 1 - All Funds \$4,587,593 \$3,117,565 \$4,600,611 \$828,611 \$605,611 Unencumbered Ending Balance Dec 31 - All Funds \$4,600,611 \$394,832 \$828,611 \$605,611 expenses do not reflect total project cost. Instead, only the project expenses to be funded with proceeds from the Infrastructure Sales Tax are shown he ** Other sources include state and/or federal aid, as well as cash from other funds or other reserve funds, debt financing, etc. ***2017-2019 estimated expenses include CPI \$2,602,611

City of Lawrence Infrastructure Sales Tax - 0.3 Percent Expenditures by Project December 2016

Project Name	Project No	Vendor	Funding Source	Expenditures	Description
Residential Str	eet Maintenan	ce and Traffic Calming			
	PW1507	J Warren Co Inc	Capital Improve Reserve	-	6th & Champion Traffic Signal
	PW1604	Sunflower Paving Inc	Capital Improve Reserve	800,000	2016 Microsurfacing, Patch, Overlay
	PW1604	Douglas County District Court	Capital Improve Reserve	36	Statutory Bond - J Warren - 6th & Champion; Traffic Signal
		C		800,036	
5th & Maple Pu	umn Station				
Still & Maple Ft	PW1133	US Bank	Capital Improve Reserve	414.78	CDW GOVERNMENT-881 ROUTER
	PW1133	United Rentals Trench Safety	Capital Improve Reserve	7,679	Recovery Safety Wench
	PW1133 PW1133	Neenah Foundry Co	Capital Improve Reserve	3,000	Manhole covers and frame
	PW1133 PW1133	Nowak Construction Co Inc	Capital Improve Reserve	2,230,889	Maple Street Drainage Storm Sewer Public Improvement
	PWI133	Nowak Construction Co Inc	Capital Improve Reserve	2,230,089	Maple Street Drainage Storm Sewer Public Improvement
Bob Billings Pl				4.40	
	PW1503	Douglas County Register of Deeds	Capital Improve Reserve	149	Temporary construction easement
	PW1503	McGrew Real Estate Office Building Partnership LLC	Capital Improve Reserve	6,000	Easement payment for 1501 Kasold Drive
	PW1503	Five Star Quality Care	Capital Improve Reserve	700	Ped easement
	PW1503	Sunflower Paving Inc	Capital Improve Reserve	1,595,270	Microsurfacing, Patch, Overlay
	PW1503	BG Consultants Inc	Capital Improve Reserve	29,533	Engineering Services
				1,631,652	
Kasold - Bob B	Billings Pkwy to	o 6th			
	PW1505	Lawrence Journal World	Capital Improve Reserve	319	Legal Advertising
	PW1505	Cook Flatt & Strobel Engineers	Capital Improve Reserve	28,916	Engineering Services
				29,235	
19th - Iowa to I	Naismith				
	PW1535	Keller & Associates	Capital Improve Reserve	2,000	Appraisals for 19th and Ousdahl Intersection
	PW1535	Professional Engineering Consultants - Topeka	Capital Improve Reserve	221,000	Field Check Plans, Final design of intersection
		· · · · · · · · · · · · · · · · · · ·		223,000	· · · · · · · · · · · · · · · · · · ·
City Share of 1	1th and Missis	ssippi St. Repair			
	PW1417	King's Construction Co Inc	Capital Improve Reserve	150,000	HERE Public Improvements
				150,000	
9th & Kentucky	Intersection	Signal & Sidewalk Improvements			
	PW1303	BG Consultants Inc	Capital Improve Reserve	\$ 116,052	Bob Billings Parkway Corridor Improvements
	1 111000			116,052	
				.,	
Fire Apparatus	;				95 Solf Contained Broothing Apparatus (SCRA) and related
	N/A	Feld, Ed M Equipment Co Inc	Equipment Reserve	1/1 170	85 Self Contained Breathing Apparatus (SCBA) and related equipment
	IN/A	Feid, Ed M Equipment Co Inc	Equipment Reserve	<u>141,179</u> 141,179	equipment
				141,179	
		Total Capital Improvement Reserve Fund 202		5,191,957	
		Total Equipment Reserve Fund 205		141,179	
		Total All Funds		\$ 5,333,136	
				φ 0,000,100	

City of Lawrence Public Transportation Fund 210 Expenditures by Vendor December 2016

Vendor	Encumbrances	Expenditures	Description
BOSS Inc	-	161	Annual Maintenance on Network Management
Brinks	991	8,009	Courier services to transport transit bus fares to US Bank
Central Maintenance Fund	-	695	City Garage - maintenance charges on transit vehicles
Central Power Systems & Services Inc	-	9,290	Dual Power Inverter Module (DIPM)
Electronics Supply Co Inc	-	99	Server Room Battery Backup Maintenance
Envisio Solutions Inc	566	-	Strategic Planning Software
Hick's Classic Concrete Inc	-	8,591	Concrete work for bus benches at twelve (12) sites throughout the city
Integrated Solutions Group Inc	-	36	Barracuda Spam Filter Annual Maintenance Update
Johnson County Transit	120,000	120,000	K-10 Connector funding
Koerner, Wendy	-	156	Travel advance - Apr 18-20, 2016 FTA Title VI training workshop - Wichita, KS
Laser Logic Inc	-	59	Printer maintenance and copies
Lawrence Journal World	-	45	Ads -public notice
League of Kansas Municipalities	-	14	Standard Traffic Ordinance (STO) 2016 Edition for all departments
MHC Kenworth Olathe	-	2,397	Parts (air compressors, filters, etc.) for public transit buses
MV Public Transportation Inc	322,856	2,067,759	Public transportation services
Nelson/Nygaard Consulting Associates Inc	11,281	38,719	Professional services for Transit Comprehensive Operations Analysis
OpenGov Inc	1,891	-	Budget Software
Payroll	-	85,437	Staff salaries & benefits
			Travel to Phoenix, AZ Feb 28-Mar 3, 2016 American Public Transportation Assoc.
Pearson, Serena	-	121	Conference
SHI International Corp	-	1,017	Annual Maintenance and Microsoft software - transit office
Sirius Computer Solutions Inc	-	981	Ironport Subscription renewal and computer software
Staples Business Advantage	-	58	Office supplies
The Novak Consulting Group Inc	2,091	-	Strategic Planning
University of Kansas Parking & Transit	301,122	538,354	Fuel charges & facility lease for transit service and maintenance activities
US Bank	-	2,192	Membership renewal, travel expenses, advertisements
Various Vendors	(522,520)	43	Transit operational supplies and maintenance
Verizon Wireless	-	781	Cell phone charges
Total	\$ 238,278	\$ 2,885,015	-
Total Encumbrances & Expenditures		\$ 3,123,293	=

City of Lawrence Public Transportation - Federal and State Grants Fund 611 Expenditures by Vendor

December 2016

Vendor	Expenditures	Description
Bob's Janitorial Service & Supply Inc	15,159	Transit shelter cleaning
Central Power Systems & Services Inc	37,160	Dual Power Inverter Module (DIPM)
Community Transportation Association	710	Annual membership to Community Transportion Association
Сору Со	873	Printing of 900 updated T Lift manuals
Formgraphics Inc	1,648	Printing of summer student bus pass and tickets
James Printing Company		Printing of 2017 monthly bus passes
Kansas BG Inc	6,100	Purchase DPF emissions system servicing
Kansas Braille Transcription Institute	213	Eight (8) copies of Braille transit guide
Kansas Public Radio	1,667	Public Transit radio programming underwriting
Kennedy Glass Inc	597	Glass repairs to transit shelter
Kimble and Sons Construction	200	Rental of tilt-bed trailer
Koerner, Wendy	150	Travel to Wichita, KS Apr 18-20, 2016 FTA Title VI training
Laser Logic Inc		Printers for transit facility
Lawrence Journal World	49	AD - Lawrence Transit public notice
Luminator Mass Transit LLC	15,601	Destination signs for five (5) newly acquired used 30' Gillig buses
Master's Transportation Inc	59,500	Purchase of five (5) used Gillig 30' heavy-duty buses
MHC Kenworth Olathe	11,147	Filters, fuel injectors, air compressor and catalyst for transit buses
Midwest Bus Corporation		Five (5) bike racks for transit vehicles
MV Public Transportation Inc	2,330,032	Public transportation services
Printing Solutions of Kansas Inc	789	Printing of posters, decals, bus passes and punch cards
		Professional services to develop the 2016 TIGER grant application Lawrence Transit and
Professional Engineering Consultants - Topeka	49,500	University of Kansas
SHI International Corp	210	Microsoft Windows server and software assurance
Sign D Sign	8,765	Printing of Lawrence Transit bus graphics
Snap Promotions LLC		100 Very Kool cooling towels printed with the T logo
Staples Business Advantage		Miscellaneous office supplies
TFMComm Inc	6,563	Trunking fees, annual maintenance, and radio repairs
		Purchase of Gillig bus parts for 1998 buses purchased from Masters Transportation that
		originally came from Topeka Metro. Parts are being purchased at a fraction (25%) of the original
Topeka Metropolitan Transit Authority	26,381	
Trapeze Software Group Inc	1	Annual maintenance for software
UMC Print		Printing of single ride tickets and transit route guides
Uni Computers, Inc		One (1) year of unlimited backup for MV server
University of Kansas Parking & Transit		Facility Lease
US Bank		Membership renewal and staff travel expenses
Payroll		Staff salaries & benefits
Total Expenditures	2,944,965	