



TO: Board of City Commissioners
Department Directors
Media

FROM: Jason Tomanek, Assistant City Administrator

DATE: August 10, 2016

SUBJECT: Special Meeting

SPECIAL MEETING
Board of City Commissioners
Monday, August 15, 2016
5:15 P.M.

Tom Baker Meeting Room
City/County Office Building
221 N 5th Street

CONSENT AGENDA

1. Consider the request for the reallocation of 2016 one-time building maintenance funds.

Documents:

[Reallocation of 2016 one time building maintenance funds.pdf](#)

REGULAR AGENDA

2. 2017 Budget Request

A. Employee Salary Policy

Documents:

[2017 Budget Request Employee Salary Policy.pdf](#)

B. Base Budget Adjustments

Documents:

[2017 Budget Request Base Budget Adjustments.pdf](#)

C. Priority Initiatives

Documents:

[2017 Budget Request Priority Initiatives_Revised 081216.pdf](#)
[Attachment to Priority Initiative Requests New Employees Labor_revised 081216.pdf](#)
[Attachment to Priority Initiative Requests Operations and Maintenance.pdf](#)
[Attachment to Priority Initiative Requests One time Expenditures.pdf](#)

D. Fees and Charges

Documents:

[2017 Budget Request Fees and Charges.pdf](#)

E. Mill Levy

Documents:

[2017 Budget Request Mill Levy.pdf](#)

F. Capital Improvement Projects

Documents:

[2017 Budget Request Capital Improvement Projects.pdf](#)

G. Other Funding Issues

Documents:

[2017 Budget Request Other Funding Issues.pdf](#)
[2017 Budget Request Supplemental Budget Information.pdf](#)

For more information, please contact City Administration at 355-1300.

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FINANCE DEPARTMENT

DATE: August 9, 2016
FROM: Sheila Hillman *SH*
ITEM: Reallocation of 2016 One-time Building Maintenance Funds

REQUEST

Consider approval of the reallocation of \$5,000 from 2016 one-time funds for building maintenance project at the South Fire Station

Please place this item on the August 15, 2016 City Commission meeting.

BACKGROUND INFORMATION

The 2016 budget included \$10,000 in one-time building maintenance funds to relocate floor drains at the Expressway Fire Station. A quote for the repair indicates additional work associated with the drainage and funds may be required to complete the project. There are one-time funds of \$5,000 for a plumbing vent repair at the Tyler Parkway Fire Station. The project turned out to be a maintenance issue rather than a piping repair so those funds are available for reallocation.

RECOMMENDED CITY COMMISSION ACTION

Approve the reallocation of \$5,000 of one-time funds from the plumbing vent repair project at the Tyler Fire Station to the Expressway Fire Station for completion of the floor drain project.

STAFF CONTACT INFORMATION

Sheila Hillman: shillman@bismarcknd.gov or 355-1600



FINANCE DEPARTMENT

DATE: August 4, 2016
FROM: Sheila Hillman *SH*
ITEM: 2017 Budget Request: Employee Salary Policy

REQUEST

Consider the 2017 Budget Committee recommendations for employee salary policy
Please place this item on the August 15, 2016 City Commission meeting.

BACKGROUND INFORMATION

The Budget Committee met with the Human Services Director to discuss the employee salary increases for 2017. The Director provided proposed salary increases for comparable cities which included 3.05% for Minot, 3.44% for Grand Forks and 2% for Fargo. He recommended a 3% increase. He also stated the employment cost index (ECI) was 1.7 for the second quarter of 2016 as compared to 1.8 in 2015. Since the ECI declined slightly this year and given the fact that the City increased all salary ranges in 2016, his recommendation would be not to increase the salary ranges. Our competitive position in the market should not be impacted. The Director also presented a request for an equity increase for Public Safety employees to help address salary compression.

The cost of a 1% salary adjustment is identified as follows:

FUNDS	1%
General Funds	247,809
MPO	1,564

Special Revenue Funds

Government Grants & Activities

Police	2,329
Public Health	3,535
Roads & Streets	20,237
Street Lights & Traffic Signals	5,208
Vision Fund	997

Internal Service Fund

Fleet Services	6,210
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Enterprise Funds

Airport Administration, Buildings & Operations	12,690
Event Center	13,523
Public Works Solid Waste	19,577
Public Works Utility Operations	36,433

Grand Total	370,112
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For 2017 The Budget Committee is recommending a 3% salary adjustment based on performance and that the salary ranges be maintained at the 2016 levels.

General Funds	743,427
MPO	4,692
Special Funds	96,918
Internal Services Fund	18,630
Enterprise Funds	246,669

RECOMMENDED CITY COMMISSION ACTION

Approve the 3% employee salary increase based on performance and maintain the 2016 salary ranges for the 2017 budget

STAFF CONTACT INFORMATION

Sheila Hillman: shillman@bismarcknd.gov or 355-1600



FINANCE DEPARTMENT

DATE: August 5, 2016
FROM: Sheila Hillman *SH*
ITEM: 2017 Budget Request: Base Budget Adjustments

REQUEST

Consider the Budget Committee recommendations for the base budget adjustments for the General Fund

Please place this item on the August 15, 2016 City Commission meeting.

BACKGROUND INFORMATION

For 2017 the base budgets for the General Fund departments were adjusted for the workers compensation premium. The premium includes a base salary increase from \$35,600 to \$37,200 and rate adjustments in all categories. This included decreases as well as increases. The projected 2017 total City premium for workers compensation is \$385,820, a decrease of \$19,018 from 2016. The projected premium assumes a 30% dividend credit, a 25% safety discount and a 10% experience surcharge for an overall decrease of 4.7%. The premium changes vary by category by department. The overall net decrease for the General Fund is \$22,311 with \$20,739 attributed to Fire and Police.

The base budgets have also been adjusted to reflect the City pension contributions based on the 2016 actuarial valuations for City, Police and Fire pension. The contribution rates of 10.4% for City and 14.53% for Police and Fire have not changed. The total adjustment for 2017 is \$323,477.

Blue Cross/Blue Shield, (BC/BS), has estimated 8.5% increase in the suggested funding level for the 2015 health insurance family premiums. Based on the current level of expenditures and cash balance, the Budget Committee recommends no premium increase for 2017. The Budget Committee is recommending the current monthly rates of \$990.76 for dependents and \$401.62 for single coverage be continued for 2017.

The Employee Insurance Fund also pays the fees associated with the Affordable Health Care Act (ACA). The estimated 2017 per member fees for the transition reinsurance program is \$27 and for the Patient-Centered Outcomes Research Institute (PCORI) is \$2.17. Both fees will continue to be paid from the fund.

Since the cash reserve in the fund is more than sufficient to cover the cost of the insurance and ACA assessments, the Budget Committee is recommending that we continue to pay the disability insurance costs from the cash reserve. When this insurance was approved in 2002, it was paid from this fund. When the cash balance started declining in 2006, those costs were then billed to the Departments. The 2017 annual costs are an estimated to be \$128,000. The reserve is reviewed each year during the budget process, so any payment changes are authorized annually by the Commission.

The General Fund base budgets total \$38,933,911 which includes \$31,702,418 for salaries and benefits and \$7,231,493 for operations. The department allocations for the 2017 budget are attached for your information.

RECOMMENDED CITY COMMISSION ACTION

Approve the 2017 base adjustment for General Fund Departments for workers compensation, City pension contributions and maintain the current monthly rates of \$990.76 for dependents and \$401.62 for single health insurance coverage.

Continue to fund disability insurance for employees from the Employee Insurance Fund

STAFF CONTACT INFORMATION

Sheila Hillman: shillman@bismarcknd.gov or 355-1600

City of Bismarck
2017 Recommended Base Budget Allocation

Revised
7/29/2016

General Fund	2017 Salaries*	2017 Benefits*	2017 Oper/Mnt	2017 Total Budget
Administration	361,186	53,770	40,690	455,646
Commission	78,076	6,232	55,644	139,952
Special Projects	-	-	126,000	126,000
Salary & Benefit Adjustments	-	-	38,134	38,134
Public Information	71,764	17,567	15,052	104,383
Building Maintenance	213,116	64,066	420,921	698,103
Cable TV Promotions	-	-	370,251	370,251
Attorney	413,459	89,668	23,813	526,940
Combined Communication Center	1,408,225	506,857	768,029	2,683,111
City Emergency Management	71,745	17,566	13,998	103,309
Engineering	1,804,533	447,209	191,950	2,443,692
Finance	2,250,782	546,830	719,701	3,517,313
Fire Department	5,206,892	1,987,795	571,894	7,766,581
Fire Truck Equipment & Reserve	1 -	-	41,000	41,000
Human Resources	370,624	88,596	23,540	482,760
Employee Training/Wellness	-	-	52,660	52,660
Municipal Court	333,935	78,656	104,280	516,871
Community Development	1,163,725	314,878	158,342	1,636,945
Metropolitan Planning Org	2 - 145,290	34,411	-	179,701
Police Department	7,905,521	2,733,406	1,386,550	12,025,477
Public Health	1,244,872	311,942	422,796	1,979,610
Environmental Health	241,307	59,689	12,031	313,027
Equipment Reserve	3 -	-	-	-
Non-Departmental	-	1,058,228	1,674,217	2,732,445
Total General Fund	23,285,052	8,417,366	7,231,493	38,933,911

1 - Reserve Funding

2 - Oper/Maint determined by grant funds

3 - Based on dept. requests

***Please note the salary and benefit amounts for health/life insurance, workers compensation, Social Security, Medicare, and pension reflect the amounts in the 2017 Department Base Budgets in .NET. It does not include part-time, overtime, or other fringe benefits.**

City of Bismarck							Revised
Adjustments to Base for 2017 Budget							7/29/2016
	2017 Budget	2017 Adjustments		2017	2017	2016 Base	2017 Total
Department	Realigned	Pension	Wrks. Comp.	Salaries	Benefits*	Oper/Mnt	Budget
General Fund							
Administration	455,641		5	361,186	53,770	40,690	455,646
Commission	140,005		(53)	78,076	6,232	55,644	139,952
Special Projects	126,000			-		126,000	126,000
Salary & Benefit Adjustments	38,134			-		38,134	38,134
Public Information	104,405		(22)	71,764	17,567	15,052	104,383
Building Maintenance	698,149		(46)	213,116	64,066	420,921	698,103
Building Construction	-			-		-	-
Cable TV Promotions	370,251			-		370,251	370,251
Contingencies	-			-		-	-
Attorney	527,023		(83)	413,459	89,668	23,813	526,940
Combined Communications	2,715,968	(32,432)	(425)	1,408,225	506,857	768,029	2,683,111
City EM	103,331		(22)	71,745	17,566	13,998	103,309
Engineering	2,443,964		(272)	1,804,533	447,209	191,950	2,443,692
Finance							
Assessing	791,147		(111)	578,305	154,487	58,244	791,036
Fiscal Services	1,094,640		(128)	761,487	188,958	144,067	1,094,512
Information Technology	1,146,750		(243)	736,871	160,910	248,726	1,146,507
GIS	277,939		(66)	174,119	42,475	61,279	277,873
Common Software	207,385			-		207,385	207,385
Total Finance	3,517,861		(548)	2,250,782	546,830	719,701	3,517,313
Fire Department							
Fire Administration	7,705,858	76,634	(15,911)	5,206,892	1,987,795	571,894	7,766,581
Fire Truck & Equipment	41,000			-		41,000	41,000
Human Resources	482,819		(59)	370,624	88,596	23,540	482,760
Employee Training/Wellness	52,660			-		52,660	52,660
Municipal Court	516,932		(61)	333,935	78,656	104,280	516,871
Community Development							
Planning	722,597		(37)	510,782	122,298	89,480	722,560
Building Inspections	914,624		(239)	652,943	192,580	68,862	914,385
Metropolitan Planning Org	179,433		268	145,290	34,411	-	179,701
Total Community Develop.	1,816,654		(8)	1,309,015	349,289	158,342	1,816,646
Police Department							
Police Administration	1,454,614	132,725	(56)	168,458	1,092,986	325,839	1,587,283
Police Field Services	7,379,157		(4,181)	5,784,726	1,162,793	427,457	7,374,976
Park Patrol	14,000					14,000	14,000
Animal Control Facility	219,050		55	129,823	36,898	52,384	219,105
Police Support Services	2,817,184		(646)	1,822,514	440,729	553,295	2,816,538
Match for Grant	13,575					13,575	13,575
Police Total	11,897,580	132,725	(4,828)	7,905,521	2,733,406	1,386,550	12,025,477
Public Health	1,979,500		110	1,244,872	311,942	422,796	1,979,610
Environmental Health	313,115		(88)	241,307	59,689	12,031	313,027
One-time Operations/Equipment							
Equipment Reserve	-						
Non-Departmental	2,585,895	146,550			1,058,228	1,674,217	2,732,445
Total General Fund	38,632,745	323,477	(22,311)	23,285,052	8,417,366	7,231,493	38,933,911

* Employee benefits include: hlth/life ins, Soc Sec/Medicare, WC and Pensions, if applicable



FINANCE DEPARTMENT

DATE: August 5, 2016
FROM: Sheila Hillman *SH*
ITEM: 2017 Budget Request: Priority Initiatives

REQUEST

Consider the Budget Committee Recommendations for the department priority initiatives requests

Please place this item on the August 15, 2016 City Commission meeting.

BACKGROUND INFORMATION

Consistent with the process utilized in the past, the Departments have submitted priority initiatives requests for additional funding in the 2017 budget. For the General Fund Departments, these requests are in addition to the 2017 base budget allocations. For all other departments, requests are considered for staffing and other special requests that are outside their general operating budget. The department requests are included in a separate packet labeled "Priority Initiative Requests" for your review.

Attached is a summary of all the department requests categorized by staffing, operations and one-time expenditures. The total request is \$2,247,506 for New Employees/Labor, \$387,575 for Operations and Maintenance and \$4,485,384 for One-time Expenditures. Please note the new employees include 23 new positions, to retain 3 positions with continued funding and 4 for a new classification.

The Budget Committee met with all of the Departments to discuss their budgets and priority initiative requests. The Committee then prepared the preliminary funding recommendations. A brief summary was also provided to Mayor Seminary. The recommendations and funding source are reflected on the attachments and presented to the Commission for their consideration.

The total funding recommendations are identified as follows:

New Employees/Labor	505,969 General Fund Base 26,191 Department Reallocation <u>24,244</u> MPO Grant 20% 46,032 Public Hlth. Emergency Preparedness Grant 59,104 Event Center 9,690 PWS Utilities 50% Water/ 50% Sanitary Sewer 63,456 PWS Utilities Storm Water 48,475 Airport <u>590,068</u> 584,007 General Fund Cash Balance
Total	<u>1,373,229</u> 1,342,924 13 New FTE
Operations & Maintenance	105,125 General Fund Base 40,500 Department Reallocation 55,250 General Fund Cash Balance <u>11,000</u> City General Fund contingent on Mandan/Burleigh
Total	<u>211,875</u>
One-time Expenditures	2,198,627 General Fund Cash Balance 5,000 Dept. Equipment Reserve 270,900 Fire Grant 70,000 MPO Grant 150,000 Special Deficiency 3,000 Motel Liquor, Restaurant Tax 34,100 Library Cash Reserve 121,325 Event Center Operations <u>25,000</u> Utility Ops - Water
Total	<u>2,877,952</u>

In meetings with the Departments, The Budget Committee started to see some of the moderate growth impacts on our General Fund revenue with declines in special assessments and building fees and State Aid revenue. The decline was also noted in the decrease in motor fuel tax revenue for Roads & Streets. It also became apparent to the Committee that City employees, public safety and limiting increases in property taxes continue to be high priorities. The Committee has continued to leverage the use of one-time funds to help address the changing needs of the City. All of these were factors in the considering the following budget recommendations.

Please note the City of Lincoln discontinued the contract for Inspections in 2016 and one time funds were authorized in 2016 to fund an Inspector position. The Committee is recommending one-time funds be continued in 2017 and when there is turnover in an Inspector position, that the workload and level of growth be reviewed prior to filling the position.

The Budget Committee considered the request from Police to transition 4 current patrol officers to sergeant positions to be on the street to mentor and supervise the officers. The request also includes 8 new patrol officers to increase the number of officers on patrol and provide for a new power shift from 3:00 pm to 3:00 am to cover the peak time for calls. The Committee placed a high priority addressing the public safety concerns in the City and is recommending funding for those positions and the purchase of 4 new vehicles and associated equipment for the officers. The Police requested funding, as required by the grant, to continue the 2 School Resources Officers for one year beyond the grant funding. The Committee recommended one-time funding with the understanding that the grant funding terminates during 2017 so additional funds may be required in 2018.

The Budget Committee is recommending the implementation of the Master Firefighter position for 2017. Police implemented the comparable master position this spring. This is a salary range change only so there is no funding impact.

The Event Center requested 2 new positions to support the increase in the number of events. The Committee is recommending the Marketing Specialist position be funded contingent on a new contract the Event Center plans to present to the Commission.

All other recommended funding for new employees will be provided by revenue from those departments.

Please note that base and one-time recommendations for Combined Communications are contingent upon the County and Mandan approval of shared funding. The recommendations include over-time, network services, and conference registration. The Police request to increase funding for SWAT service contract is also dependent on increased provided from other participating jurisdictions.

The Committee recommended an increase in training for Police with the restriction it only be used for training and directed Fire to set up a uniform training system. The Committee recommended increased funding in the pool for vehicle repairs to address the requests from Police and Fire for increases in maintenance and repair of vehicles.

The Committee recommended the various requests for sidewalk repairs be limited to addressing tripping hazards. The associated expenses for sidewalk repairs for General Fund facilities may be funded by Special Deficiency. Please note the option to purchase the Public Health Building was a major consideration in recommending the funding of those building maintenance requests.

The Committee also recommended funding some of the department requests with either the internal reallocation of department funds or utilizing their equipment reserves. The reallocation are noted in the funding/comments column of the attached recommendations.

In reviewing the budgets with the Departments this year, the Budget Committee has concluded that funding for any base adjustments will continue to be restricted to the purpose of the increase. This includes base increases for salary and benefit adjustments and operations expenses from prior years.

The Committee also recommends that all one-time funding recommendations are specific to the project authorized and Commission approval is required for any change in use of that funding.

Please note that all vehicle purchases recommended for approval will be purchased through Fleet Services. In addition, all maintenance projects authorized for the General Fund Departments will be coordinated by Building Maintenance.

RECOMMENDED CITY COMMISSION ACTION

Approve the following:

Funding levels for Priority Initiatives for new employees/labor, operation & maintenance and one-time expenditures

Restrict expenditures to the purpose of the base funding increases

All one-time funding recommendations are specific to the request authorized and Commission approval is required for any change in use of that funding

STAFF CONTACT INFORMATION

Sheila Hillman: shillman@bismacknd.gov or 355-1600

**City of Bismarck
2017 Budget Request
Priority Initiatives
New Employees/Labor**

8/1/2016 8/12/16

	FTE	Priority Initiatives	Budget Committee Recommendation		Funding/Comments
			Base	One-time	
Building Maintenance					
Summer Intern Salary (8,400) Benefits (711) (8 of 21)		9,111		9,111	General Fund Cash Bal
Finance					
Fiscal Services					
Move Regular PT Scanner position to FT Salary (33,366) & Benefits (18,088) (2 of 3)	1	51,454	26,191		Department Reallocation
Community Development					
MPO					
MPO-Transportation Planner PT to FT Salary & Benefits (3 of 8) MPO 80% (66,435) & City 20% (16,609)	1	83,044	-	6,061	General Fund Cash Bal
				24,244	MPO continue PT
Inspections					
Inspector (52,199) & Benefits (21,701) (1 of 8)	1	73,900		68,289	General Fund Cash Bal reevaluate with any turnover
		73,900			
Planning					
Part-time HUD Salary (45,000) & Benefits (3,590) (2 of 8)		48,590		48,590	General Fund Cash Bal
Building Rent/Parking, Travel/Training, Etc.		21,749		6,945	General Fund Cash Bal
		70,339		55,535	
Fire					
Fire Training Captain Salary (69,208) & Benefits (24,570) (1 of 17)	1	93,778	-		set up uniform system
Uniforms, Physical, Fire Gear, Truck, computer		33,550	-		
Three Firefighters Salary (144,931) & Benefits (62,949) (2 of 17)	3	207,880	-		
Uniforms, Fire Gear, Physical		8,099	-		
		343,307			
Police					
4 new Sergeant Positions (1 of 42)	4	15,247	13,299		Gen Fund field patrol only
9 police officer (8 Patrol) (1 Training) (2 of 42)	9	618,951	492,670		Gen Fund 8 patrol officers
4 Vehicles for New Officers (2) /Sergeants (2) (9 of 42)		310,496		310,496	General Fund Cash Bal
Equipment for New Positions (10 of 42)		104,455		85,544	General Fund Cash Bal
Retain 2 COPS Grant-SRO positions (3 of 42) City Share	2			37,032	General Fund Cash Bal
		1,049,149	505,969	433,072	
Public Health					
Pt. to FT Regional Emergency Preparedness Information Specialist Salary (51,761) & Benefits (21,575) Grant Funded (1 of 1)	1	73,336	46,032		Grant
PT nurse to FT for Health Maintenance Program Salary (59,920) & Benefits (23,076) (2 of 2)	1	82,996	-		
		156,332	46,032		
Municipal Court					
PT Office Position Salary (1 of 2)		18,000		18,000	General Fund Cash Bal
Library					
Community Relations Coordinator from PT to FT (2 of 4)	1	49,786	-		continue PT
Event Center					
Marketing Specialist Salary (43,411) & Benefits (20,359) (4 of 23)	1	63,770	59,104		Event Center
Assistant Box Office Supervisor					contingent on new contract
Salary (43,411) & Benefits (20,359) (10 of 23)	1	63,770	-		
		127,540	59,104		

City of Bismarck
2017 Budget Request
Priority Initiatives
New Employees/Labor

8/1/2016 8/12/16

	FTE	Priority Initiatives	Budget Committee Recommendation Base	One-time	Funding/Comments
Public Works - Utility Operations					
Water & Sanitary -New Water/Sewer Maintenance Supervisor					
Salary (68,920) & Benefits (26,046)	1	84,125	-		
& Promote 3 Existing Lead Maintenance Technicians (1 of 4)		10,841	9,690		Utilities Promote to 3 leads
Storm Water - Storm Water Inspection Worker					
Salary (46,949) & Benefits (21,553) (4 of 4)	1	68,502	63,456		Utility - Stormwater
		163,468	73,146		
Airport					
Replace Contract Labor with new Custodian FTE	1	52,076	48,475		Airport
Total New Employee/Labor		\$2,247,506	758,917	584,007	614,312
Retain Current Employee/New Classification	7		4	3	
New Positions	23		13		
Funding Summary:					
General Fund		1,751,406	505,969		
General Fund Cash Balance		18,000		584,007	590,068
Department		-	26,191		
Grants: Public Health Emergency Preparedness		73,336	46,032		
Library Cash Balance		49,786			
Grants: MPO 80%		11,894		24,244	
Event Center		127,540	59,104		
Public Works - Utility - Water 50% and Sanitary 50%		94,966	9,690		
Public Works - Utility - Storm Water		68,502	63,456		
Airport		52,076	48,475		

**City of Bismarck
2017 Budget Request
Priority Initiatives
Operations & Maintenance**

8/5/2016

	Priority Initiatives	Budget Committee Recommendation		Funding
		Base	One-time	
Building Maintenance				
R/M Building-PH building (3 of 21)	11,600	11,600		General Fund Base
R/M Equipment (4 of 21)	5,000	5,000		General Fund Base
Parking Fees (5 of 21)	17,200	-		see one time requests
Janitorial Service (6 of 21)	9,300	9,300		Department reallocation from parking fees
R/M Building-City County Building (7 of 21)	2,770	2,770		Gen Fund base 1,270 1,500 from parking fees
Professional Consultants (9 of 21)	15,000	15,000		General Fund Base
	60,870	43,670		
Dakota Media				
Operations: Wages/benefits/rent/utilities (1 of 2)	10,683	10,683		General Fund Base
Combined Communications				
Training (3 of 3)	1,750		1,750	General Fund Cash Balance
Network Services (1 of 3)	11,000	11,000		General Fund Base
Overtime Wages (2 of 3)	15,000		15,000	General Fund Cash Balance
	27,750	11,000	16,750	pending Mandan/Burleigh funds
Engineering				
Conference Registration (2 of 7)	3,000	3,000		Department reallocation
Engineering consultants (3 of 7)	25,000	-		see one-time request
Overtime Wages (6 of 7)	20,000		20,000	General Fund Cash Balance
2 Summer Interns (7 of 7)	11,500		11,500	General Fund Cash Balance
	59,500	3,000	31,500	
Finance				
Common Software				
Annual City-wide Software Maintenance (1 of 3)	20,500	20,500		General Fund Base
IT-GIS				
Microsoft Office and AS400 Annual Maintenance (3 of 3)	8,994	8,994		General Fund Base
Human Resources				
Job Applicant Testing Program (1 of 1)	5,100	5,100		General Fund Base
Fire				
Repair/Maintenance of Vehicles (4 of 17)	49,000	-		see one-time pool
Training (5 of 17)	14,500	-		
Implement Senior Master Firefighter Position (14 of 17)	-	Recommend		range change only - no funding impact
	63,500			
Police				
Repair & Maintenance of Vehicles (6 of 42)	70,000	-		see one-time pool
Software Upgrade/Maintenance (8 of 42)	11,178	11,178		
Service Contract-SWAT (22 of 42)	5,800	5,800		General Fund Base
Training Expenses (23 of 42)	10,000	10,000		dependent on other jurisdictions General Fund Base
	96,978	26,978		(restricted to training only)
Public Health				
Software, Office Supplies/Equipment (1 of 2)	21,500	21,500		Department reallocation and equipment reserve
Environmental Health				
printing/binding, phone, supplies, equip (1 of 1)	5,200	5,200		Department reallocation and equipment reserve
Public Works - Service Operations				
Forestry - Stump Removal Contract Services (2 of 2)	7,000		7,000	General Fund Cash Balance
TOTAL Operations & Maintenance Requests	\$ 387,575	\$ 156,625	55,250	

**City of Bismarck
2017 Budget Request
Priority Initiatives
Operations & Maintenance**

8/5/2016

	Priority Initiatives	Budget Committee Recommendation		Funding
		Base	One-time	
Funding Summary:				
General Fund	352,825	105,125	55,250	
General Fund City 65% of 80% contingent on Mandan & Burleigh Department	27,750	11,000	40,500	
Service Operations: Roads & Streets	7,000			

**City of Bismarck
2017 Budget Request
Priority Initiatives
One-time Expenditures**

8/5/2016

	One-time Requests	Budget Committee Recommendation		Funding
		Base	One-time	
Administration				
Community Visioning Activities (1 of 8)	85,000	85,000		General Fund Cash Balance
Recruitment (6 of 8)	25,000	5,000		General Fund Cash Balance
Knowledge Management Transfer Program (7 of 8)	25,000	5,000		General Fund Cash Balance
Workforce - Leadership Development Program (5 of 8)	50,000	50,000		General Fund Cash Balance
Employee Parking 6th St. Ramp (2 of 8)	37,500	36,000		General Fund Cash Balance
	222,500	181,000		
Commission Special Projects				
Riverboat Site Maintenance (8 of 8)	1,500	1,500		General Fund Cash Balance
Human Relations Committee (4 of 8)	2,500	2,500		General Fund Cash Balance
Coalition for Homeless People (3 of 8)	5,000	5,000		General Fund Cash Balance
Single Point of Contact (no ranking requested by Police)	16,500	16,500		General Fund Cash Balance
	25,500	25,500		
Building Maintenance				
Building Management System-(separate C/C and FS1) (2 of 21)	90,000	-		
CVB Tile Repair (15 of 21)	3,000	3,000		Motel, Restaurant, Liquor Tax
City/Co. Building				
Roof Sealant Repair (12 of 21)	6,000	6,000		General Fund Cash Balance
Concrete Pavement Replacement (16 of 21)	10,000	-		hazardous tripping only
Window Latch Repair (17 of 21)	2,000	2,000		Department
Building Sealants (18 of 21)	8,000	8,000		General Fund Cash Balance
Metal Wall Cap Flashing (20 of 21)	7,000	7,000		General Fund Cash Balance
	33,000	23,000		
Fire Stations				
Station #1: Replace Water fountains (17 of 17)	4,800	-		
Repair Parking Lot Outlets (16 of 17)	8,500	-		
Station #2 Replace Exterior & Interior Doors (10 of 17)	7,000	7,000		General Fund Cash Balance
Seal Cracks and Chip Seal Parking Lot (12 of 17)	6,500	6,500		General Fund Cash Balance
Replace 3 Refrigerators (13 of 17)	7,000	3,000		General Fund Cash Balance
Station #3: Replace Shingles at Tyler Parkway Station (9 of 17)	25,000	25,000		General Fund Cash Balance
Station #4: Replace Sealant at Doors, Windows, Etc (15 of 17)	6,000	6,000		General Fund Cash Balance
	64,800	47,500		
Police				
Vehicle Impound Fence (19 of 42)	45,000	-		
Install Fiber Line at Animal Impound (20 of 42)	45,000	-		
Convert G20 to Evidence Office (30 of 42)	15,000	15,000		General Fund Cash Balance
Replace Garage Doors (32 of 42)	7,500	-		
Move Weight Room to Briefing Room (34 of 42)	6,800	6,800		General Fund Cash Balance
Redo Records ID Room (35 of 42)	20,000	20,000		General Fund Cash Balance
Crack in Floor at Animal Impound (36 of 42)	15,000	-		
Steel Siding at Animal Impound (37 of 42)	20,000	-		option in storage bid
Build up BPD Roof (40 of 42)	5,000	-		do internal inspections
Concrete Work in PD Parking lot (42 of 42)	3,000	-		hazardous tripping only
	182,300	41,800		
Public Health Building				
Security Windows in Entry (10 of 21)	1,500	1,500		General Fund Cash Balance
Renovation of Waiting and Reception Area (11 of 21)	25,000	-		
Chip Seal Parking Lot (13 of 21)	14,000	-		
Repair Cracks/joints in Sidewalk (14 of 21)	3,000	-		hazardous tripping only
Heat Pump Replacements (19 of 21)	22,000	-		
North Entry Stoop Replacement (21 of 21)	2,500	-		
	68,000	1,500		

**City of Bismarck
2017 Budget Request
Priority Initiatives
One-time Expenditures**

8/5/2016

	One-time Requests	Budget Committee Recommendation Base One-time	Funding
Dakota Media Access			
Production/Playback Equipment (2 of 2)	21,945	21,945	General Fund Cash Balance dependent on Mandan funds
Engineering			
Replace 2 Vehicles with SUVs (1 of 7)	70,650	30,350	General Fund Cash Balance
Engineering Consultants (5 of 7)	100,000	25,000	General Fund Cash Balance
Project Error Contingency (4 of 7)	50,000	25,000	General Fund Cash Balance
	<u>220,650</u>	<u>80,350</u>	
Fire			
New Training Facility Costs (3 of 17)	7,500	5,000	General Fund Cash Balance
Replace 8 SCBAs (6 of 7)	11,200	11,200	General Fund Cash Balance
Replace Helmets (7 of 17)	29,500	29,500	General Fund Cash Balance
Replace Utility Pickup Truck (11 of 17)	28,750	-	
Additional Fire Gear Extractor (8 of 17)	10,000	-	
Replace SCBA Equipment(grant 270,900 & City share 116,100)(was on CIP)	387,000	116,100	General Fund Cash Balance
		270,900	Grant
	<u>473,950</u>	<u>432,700</u>	
Municipal Court			
Upgrade Interactive Television System (2 of 2)	5,000	5,000	Department Equipment Rsrv
Community Development			
MPO-Regional Freight Study MPO (70,000) City (8,400) (5 of 8)	78,400	8,400	General Fund Cash Balance
		70,000	MPO Grant Funds
Planning			
13 l pads w/cases and 10 Exchange Accounts (8 of 8)	9,520	-	
TRAKiT customizations (7 of 8)	15,000	15,000	General Fund Cash Balance
	<u>24,520</u>	<u>15,000</u>	
Building Inspections			
Overtime Wages (4 of 8)	50,000	50,000	General Fund Cash Balance
TRAKiT Customizations (6 of 8)	10,000	10,000	General Fund Cash Balance
	<u>60,000</u>	<u>60,000</u>	
Police Department			
Replace 10 Vehicles and Purchase 6 New Vehicles (4 of 42)	752,558	517,934	General Fund Cash Balance 6 patrol, 1 traffic, 1 Detective & 4 new patrol
Equipment Change Over for Vehicle Replacements (5 of 42)	142,228	115,996	General Fund Cash Balance
Prisoner Care (7 of 42)	345,000	345,000	General Fund Cash Balance
New K-9, Equipment & Vehicle (11 of 42)	102,331	-	
Officer Overtime Wages (12 of 42)	60,000	60,000	General Fund Cash Balance
Replace Older Radios (13 of 42)	26,208	-	
Additional Towing (14 of 42)	29,000	29,000	General Fund Cash Balance
Additional Ammunition (15 of 42)	9,887	9,887	General Fund Cash Balance
Replace Officers Jackets (16 of 42)	25,650	-	
Polygraph School (21 of 42)	13,575	-	
JTag Training (24 of 42)	6,350	6,350	General Fund Cash Balance
Replace Outside Security Cameras (25 of 42)	7,000	-	
Replace Phone Recorder (26 of 42)	10,600	-	
Investigation Small Tools/Equipment (27 of 42)	8,566	8,566	General Fund Cash Balance
Active Shooter Response Ballistic Protection Kit (28 of 42)	14,000	14,000	General Fund Cash Balance
Fume Hood for Drug Evidence (29 of 42)	6,047	6,047	General Fund Cash Balance
Replace Evidence Technician Desks (31 of 42)	3,000	-	
Purchase Body Armor for Animal Control Wardens (33 of 42)	4,470	-	

**City of Bismarck
2017 Budget Request
Priority Initiatives
One-time Expenditures**

8/5/2016

	One-time Requests	Budget Committee Recommendation		Funding
		Base	One-time	
Police Department (continued)				
Replace Computers for Animal Control Vehicles (38 of 42)	10,090		-	
Additional Speed Trailer (39 of 42)	6,229		-	
Purchase Armoires for Offices (41 of 42)	3,480		3,480	General Fund Cash Balance
	<u>1,586,269</u>		<u>1,116,260</u>	
Public Health				
Vector Control (1 of 2)				
Wages & Benefits	31,350		23,322	General Fund Cash Balance
Professional Certification	450		450	General Fund Cash Balance
Drug Testing & Cell Phones	550		550	General Fund Cash Balance
Safety Supplies	500		500	General Fund Cash Balance
Small Equip-Computer/Tools	1,100		1,100	General Fund Cash Balance
Storage Rental	1,200		1,200	General Fund Cash Balance
Gasoline	2,000		2,000	General Fund Cash Balance
Repair & Maintenance Equipment/Vehicles	4,000		4,000	General Fund Cash Balance
Pesticides	20,000		20,000	General Fund Cash Balance
Advertising/Promotions	150		150	General Fund Cash Balance
	<u>61,300</u>		<u>53,272</u>	
Replace Environmental Hlth Vehicle (2 of 2)	26,300		26,300	General Fund Cash Balance
	<u>87,600</u>		<u>79,572</u>	
Library				
Replace Ejector Pump #2 (1 of 4)	8,100		8,100	Library Cash Balance
Purchase Snow Sweeper (3 of 4)	18,000		18,000	Library Cash Balance
Install Brush Mat/Carpet (4 of 4)	8,000		8,000	Library Cash Balance
	<u>34,100</u>		<u>34,100</u>	
Event Center				
Replace Copy Machine (1 of 23)	11,000		11,000	Event Center
Install AC in Sound Studio (2 of 23)	7,000		7,000	Event Center
Replace Riding Auto Scrubber (3 of 23)	14,250		14,250	Event Center
2 Electronic Reader Boards (5 of 23)	43,000		-	
Add Emergency Lighting in Arena Dressing Room (6 of 23)	15,000		15,000	Event Center
Additional Pallet Racking for Table Storage (7 of 23)	6,000		6,000	Event Center
Repair Sidewalks (8 of 23)	15,000		15,000	Event Center
Update Camera Security System Phase 1 of 2 (9 of 23)	42,000		-	
Purchase 1 & Replace 8 Computers (11 of 23)	10,575		10,575	Event Center
Replace Arena Chilled Water Chemical Feed Pumps (12 of 23)	5,500		5,500	Event Center
Replace Stage Lights at Belle (13 of 23)	19,000		-	
Add Scoring Graphics to Scoreboard (14 of 23)	25,000		-	
Upgrade Emergency Lighting-Arena Concession/Meeting Rooms (15 of 23)	20,000		20,000	Event Center
Purchase Portable Geni Lift (16 of 23)	10,000		-	
Install Exhibit Hall Cooling Tower Control Valves (17 of 23)	9,000		-	
Replace Hot Water Storage Tank Insulation at Arena (18 of 23)	8,000		8,000	Event Center
Purchase Mid Size SUV (19 of 23)	24,000		-	
Purchase Towable Man Lift (20 of 23)	28,500		-	
Add 3 Elevator Callouts at Arena (21 of 23)	7,500		5,000	Event Center passenger only
Add Elevator Callout at Belle (22 of 23)	2,000		2,000	Event Center
Add 2 Elevator Callouts at Exhibit Hall (23 of 23)	4,000		2,000	Event Center passenger only
	<u>326,325</u>		<u>121,325</u>	
Public Works - Service Operations				
Roads & Streets - Forestry: Contract Tree Pruning (1 of 2)	90,000		90,000	General Fund Cash Balance
Fleet Enlarge Fuel Island (1 of 1)	131,900		-	
	<u>221,900</u>		<u>90,000</u>	

**City of Bismarck
2017 Budget Request
Priority Initiatives
One-time Expenditures**

8/5/2016

	One-time Requests	Budget Committee Recommendation		Funding
		Base	One-time	
Public Works - Utility Operations: Water				
NWS Customization to Redesign Water Bills (2 of 4)	25,000		25,000	Utility - Water timing issue
Electronic File for Online Bill Payment (3 of 4)	20,000		-	
	<u>45,000</u>		<u>25,000</u>	
ITGC Technology Requests				
Dragon Naturally Speaking Software- Police (17 of 42)	83,398		-	General Fund Cash Balance consultant study
Building Management System C/C, PHC and FS1 (1 of 21)	170,000		20,000	
Crash Data Retrieval-Police (18 of 42)	7,698		-	Special Deficiency
Replace AS400 Special Assessment Program (1 of 1)	150,000		150,000	
	<u>411,096</u>		<u>170,000</u>	
Non-Departmental				
Fuel: Gasoline and Diesel Pool (3 of 3)	75,000		50,000	General Fund Cash Balance
Utilities: Electricity & Natural Gas Pool (2 of 3)	25,000		25,000	General Fund Cash Balance
Vehicle Maintenance & Repair Pool (1 of 3)	100,000		150,000	General Fund Cash Balance
	<u>200,000</u>		<u>225,000</u>	
TOTAL One-Time Expense Requests	<u><u>\$ 4,485,855</u></u>		<u><u>2,877,952</u></u>	
Funding Summary:				
General Fund Base				
General Fund Cash Bal	3,638,530		2,198,627	
Department Equipment Reserve			5,000	
Grants: Fire			270,900	
Grants: MPO	70,000		70,000	
Special Deficiency	150,000		150,000	
Motel, Liquor, Restaurant Tax			3,000	
Library Cash Reserve	34,100		34,100	
Event Center Operations	326,325		121,325	
Service Ops: Fleet	131,900		-	
Service Ops: Roads & Streets	90,000		-	
Utility Operations - Water	45,000		25,000	

City of Bismarck

2017 Budget Request

Priority Initiative Requests by Department

Attachment to Agenda Item 2C

**City of Bismarck
2017 Budget Request
Priority Initiatives
New Employees/Labor**

8/1/2016 8/12/16

	FTE	Priority Initiatives	Budget Committee Recommendation		Funding/Comments
			Base	One-time	
Building Maintenance					
Summer Intern Salary (8,400) Benefits (711) (8 of 21)		9,111		9,111	General Fund Cash Bal
Finance					
Fiscal Services					
Move Regular PT Scanner position to FT Salary (33,366) & Benefits (18,088) (2 of 3)	1	51,454	26,191		Department Reallocation
Community Development					
MPO					
MPO-Transportation Planner PT to FT Salary & Benefits (3 of 8) MPO 80% (66,435) & City 20% (16,609)	1	83,044	-	<u>6,061</u> <u>24,244</u>	General Fund Cash Bal MPO continue PT
Inspections					
Inspector (52,199) & Benefits (21,701) (1 of 8)	1	<u>73,900</u> 73,900		68,289	General Fund Cash Bal reevaluate with any turnover
Planning					
Part-time HUD Salary (45,000) & Benefits (3,590) (2 of 8)		48,590		48,590	General Fund Cash Bal
Building Rent/Parking, Travel/Training, Etc.		<u>21,749</u> 70,339		<u>6,945</u> 55,535	General Fund Cash Bal
Fire					
Fire Training Captain Salary (69,208) & Benefits (24,570) (1 of 17)	1	93,778	-		set up uniform system
Uniforms, Physical, Fire Gear, Truck, computer		33,550	-		
Three Firefighters Salary (144,931) & Benefits (62,949) (2 of 17)	3	207,880	-		
Uniforms, Fire Gear, Physical		<u>8,099</u> 343,307	-		
Police					
4 new Sergeant Positions (1 of 42)	4	15,247	13,299		Gen Fund field patrol only
9 police officer (8 Patrol) (1 Training) (2 of 42)	9	618,951	492,670		Gen Fund 8 patrol officers
4 Vehicles for New Officers (2) /Sergeants (2) (9 of 42)		310,496		310,496	General Fund Cash Bal
Equipment for New Positions (10 of 42)		104,455		85,544	General Fund Cash Bal
Retain 2 COPS Grant-SRO positions (3 of 42) City Share	2			<u>37,032</u>	General Fund Cash Bal
		1,049,149	505,969	433,072	
Public Health					
Pt. to FT Regional Emergency Preparedness Information Specialist Salary (51,761) & Benefits (21,575) Grant Funded (1 of 1)	1	73,336	46,032		Grant
PT nurse to FT for Health Maintenance Program Salary (59,920) & Benefits (23,076) (2 of 2)	1	<u>82,996</u> 156,332	-	46,032	
Municipal Court					
PT Office Position Salary (1 of 2)		18,000		18,000	General Fund Cash Bal
Library					
Community Relations Coordinator from PT to FT (2 of 4)	1	49,786	-		continue PT
Event Center					
Marketing Specialist Salary (43,411) & Benefits (20,359) (4 of 23)	1	63,770	59,104		Event Center
Assistant Box Office Supervisor Salary (43,411) & Benefits (20,359) (10 of 23)	1	<u>63,770</u> 127,540	-	59,104	contingent on new contract

City of Bismarck
2017 Budget Request
Priority Initiatives
New Employees/Labor

8/1/2016 8/12/16

	FTE	Priority Initiatives	Budget Committee Recommendation Base	One-time	Funding/Comments
Public Works - Utility Operations					
Water & Sanitary -New Water/Sewer Maintenance Supervisor					
Salary (68,920) & Benefits (26,046)	1	84,125	-		
& Promote 3 Existing Lead Maintenance Technicians (1 of 4)		10,841	9,690		Utilities Promote to 3 leads
Storm Water - Storm Water Inspection Worker					
Salary (46,949) & Benefits (21,553) (4 of 4)	1	68,502	63,456		Utility - Stormwater
		163,468	73,146		
Airport					
Replace Contract Labor with new Custodian FTE	1	52,076	48,475		Airport
Total New Employee/Labor		\$2,247,506	758,917	584,007	614,312
Retain Current Employee/New Classification	7		4	3	
New Positions	23		13		
Funding Summary:					
General Fund		1,751,406	505,969		
General Fund Cash Balance		18,000		584,007	590,068
Department		-	26,191		
Grants: Public Health Emergency Preparedness		73,336	46,032		
Library Cash Balance		49,786			
Grants: MPO 80%		11,894		24,244	
Event Center		127,540	59,104		
Public Works - Utility - Water 50% and Sanitary 50%		94,966	9,690		
Public Works - Utility - Storm Water		68,502	63,456		
Airport		52,076	48,475		

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 New Employees**

Department: Public Works - Building Maintenance Priority 8

Goal and Objective:
 Hire summer architect or engineering intern to provide assistance to department for building assessments and summer building projects.

Department Action Plan:
 Meet with BSC, NDSU architectural staff to develop a conduit to provide students an opportunity to gain work experience during the summer months, interview in March for May start. 40 hrs / week for 14 weeks.

Justification and Explanation of Funding:

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-102-000 -4110-000	Salary (90% of range or consistent with hiring practice)	\$ 8,400.00
-4200-100	Health Insurance (\$11,889.12 dependent premium)	\$ -
-4240-100	Worker's Compensation (see table for cost by class)	\$ 68.16
-4210-100	Social Security (Social Security 6.2% of Salary & Medicare 1.45% of Salary)	\$ 642.60
-4200-200	Life Insurance (\$62.40 for City, \$46.48 for Fire)	\$ -
-4200-400	Pension (City 10.4% of Salary, Fire & Police 14.53% of Salary)	\$ -
750-161-000- 4200-300	Disability (.35 % of Salary)	\$ -

Note: Please use the base request form for associated operating costs. TOTAL \$ 9,110.76

**City of Bismarck
Department Budget Request for 2017
Priority Initiative
New Employees**

Department: Finance - Fiscal Services Priority 2

Goal and Objective:
To move the regular PT scanner position to full-time. The scanner currently works 28 hours per week because of the health insurance limitation but the workload requires 40 hours per week.

Department Action Plan:
To request additional funding to move the PT scanner position to full-time status in 2017 to provide the 40 work hours per week.

Justification and Explanation of Funding:
This position scans the documents that are an integral part of the financial system which include the accounts payable invoices, credit card transactions, projects, grants, contracts and journal entries. The documents can then be accessed in the system by clicking on the transactions. It provides the history, saves time for accessing support information and eliminates the need for duplicate copies of the documents in the City. The position has been PT since 2003. Since that time we have moved from 2 PT temporary positions for 40 hours per week to the current PT regular employee in 2012. Having the regular (not temporary position) has improved the quality and timeliness of the work: however, number of documents warrant a full time position. The current employee also assists during peak work times in the office which has been very helpful with the recent retirements of our long term employees.

Current department funding of \$21,768 will reduce the additional funding to: \$29,686

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-145-066 -4110-000	Salary (90% of range or consistent with hiring practice)	\$ 33,365.72
100-145-066 -4200-100	Health Insurance (\$11,889.12 dependent premium)	\$ 11,889.12
100-145-066 -4240-100	Worker's Compensation (see table for cost by class)	\$ 59.52
100-145-066 -4210-100	Social Security (Social Security 6.2% of Salary & Medicare 1.45% of Salary)	\$ 2,068.67
100-145-066 -4200-200	Life Insurance (\$62.40 for City, \$46.48 for Fire)	\$ 483.80
100-000-000 -4200-400	Pension (City 10.4% of Salary, Fire & Police 14.53% of Salary)	\$ 3,470.03
750-161-000- 4200-300	Disability (.35 % of Salary)	\$ 116.78

Note: Please use the base request form for associated operating costs. TOTAL \$ 51,453.65

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 New Employees**

Department: Community Development- MPO Priority 1

Goal and Objective:
 The addition of a full time Transportation Planner will add approximately 624 hours of extra personnel hours to help the MPO better achieve its mission of effectively managing transportation studies and keeping federal funding flowing into roadway and transit projects that benefit the MPO's member jurisdictions, including its largest member, Bismarck.

Department Action Plan:
 Add a Transportation Planner position to the MPO staff and remove a part-time Transportation Planner to help accomplish the transportation mission of the MPO.

Justification and Explanation of Funding:
 Please see attachment.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
-4110-000	Salary (90% of range or consistent with hiring practice)	\$ 11,984.00
-4200-100	Health Insurance (\$11,889.12 dependent premium)	\$ 2,378.00
-4240-100	Worker's Compensation (see table for cost by class)	\$ 28.00
-4210-100	Social Security (Social Security 6.2% of Salary & Medicare 1.45% of Salary)	\$ 917.00
-4200-200	Life Insurance (\$62.40 for City, \$46.48 for Fire)	\$ 13.00
-4200-400	Pension (City 10.4% of Salary, Fire & Police 14.53% of Salary)	\$ 1,247.00
750-161-000- 4200-300	Disability (.35 % of Salary)	\$ 42.00

Note: Please use the base request form for associated operating costs. TOTAL \$ 16,609.00

Attachment for Justification and Explanation of Funding:

The MPO's workload and job complexity continues to increase, the demands of which exceed the current MPO staff's available time to properly and consistently provide the high quality of work needed. With all transportation dollars at a premium, the MPO needs multi-talented staff members that: are prudent in their applications and decisions to maximize each dollar spent; can, with a high degree of capability, oversee and manage hired consultants; and possess superior communication skills to deliver effective messages to a skeptical public, cost conscious jurisdictional partners, and constraint-riddled federal and state government agencies. MPO Transportation Planners need to be solid in transportation understanding and technically adept in communicating complex issues identification and analysis in a verbal, written, and computer aided visual environment. The MPO currently employs three such individuals: one is a part time Transportation Planner that will leave MPO employment on July 25, 2016. With the Executive Director (Principal Transportation Planner) approaching retirement as early as 1.5 years, now is the time to consider increasing the part-time (28 hours per week) Transportation Planner position to a full time status. This would provide sufficient time for the learning curve required and also provide better future MPO staff coverage once the current Principal Transportation Planner retires.

The new position would be funded 80% by the MPO's federal funds. The incremental City cost increase of the full time Transportation Planner is estimated to be \$8,220 (full time benefits plus 624 more hours per year).

If the status quo is maintained on this position, it is anticipated that the position will become a revolving door of future employees since we are asking so much out of a part time employee who receives no benefits or full time salary.

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 New Employees**

Department: Community Development Department: Building Inspections Division Priority 1

Goal and Objective: Change the funding source for one (1) existing Building Inspector position

Department Action Plan: The Building Inspections Division would like to request that the existing inspector position currently funded by government grants and activities as a one-time expenditure be added to the base budget and funded by the general fund.

Justification and Explanation of Funding: This position is an essential position within the Building Inspections Division. The individual that currently holds this position is a valued member of our department and has been with us since 2012. Without this position we would not be able to provide the same level of service to the community.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
-4110-000	Current Salary	\$ 52,199.00
-4200-100	Health Insurance (\$11,889.12 dependent premium)	\$ 11,889.12
-4240-100	Worker's Compensation (see table for cost by class)	\$ 144.85
-4210-100	Social Security (Social Security 6.2% of Salary & Medicare 1.45% of Salary)	\$ 3,993.21
-4200-200	Life Insurance (\$62.40 for City, \$46.48 for Fire)	\$ 62.40
-4200-400	Pension (City 10.4% of Salary, Fire & Police 14.53% of Salary)	\$ 5,428.69
750-161-000- 4200-300	Disability (.35 % of Salary)	\$ 182.69
TOTAL		\$ 73,899.96

Note: Please use the base request form for associated operating costs.

**City of Bismarck
Department Budget Request for 2017
Priority Initiative
One-time Expenditures**

**Check if Technology Request
Identify Request Year**

Department: Community Development - Planning Division Priority Planning 1

Goal and Objective: Continue part-time funding of administrative expenses for HUD grant programs. The City completed a 5-Year Consolidated Plan in 2015, which will allow the City to receive CDBG funding through 2020. The City's status with the ND Department of Commerce - Division of Community Service regarding HOME program dollars has also changed and the City is now receiving pass through funds again, including administration.

Department Action Plan: Continue supporting community programs for low and moderate income individuals through continued participation in HUD grant programs and funding of a part-time position to administer the programs for the City.

Justification and Explanation of funding: The amount available for an administrative budget for both CDBG and HOME programs is estimated to be \$61,500 for the fiscal year. It is the opinion of the Community Development Department that the benefits of continued participation in the CDBG and HOME programs far outweigh the cost to the City. The cost to the City for continued participation in these programs would be limited to the \$14,804 in administrative fees, for which HUD funds cannot be used.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
<u>4120-000</u>	<u>Part-time Wages (Up to 25 hours per week for 52 weeks)</u>	<u>\$ 45,000</u>
<u>4200-XXX</u>	<u>Workers Comp, Social Security and Medicare</u>	<u>\$ 3,590</u>
<u>4400-100/4400-500</u>	<u>Building Rental and Parking</u>	<u>\$ 3,100</u>
<u>4500-XXX</u>	<u>Travel/Training</u>	<u>\$ 1,550</u>
<u>4600-XXX/4700-XXX</u>	<u>Service Expense and Supply Expense</u>	<u>\$ 2,295</u>
	<u>Total Cost without Administrative Fees</u>	<u>\$ 55,535</u>
<u>(a detailed proposed budget is attached as the second page of this worksheet)</u>	<u>City-funded Administrative Fees</u>	<u>\$ 14,804</u>
	<u>Total Cost with Administrative Fees</u>	<u>\$ 70,339</u>

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 New Employee

Department: FIRE DEPARTMENT Priority 1 of 17

Goal and Objective:

To ensure that staff are trained properly in accordance with standards and laws.
 To ensure firefighter safety and quality service levels.

Department Action Plan:

Add a fire training captain.

Justification and Explanation of Funding:

A standardized training program meeting all industry requirements and competencies is critical for fire department operations. An additional position dedicated to these duties is necessary. See attachment for further justification and reasoning.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
-4110-000	Salary (90% of range or consistent with hiring practice) (80%)	\$ 69,207.66
-4200-100	Health Insurance (\$11,889.12 dependent premium)	\$ 11,889.12
-4240-100	Worker's Compensation (see table for cost by class)	\$ 1,333.46
-4210-100	Medicare 1.45% of Salary	\$ 1,003.51
-4200-200	Life Insurance (\$62.40 for City, \$46.48 for Fire)	\$ 46.48
-4200-400	Pension (City 10.4% of Salary, Fire & Police 14.53% of Salary)	\$ 10,055.88
750-161-000- 4200-300	Disability (.35 % of Salary)	\$ 242.23
	TOTAL	\$ 93,778.34

Fire Training Captain Points:

- Program development and monitoring
 - Monitor compliance with laws, standards and policies
 - Monitor certification requirements
 - Develop training on new technology and tactics
 - Update established training when appropriate
 - Develop more tools for monitoring effectiveness of training programs
 - Develop programs that are currently lacking
- Better training
 - Consistent training among shift and crews.
 - More thorough training
 - Better variety of training
 - Better training for trainers (captains).
- More efficient training
 - Able to create training that is easier to replicate between crews and shifts
 - Better able to manage all training for all disciplines
 - Coordination of training between shifts
 - Handle logistics of training and exercises, such as assembling needed material and props, preparing acquired buildings, etc.
- Increased Safety
 - Set of eyes outside those training to watch for bad technique or mistakes
 - More aware of potential unsafe practices from watching multiple crews
 - Better training results in a safer emergency scene
- Succession training
 - Allows captains to be involved in administrative duties as preparation for promotion

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures

Check if Technology Request
 Identify Request Year

Department: FIRE DEPARTMENT Priority Attachment 1 of 17

Goal and Objective: (This form is to accompany the new employee priority initiative request)

Department Action Plan: _____

Justification and Explanation of funding: _____

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
4700-300	Computer, Misc Office Equipment	\$ 1,000.00
4705-000	Uniforms	\$ 600.00
4705-100	Fire Turnout/Bunker Gear	\$ 2,800.00
4660-200	Physical	\$ 400.00
5020-200	Pickup Truck	\$ 28,750.00
	TOTAL	\$ 33,550.00

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 New Employees**

Department: FIRE DEPARTMENT Priority 2 of 17

Goal and Objective:
 Safety: Ensure that Bismarck continues to be a safe community.
 Objective: Ensure adequate public safety service levels as community population grows.

Department Action Plan:
 To hire three additional firefighters.

Justification and Explanation of Funding:
 Consistent with the Department's plan to provide flexible crew sizes to maintain current levels of service and to accommodate growth, three firefighters are needed to strengthen the response force in the growing parts of the community. The department maintains staffing in accordance with risk and demand of each planning zone. Available staffing is impacted by absences necessary for FLSA hour reductions, leave and other similar reasons. The addition of three firefighters will provide additional staff in accordance with growth. See attachment.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
-4110-000	Salary (90% of range or consistent with hiring practice)	\$ 144,931.00
-4200-100	Health Insurance (\$11,889.12 dependent premium)	\$ 35,670.00
-4240-100	Worker's Compensation (see table for cost by class)	\$ 3,426.00
-4210-100	Social Security (Social Security 6.2% of Salary & Medicare 1.45% of Salary)	\$ 2,102.00
-4200-200	Life Insurance (\$62.40 for City, \$46.48 for Fire)	\$ 186.00
-4200-400	Pension (City 10.4% of Salary, Fire & Police 14.53% of Salary)	\$ 21,058.00
750-161-000- 4200-300	Disability (.35 % of Salary)	\$ 507.00
	TOTAL	\$ 207,880.00

2017 Priority Initiative

Three Additional Firefighters

- Risk and demand continues to grow as the City grows
 - Overall, the number of priority incidents increased by 11.15% in the past year. This continues the trend of recent years.
 - The number of priority incidents in the area North of Interstate 94 continues to see an increase greater than the rest of the city. The increase was 15.89% in the last year and 40.31% in the last two years.
- The largest area of growth in the City of Bismarck is served by the Tyler Parkway, Sleepy Hollow, and Lockport Fire Stations in the North part of the city. We are regularly unable to maintain station staffing to the intended level (1 captain and 3 firefighters). In the last year, these three stations were staffed at 4 persons the following percentage of time:
 - Tyler Parkway was staffed at three firefighters 77.1% of the time.
 - Both Tyler Parkway and Sleepy Hollow Stations were staffed three firefighters 40.6% of the time.
 - All three stations were at staffed at three firefighters 16.7% of the time.
- Consistent with the department's long term plan to increase staffing with growth, adding three firefighters to the department at this time is appropriate.

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative

One-time Expenditures

Check if Technology Request
 Identify Request Year

Department: FIRE DEPARTMENT Priority Attachment 2 of 17

Goal and Objective: (This form is to accompany the new employee priority initiative request)

Department Action Plan: _____

Justification and Explanation of funding: _____

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
4705-000	Uniforms	\$ 1,500.00
4705-100	Fire Turnout/Bunker Gear	\$ 5,400.00
4660-200	Physical	\$ 1,200.00
	TOTAL	\$ 8,100.00

**City of Bismarck
Department Budget Request for 2017
Priority Initiative
New Employees**

Department: Police Priority 1 of 42

Goal and Objective:

Obtain Funding to promote four (4) current Police Officers to the position of Police Sergeant.

Department Action Plan:

Once authorization is obtained, a promotional process will be held to select the best qualified applicants, Once selected, the newly promoted Sergeants will be assigned to the patrol section.

Justification and Explanation of Funding:

Please see attached narrative. The costs listed below are an estimate based on the current wages of likey candidates that could be promoted. Since we do not know who will be promoted at this time, the actual cost could be a little more or a little less.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-175-147- -4110-000	Salary (90% of range or consistent with hiring practice)	\$ 13,107.03
-4200-100	Health Insurance (\$11,889.12 dependent premium)	\$ -
-4240-100	Worker's Compensation (see table for cost by class)	\$ -
100-175-147- -4210-100	Social Security (Social Security 6.2% of Salary & Medicare 1.45% of Salary)	\$ 190.05
-4200-200	Life Insurance (\$62.40 for City, \$46.48 for Fire)	\$ -
100-175-147- -4200-400	Pension (City 10.4% of Salary, Fire & Police 14.53% of Salary)	\$ 1,904.45
750-161-000- 4200-300	Disability (.35 % of Salary)	\$ 45.88

Note: Please use the base request form for associated operating costs.

TOTAL \$ 15,247.41

2017 Additional Sergeants Request

We have identified a need for additional Sergeants for our Patrol Section. Due to the addition of personnel to each patrol shift, the span of control for each Sergeant working a patrol shift can be upwards of 14 patrol officers. Currently a patrol shift is comprised of one Lieutenant, 2 Sergeants and 14 officers when fully staffed. In an effort to provide additional officers during the busiest time period of the day (3:00pm until 3:00am) additional officers work during this time, adding to the responsibilities of the Sergeant working either the day shift or the night shift, but we do not have the capability to provide additional Sergeants to work strictly during this time period. Due to leave issues, training time, court time etc. it is rare that all three supervisors are able to work at the same time. In fact, at times there will only be one supervisor able to work during a shift leaving no Sergeant working the street and we have to rely upon a senior officer, of which there aren't many, to provide the necessary supervision. This leaves the span of control much too high for the Sergeants and Acting Sergeants to work the street and provide supervision effectively. Ideally we would like each Sergeant to be responsible for only 5-7 officers. This not only provides the Sergeant with the ability to properly supervise but allows them an opportunity to mentor and train their personnel as well.

Another contributing factor to this need is the fact that we have experienced a large amount of turnover during the past few years. This has left our patrol shifts with an average experience level of about three years. In years past we were able to rely upon the knowledge and experience of senior officers to fill in the gap when a Sergeant was busy or not available. We no longer enjoy that luxury.

**City of Bismarck
Department Budget Request for 2017
Priority Initiative
New Employees**

Department: Police Priority 2 of 42

Goal and Objective: Goal: Add 9 full time police officers. 8 Patrol Officers, 1 Training Officer

Objective: Increase number of officers on patrol to:

1) Increase police presence/visibility in the community

2) Spread the current overwhelming calls for service across more officers

3) Have the ability to offer advanced training to all officers on a consistent basis.

Department Action Plan:
Add 8 new FTE police officers to Patrol and 1 to Training in order to obtain the above listed objectives.

Justification and Explanation of Funding:
The public is asking for more officers and more officer presence in the community. Our 2016 annual workload analysis for Patrol, based on calls for service (CFS) and time required to respond and handle the calls, advised we'd need 68 officers to handle the calls. CFS increased in 2015 to 79,239 from 73,587 in 2014. The Patrol Section currently has 56 Officers and 8 Sergeants for a total of 64. In order to handle the CFS the Sergeants often times are required to respond to calls because no Officers are available. The Sergeants are not able to supervise and mentor as needed. CFS are overwhelming the current officers; no time for hardly anything proactive. So far in 2016 our CFS are higher than any previous year. These additional officers will help us meet the needs and demands of a growing community and give the Officers time to proactively patrol instead of repond to call to call to call etc. Please see also overall personnel memo to the Budget Committee.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-175-147 -4110-000	Salary (90% of range or consistent with hiring practice)	\$ 434,793.96
100-175-147 -4200-100	Health Insurance (\$11,889.12 dependent premium)	\$ 107,002.08
100-175-147 -4240-100	Worker's Compensation (see table for cost by class)	\$ 5,591.16
100-175-147 -4210-100	Social Security (Social Security 6.2% of Salary & Medicare 1.45% of Salary)	\$ 6,304.50
100-175-147 -4200-200	Life Insurance (\$62.40 for City, \$46.48 for Fire)	\$ 561.60
100-175-147 -4200-400	Pension (City 10.4% of Salary, Fire & Police 14.53% of Salary)	\$ 63,175.59
750-161-000- 4200-300	Disability (.35 % of Salary)	\$ 1,521.81

Note: Please use the base request form for associated operating costs. TOTAL \$ 618,950.70

Bismarck Police Department

July 14, 2016

From: Dan Donlin
Chief of Police

To: Budget Committee
Human Resources

Subj: 2017 Priority Initiative – Police Personnel Request

The purpose of this summary is to provide information and justification for the 2017 Police Department Priority Initiative Personnel requests. The Police Department performed a Manpower Allocation Analysis for our Patrol and Training personnel in 2016. The following personnel requests are a result of these in-depth reviews.

The workload assessment and analysis for the officers who perform uniformed patrol and traffic enforcement is based on an analysis of the officers' activities and the time spent on these activities as recorded in the Computer Aided Dispatch (CAD) system. This provides a very accurate means of determining the actual workload for these officers as all of their activity is tracked through CAD.

- 1) **PATROL SERGEANTS (Transition four (4) current patrol officer positions into Sergeant positions)**– Currently there are two (2) sergeants per patrol shift. When fully staffed (currently) these two (2) sergeants are responsible to supervise 14 patrol officers. This is a span of control of seven (7) officers each; however, the reality of it is that with time off, training, court, etc. more times than not, there is only one supervisor (sergeant) on the street responsible for all the patrol officers, along with several traffic officers. So, as you can see the span of control is out of control. This absolutely leaves no time for adequate MENTORING to be conducted by our sergeants and displays a significant lack in supervision out on the street.

Our average years of experience for our patrol officers is at 3.13 years (see attached), which increases our chances for high-liability mistakes to occur. In order to reduce the liability, obtain an adequate span of control level, provide efficient supervision and to adequately mentor our young patrol officers we are in dire need of adding one (1) Patrol Sergeant position to each of our four (4) Patrol Shifts. This is not an FTE request, but rather a request to just transition four (4) of our current patrol officer positions to Sergeant positions.

- 2) **POLICE OFFICER POSITIONS (New) – Nine (9)**

I am asking for nine (9) new police officer FTEs for the 2017 budget. Eight (8) of these officers will be assigned to strengthen our Patrol Section (two per shift) and one (1) to cover the shortfall in manpower for our Training Section.

Dan Donlin, Chief of Police

Phone: 701-223-1212 ★ FAX: 701-355-1927 ★ Tdd: 701-221-6820 ★ 700 S. Ninth Street ★ Bismarck, ND 58504-5899



With this specific request it is my personal and professional goal to increase the number of uniformed officers in squad cars visible out in the community to respond to calls, prevent crime, catch and hold accountable the criminals who are committing crimes, and to actually have some proactive time to conduct much needed traffic enforcement and improve on positive public relations. These eight (8) officers would allow us to fully add two (2) officers to each shift. We would also increase our minimum manning requirement on shift; in other words, the additional officers would not be added just to give two more officers time off.

TRAINING (1 FTE) - The Bismarck Police Department's Training Section has been in existence with the Department since 1979/1980. When it was first established, the Training Section was staffed by one Lieutenant, one Sergeant, and one Training Officer. Their sole function was to oversee the training of the approximately **45 sworn officers** employed by the department. Since its inception, the department's **sworn staff has grown by almost 260%**. In 1979/1980 the Department was one-third of the size it is today. In addition, the **ONLY** function of the Training Section at that time was training. The department has added an **additional 71 officer positions** since then. Every other Section of the Department has grown (Patrol, Investigations, Traffic, Records, etc.). Meanwhile, the only growth the Training Section has seen is that of its' additional duties and workload. The most recent Patrol Section manpower assessment shows the Department is short even more officers, and it seems likely the department will request funding for additional patrol officer positions; this is due to the unprecedented growth in our community and state.

When looking at the duties and responsibilities performed by the Support Services Division, and the department's Training Section it has become **readily apparent that the BPD needs an additional training officer. The Department's training programs are fast becoming outdated.** With an additional Training Officer, the **Support Services Lieutenant will be able to relinquish the training tasks he's taken on to assist the Training Sergeant. The Training Sergeant will be able to delegate more of his duties down to the two Training Officers**, freeing up his time to focus on recruit officer training and supervision, and the Field Training & Evaluation Program. In turn, I foresee the two training officers taking on a majority of the classroom instruction, as well as researching and implementing new lesson plans and courses of instruction, along with updating current lesson plans. **This would have a ripple effect for the rest of the department as the Training Section would not have to rely on others outside of the Section for instructor support.** Furthermore, with two Training Officers available, we will be able to **do more realistic training in the areas of firearms and Arrest and Control as we will be able to control fluid environments more with two instructors doing the work. This will allow the department to offer more "real life" training instead of static training that does not prepare officers for encounters that they will face on the street.**

GRANT POLICE OFFICER POSITIONS

(Existing grant positions)

- 3) **2013 COPS-SROs Hiring Grant**— On May 14, 2013, the Board of City Commissioners approved the department to apply for a Community Oriented Policing (COPS) hiring grant to cover salary and benefits of two (2) sworn officers to be utilized as additional SROs. We were awarded the grant in September, 2013. One (1) for the local parochial schools with a 60%/40% cost-share for salary/benefits and one (1) additional SRO for the Bismarck Public Schools at a 50%/50% cost-share for salary/Benefits plus 50%/50% split on other related costs. Although the grant requires a 25% match, due to a grant cap of \$125,000 per officer over a three (3) year period, the City's actual match requirement would be closer estimated at approximately

CITY OF BISMARCK'S STRATEGIC PLAN

Values

- **Forward Looking:** We proactively identify needs and opportunities.
- **Community Pride:** We uphold high standards of hard work, safety, and cleanliness to maintain and enhance our community.
- **Integrity:** We hold ourselves to be accountable for our words and actions.

Mission

"To provide high quality public services in partnership with our community to enhance our quality of life."

KEY AREAS-GOALS

Community Character

Goals

2. Ensure that Bismarck continues to be a safe community.

Community Services

Goals

- Provide adequate, sustainable funding to support the services our customer's value.
- Collaborate and work with local government entities to maximize the effective delivery of services.
- Continue to provide the level of service our community has grown to expect and appreciate.
- Collaborate and work with local government entities to **maximize** the effective delivery of services.
- Coordinate with others to be prepared to respond to emergency situations in a timely, efficient and organized manner.

324	RASMUSSEN, ROBERT	2/1/2015	1.46	
326	MILLER, MICHAEL P	5/15/2015	1.18	
327	HASWELL, DAVID	5/15/2015	1.18	
328	HAYDEN, ZACHARY	6/1/2015	1.13	
330	CAVETT, CORY	6/1/2015	1.13	
331	PETERSEN, JOSEPH	6/1/2015	1.13	
333	MARQUIS, DILLON	8/1/2015	0.96	
335	LANE, ADAM	8/1/2015	0.96	
336	BENKE, JOSEPH	8/1/2015	0.96	
337	MEHRER, MICHAEL	8/1/2015	0.96	
338	HERSCH, TANNER	9/28/2015	0.81	
339	SCHAF, JOHNATHAN	9/28/2015	0.81	
340	ROGSTAD, DAWSON	9/28/2015	0.81	
344	MASSET, MAGDALENA	1/4/2016	0.54	
345	KERN, LUKE	1/4/2016	0.54	
347	JOHNSON, JASON	2/1/2016	0.46	
348	OLSEN, JOSEPH	4/18/2016	0.25	
349	GARVER, CHRISTOPHER	4/18/2016	0.25	
350	JOHNSON, ERIK	4/18/2016	0.25	
351	ROMAN, TAYLOR*	5/16/2016	0.17	
352	TUSCHLING, ASHLEY*	5/16/2016	0.17	
353	VAN NESTE, JOSEPH*	6/13/2016	0.10	Section Average
56	Officers	Average	3.13	4.80

*Recent hires, not yet assigned to Patrol but destined to be assigned for at least first 2 years.

2015 Patrol Section Manpower Assessment

The Bismarck Police Department provides a multitude of services to the City of Bismarck and its citizens; the primary function being that of basic police activities such as enforcement of criminal and traffic laws, reporting and basic investigation of minor criminal incidents and response to emergencies. These activities are conducted by the Patrol Section.

Presently, we have an authorized strength of 64 (56 officers and 8 sergeants) for the Patrol Section. The 2015 Manpower Assessment calls for increasing the total staff required for patrol to 68, based on 2015's patrol activities.

A number of factors affected this year's assessment. Factors such as population, calls for service, size of the city and average number of patrols were important, but the most significant factors were the lack of lost days or Non Patrol Days (NPD) and the increased number of training hours.

We will discuss these factors according to those which affected patrol activities, those that affected patrol time and those that directly affected manpower (staffing).

Patrol Activity

Patrol activities are simply the number of calls for service per year. Patrol activities increased by 5,652 calls from 73,587 in 2014 to 79,239 in 2015. However, Total Obligated Time (TOT), the time necessary to respond to and handle the call, dropped from 33,857 hours in 2014 to 32,911 hours in 2015. The drop can be attributed in part to the increase in the average number of officers fielded each shift going from eight in 2014 to nine in 2015.

Patrol Time

According to data provided by GIS, Bismarck covers an area of 34 square miles. There are approximately 390 center line (all roads laid end to end in a single direction) miles of roadway within the city limits. The population grew from approximately 67,281 in 2014 to 68,896 in 2015, a gain of 1615. This figure does not account for the transient population.

The main impact on patrol in regards to the physical growth of the city is the ability to effectively patrol it and provide services. To illustrate this, it would take nine units driving a constant speed of 25 mph, 4.63 hrs. to drive all 390 center line miles. Considering that the current average obligated time per officer is 5 hours, and adding 4.6 hours to cover all of the streets in the city would leave each officer 2.8 hours to do self-initiated activities, report writing and follow up and does not include a meal break, which is inadequate. The problem then becomes how to mitigate the shortfall, to which the only answer is increased manpower.

6. Provide better forecasting of personnel actions (rotations, retirements, etc.), which cause increases in NPD's.
7. Consider the need for additional supervisory personnel to address span of control issues. This is already an issue when only one field supervisor is working.

Respectfully submitted,

Robyn Krile
Patrol Sergeant

John Brocker
Patrol Sergeant

Kent Kaylor
Patrol Sergeant

**City of Bismarck
 Department Budget Request for 2016
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Police Priority High 1 of 42

Goal and Objective: New vehicles and vehicle equipment for additional officers

Department Action Plan: Obtain 4 new vehicles if new officers request is approved.
 (4 patrol sgt's + 4 patrol officers allocated to power shift) 2 sergeant cars for
 added patrol sgt's and 2 patrol cars for the added patrol officers = 4 added cars to
 the fleet.

Justification and Explanation of funding:
4 Ford Utility Inteceptors for New Officers: Cost/vehicle
 Vehicle 2017 Ford Interceptor Utililty- \$28,926
 Vehilce Equipment-
 officer vehicles- \$23,377
 sergeant vehicles- \$29,377
 Vehicle Computer Equipment- \$13,980
 Vehicle Computer Software- \$5,541
 Vehicle Labor- \$2800

Account Number	Item Description	Requested Amount
100-192-162-5020-200	4 New Vehicle Ford Utility Interceptor	\$ 115,704.00
	4 Equipment for New Patrol Vehicle	\$ 105,508.00
	4 Computer Small Equipment	\$ 55,920.00
	4 Software	\$ 22,164.00
	4 Repair/Maintenance of Vehicles Dakota Comm. Labor	\$ 11,200.00
		\$ 310,496.00

**City of Bismarck
Department Budget Request for 2017
Priority Initiative
One-time Expenditures**

**Check if Technology Request
2017 Identify Request Year**

Department: Police Priority 100F42

Goal and Objective: Obtain funding for additional equipment and other costs that will be incurred if 9 additional police officers and 4 Sergeants are authorized in 2017 for the Police Department.

Department Action Plan: Obtain budgetary authorization to outfit and fund the hiring process for 9 additional officers, 8 requested to staff the Patrol Section and 1 additional Training Officer starting in 2017. The Sergeants would be assigned to the Patrol Section.

Justification and Explanation of funding: In the event that additional Police Officers and Sergeants are approved for 2017 for the Police Department, a request is being made for funding for the additional costs that will be incurred in hiring and equipping each new officer and Sergeant. The cost of \$10,693 per officer is needed to cover associated hiring process costs as well as all the uniforms and equipment needed. See the attached list for the specific costs. If approved, the Training Officer and 4 Sergeants will need the listed office equipment and licensing.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-4705-000	Uniforms	\$1,441.00
100-192-162-4710-200	Small Equipment	\$8,517.00
100-192-162-4650-300	Drug Test	\$45.00
100-192-162-4660-300	Physical-Psychological Testing	\$390.00
100-192-162-4685-500	Hepatitis B Vaccination	\$185.00
100-192-162-4630-700	Licenses: ND Post/Kronos	\$70.00
100-192-162-4655-400	PEP Testing	\$45.00
	Total cost to hire and equip 1 police officer:	\$10,693.00
	Total cost to hire and equip 9 police officers:	\$96,237.00
100-192-162-4700-200	Office Small Equipment (bookshelves and chair)	\$ 610.00
100-192-162-4700-200	Office Small Equipment (bulletin board, stapler, scissors, tape dispenser, etc.)	\$ 100.00
100-192-162-4700-300	Computer Small Equipment (Training officer and 4 Sergeants)	\$ 1,560.00
100-192-162-4700-600	Small Software Programs (MS Office)	\$ 750.00
100-192-162-4630-700	Kronos License (Training officer and 4 Sergeant managers)	\$ 1,990.05
100-192-162-4605-100	Telephone-Annual Cost	\$ 160.00
100-192-162-4605-100	Telephone	\$ 460.00
100-192-162-4630-700	Notary License for 4 Sergeants	\$ 424.00
100-192-162-4705-000	Uniforms for 4 new Sergeants	\$ 1,812.00
100-192-162-4635-100	Email (8 Kiosk \$143.04 and 5 Exchange \$209.40)	\$ 352.44
	Total for all office equipment/supplies for Training Officer and 4 New Sergeants	\$ 8,218.49
	Total for all Equipment and Hiring for All Positions	\$ 104,455.49

**City of Bismarck
Department Budget Request for 2017
Priority Initiative
New Employees**

Department: Police - Personnel Request Priority 3 of 42

Goal and Objective: **Goal:** Retain the two (2) 2013 COPS Grant positions; Two School Resource Officers

Objective: To keep these positions filled in order to continue to effectively and efficiently deliver their much needed services to the department and the citizens of Bismarck and to meet the requirements of the grant.

Department Action Plan:

Utilize the officer positions to continue to provide the services of School Resource Officers to the Public and Parochial schools. It is forecasted that the grant period will end August 30, 2017 and as a condition of the grant the City must keep the positions for at least one year after the grant ends.

Justification and Explanation of Funding:

Please see attached narrative.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-175-150- -4110-000	Salary (90% of range or consistent with hiring practice)	
100-175-150- -4200-100	Health Insurance (\$11,889.12 dependent premium)	
100-175-150- -4240-100	Worker's Compensation (see table for cost by class)	
100-175-150- -4210-100	Social Security (Social Security 6.2% of Salary & Medicare 1.45% of Salary)	
100-175-150- -4200-200	Life Insurance (\$62.40 for City, \$46.48 for Fire)	
100-175-150- -4200-400	Pension (City 10.4% of Salary, Fire & Police 14.53% of Salary)	
750-161-000- 4200-300	Disability (.35 % of Salary)	

Note: Please use the base request form for associated operating costs.

TOTAL \$ -

COPS SRO Grant Positions

This grant is set to expire 08/31/2016 but I am confident we will be able to get an extension through the first quarter of 2017. This grant will only pay salary and benefits up to 75% of a new officer and the grant amount was capped at \$250,000. The salary and benefits of our officers allowed much less than 75%. The only reason we still have money in the grant is because the start of the grant was delayed by one year due to negotiation issues with Bismarck Public Schools (BPS). In communicating with the COPS Office we need to keep the program active for a three year grant period, whether or not grant funding is still available. After the three year grant period, the City and Schools are required to keep the positions for at least one year as a condition of the grant which would be until August 30, 2018..

It is estimated we will have grant funding for the rest of 2016 and \$21,245.45 to use towards salary and benefits in the first quarter of 2017. We will then have to keep the position until August 30, 2018 at the very least. For the 2017 budget is it estimated we will need \$129,455.09 for the personnel in the SRO positions. This does not include any possible raise. Due to cost sharing of salary and benefits with the schools, it is estimated the City will have to fund \$67,079.65, BPS \$36,647.13 and Light of Christ Catholic Schools \$46,973.76. Fiscal personnel were unable to help me break this information down any further at the time of the writing of this narrative.

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 New Employees

Department: Public Health Priority: Grant Funded 1 of 1

Goal and Objective: To implement a full-time Emergency Preparedness Information Specialist paid for by Regional Emergency and Response grant funds.

Department Action Plan:

Bismarck-Burleigh Public Health is requesting that the Emergency Preparedness Information Specialist part-time position be changed to a regular full-time position. Regional funding for the Emergency Preparedness and Response Program has been consolidated into one grant/contract by the state health department and BBPH will receive an additional **\$66,890** for program coordination and operations. **This position will be funded 100% by grant funds**, no general funds would be used to support this position.

Justification and Explanation of funding:

The Emergency Preparedness and Response Division at the state health department has made some changes to their staffing requirements for the regional EPR funding. In the past this funding was split between Bismarck-Burleigh Public Health and Custer Health in Mandan. BBPH funded a full-time Regional EPR Coordinator and a part-time PIO while Custer Health received funding for a full-time Environmental Health Specialist. The state health department has changed their requirement from staffing an EPR Coordinator (1 FTE), PIO (.5 FTE) and EHP (1 FTE) to staffing the program to meet the emergency preparedness and response needs of our service area. With the EHP (1 FTE) requirement lifted, Custer Health declined the funding for this program thus giving BBPH the opportunity to enhance our current EPR program for the region. After much thought and discussion with the state health department and EPR Coordinator, we have decided that a full-time Emergency Preparedness Information Specialist (Grade 16) for the program would be the best option for us. We already have the job description in place for this position. This person would perform the duties of the current job description full-time rather than part-time. This person would participate in all regional emergency preparedness exercises and assist the EPR Coordinator with coalition meetings, exercise planning efforts, appropriate emergency preparedness communications, inventory coordination, radio testing, etc.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
293-193-173-168-4110-000	Regular Salary	\$ 51,761.20
293-193-173-168-4210-100	FICA	\$ 3,959.73
293-193-173-168-4240-100	Workers Comp	\$ 99.68
293-193-173-168-4200-100	Health Insurance	\$ 11,889.12
293-193-173-168-4200-200	Life Insurance	\$ 62.40
293-193-173-168-4200-300	Disability	\$ 181.08
293-193-173-168-4200-400	Pension	\$ 5,383.16
TOTAL COST FOR FULL-TIME POSITION		\$ 73,336.37
CURRENT PART-TIME FUNDS IN EPR GRANT		\$ 27,304.99
TOTAL REQUEST FOR THIS PRIORITY INITIATIVE (GOVT.GRANTS)		\$ 46,031.39

Name	Grade	90-% MIDPOINT 2017 Gross Salary/Year	FICA	WC	Health Ins	Life Ins	Disability	Pension	TOTAL FRINGE	TOTAL SALARY + FRINGE
EP Info Spec - Fulltime	16	\$ 51,761.20	\$ 3,959.73	\$ 99.68	\$ 11,889.12	\$ 62.40	\$ 181.08	\$ 5,383.16	\$ 21,575.17	\$ 73,336.37

Current Part-time	16	\$ 25,272.00	\$ 1,933.31	\$ 99.68	\$ -	\$ -	\$ -	\$ -	\$ 2,032.99	\$ 27,304.99
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Difference between part-time & full-time		\$ 26,489.20	\$ 2,026.42	\$ -	\$ 11,889.12	\$ 62.40	\$ 181.08	\$ 5,383.16	\$ 19,542.19	\$ 46,031.39
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City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 New Employees

Department: Public Health Priority: 2 of 4 - Public Health General Fund

Goal and Objective: To change the status of a part-time nurse to full-time community health nurse for the health maintenance program at BBPH.

Department Action Plan:

Bismarck-Burleigh Public Health is requesting a status change from part-time nurse to a full-time community health nurse to work in our Health Maintenance program. Health Maintenance nurses perform medication management and assessments in the patient's home through visits once per week. Outside of the weekly visits the nurses work with the client's health care provider, pharmacy and family members to effectively manage the client's health and well-being and perform case management work for the clients via phone and face-to-face. The addition of a full-time nurse to the health maintenance staff would allow the Health Maintenance Coordinator to focus on supervisory and program coordination work rather than carrying a heavy case load herself and trying to manage the program.

Justification and Explanation of funding:

An additional full-time nurse is desperately needed for the health maintenance program in the Public Health department. The last time any nursing staff was added was in 2006 when we had four nurses move from part-time to full-time in the Health Services program. Since 2006, Burleigh County population has increased 24% and the health needs in our community and federal health regulations are increasing. The Health Maintenance Coordinator has repeatedly placed new admissions on hold this past year. We are seeing an increase in the demand for health maintenance services. The clients that are referred to us are increasingly complex and require a considerable amount of time and effort to effectively manage. A majority of health maintenance patients have chronic conditions requiring intense medication management and assessment. We are also seeing an increase in clients with mental health issues and increasing vulnerable adult cases which increases the amount of time the nurse spends with each client on an ongoing basis.

Case management time for health maintenance clients increased from 240 hours/month in 2014 to 302 hours a month in 2015 (an increase of 62 hours/month). The caseloads for the current health maintenance staff are maxed out. Currently for 2016 (January-May), there have been 1,732 home visits and for the same time period in 2015 there were 1608 visits done, which is an increase 124 visits. We continue to receive calls for referrals from both local hospitals for home health services and medication injections. Local hospitals have implemented policies to no longer provide medication injections in their clinics. These clients are being referred to us to provide this service. The Health Maintenance Coordinator has been trying to absorb clients into her schedule which is taking away from her supervisory and program coordination work. We had a part-time nurse that was providing footcare for clients in their homes. She has resigned her position and the full-time health maintenance staff have absorbed these home health footcare clients to continue to provide this service. This addition to their current workload resulted in us placing a hold on new admissions to home health and is causing staff burnout due to the extended hours and increased workloads to effectively manage these patients. Making this part-time position a full-time position would allow our Health Maintenance Coordinator to delegate her case load to the full-time nurse and utilize her time to focus on program management and evaluation, policy development and implementation, supervisory/staff scheduling work, client admissions to the health maintenance program, and ensure staff compliance with home health standards and regulations as required. This would also reduce staff burnout and reduce future holds on admissions to the health maintenance program in our department.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-180-165-4110-000	Regular Salary	\$ 59,920.06
100-180-165-4200-100	Health Insurance	\$ 11,889.12
100-180-165-4200-400	Pension	\$ 6,231.69
100-180-165-4200-200	Life Insurance	\$ 62.40
100-180-165-4210-100	FICA	\$ 4,583.88
100-180-165-4240-100	Workers Comp	\$ 99.68
750-161-000-4200-300	Disability	\$ 209.63
TOTAL COST OF FULL-TIME NURSE		\$ 82,996.46
CURRENT COST FOR PART-TIME NURSE IN OUR BUDGET		\$ 36,427.16
TOTAL AMOUNT REQUESTED FOR THIS PRIORITY INITIATIVE		\$ 46,569.30

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 Identify Request Year

Department: BISMARCK MUNICIPAL COURT

Priority 10F2

Goal and Objective: Plan to continue the Part Time Office Assistant Clerk. The clerk will help service the significant increase in case volume, help with meeting deadlines, assist clerks with preparing criminal/non criminal cases for court, entering data and scheduling court dates, notifications and communications with the public and the City attorney's office, tracking bench warrants, preparing and organizing complaints regarding prisoners, entering judgments, and scanning all documents in the Odyssey/Court program.

Department Action Plan: To continue the Part Time Office Assistant position. The office assistant will be helping in the areas where the workload is continuing to increase. Would like to continue to employ Bernice Wolf as the part time clerk, Mrs. Wolf is requesting \$18.00 a hour, working 2 days a week for about 8 to 9.5 hours a day.

Justification and Explanation of funding: The increase volume of traffic and criminal citations have increased the paperwork and reporting requirements.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-165-120-4110-000	Salary	18,000

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 New Employees

Department: Library Priority 2 of 4

Goal and Objective:

Move our part-time Community Relations Coordinator to full-time. We requested full-time for our 2016 budget. This was not approved, and the Budget Committee and Library Board compromised for a part-time position instead. This position has been very successful and much needed. There is more work than a 20hr/wk person can handle. We are requesting to move this position to full-time in 2017 with full funding by the Library.

Department Action Plan:

If request is granted, we would move this employee from part-time to full-time starting January 1, 2017.

Justification and Explanation of Funding:

The additional position expenses would get paid via the Library's general fund balance.

Funding Sources

210-210-210-4120-000	Library Part-Time Wages (already in Library budget)	\$26,000
	Library general fund balance	\$23,786
	TOTAL	\$49,786

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
210-210-210 -4110-000	Salary (90% of range or consistent with hiring practice)	\$ 38,000.00
210-210-210 -4200-100	Health Insurance (\$11,889.12 dependent premium)	\$ 4,819.44
210-210-210 -4240-100	Worker's Compensation (see table for cost by class)	\$ 124.00
210-210-210 -4210-100	Social Security (Social Security 6.2% of Salary & Medicare 1.45% of Salary)	\$ 2,480.00
210-210-210 -4200-200	Life Insurance (\$62.40 for City, \$46.48 for Fire)	\$ 62.40
210-210-210 -4200-400	Pension (City 10.4% of Salary, Fire & Police 14.53% of Salary)	\$ 4,160.00
750-161-000- 4200-300	Disability (.35 % of Salary)	\$ 140.00
	TOTAL	\$ 49,785.84

Note: Please use the base request form for associated operating costs.

Library programming/advertising before Community Relations position:

*Beginning
Computer Classes*

Internet Searching I
Thursday, January 26, 5-7 pm
Thursday, March 22, 4-6 pm

Internet Searching II
Thursday, February 2, 5-7 pm
Thursday, March 29, 4-6 pm

Beginning Hotmail
Wednesday, April 18, 5-7 pm

Business & Holiday Letters in Word®
Wednesday, February 8, 5-7 pm

BisManOnline Free Help Session
Wednesday, February 15, 5-6 pm

Beginning Publisher
Wednesday, February 22, 5-7 pm

Cost per 2-hour session: \$5
Register for one or more
sessions in person at the
Information Desk
Classes Held in Bismarck Public
Library's Computer Lab
For More Information,
Call 355-1480

*Teen Cupcake Decorating
and Book Discussion*

Learn to decorate cupcakes,
then discuss the book, *The Maze
Runner* by James Dashner.



For ages 14 +
on Monday,
January 16
from 2-4 pm in
the
Library's Meeting Room B

**Online
Homework
Help**

To Access Library Databases:
Go to www.cdln.info
Click on Bismarck Public Library's
Electronic Resources. Type in library
card number & PIN. Click LOGIN

What did you say?

Libraries change lives.
Libraries mean business.
Libraries build community.
Libraries are a smart investment.

- Jamie Larue

North Dakota Newspapers on the Web



Reference Department
515 N. Fifth St.
Bismarck, ND 58502
701-355-1480

Monday, August 31, 2015

SERVICE AWARD CEREMONY



Missouri River
Room

4:00 PM

Please join us in celebrating the five-year
increment anniversaries of our part-time
employees.

This year we will be honoring:

Karen Thompson—5 years
Marilyn Schneider—10 years



2013 Teen Summer Reading Program Summary

Gift Certificate Program

Total BPL Students Completing Gift Certificate Program:	49
Total BPL Students Registered for Gift Certificate Program: (16 Registered at the Heritage Center Kickoff)	91
Percentages of Completion:	53%
Number of Books Read:	614
Number of Pages Read:	182,459
Average Number of Pages Per Book:	297
Total MMPL Student Registered for Gift Certificate Program:	100
Total Combined Students Registered	193

Grand Prize Winner of 100\$ Barnes & Noble Gift Card & 50\$ Visa Gift Card: Alex Rice

Grand Prize Consolation Winner of 75\$ Barnes & Noble Gift Card & 50\$ Visa Gift Card: Hailey Wanner

50\$ Gift Card Winners: Daniel Olsen, Danielle Jensen, Makena Heier, (Each B&N), Danie Thomssen (Scheels)

4500 Club: Angel Dickerson, Maria Fleck, Kara Hathaway, Makena Heier, Alexis Hesse, Natasha Hesse, Kaley Jerome, Alex Rice, Tiana Roberts, Danie Thomssen, & Hailey Wanner

Misc. Prizes: Batman 3 dvd set, Many book & dvd bundles, \$5 Cherry Berry gift cards, Raging Rivers passes, Midway Lanes, Big Mac coupons, Badminton Volleyball set, 2 Summer Reading tshirts.

Prizes courtesy of American Bank Center, Walmart, Raging Rivers Water Park, Friends of the Bismarck Library, Mandan Kiwanis, Central Market, Bob's Photo, Midway Lanes, Verizon, McDonald's, Grand Theatres, Layn Mudder, LPT Images, Scheels, & Bismarck Parks & Recreation.

Library programming/advertising after Community Relations position:

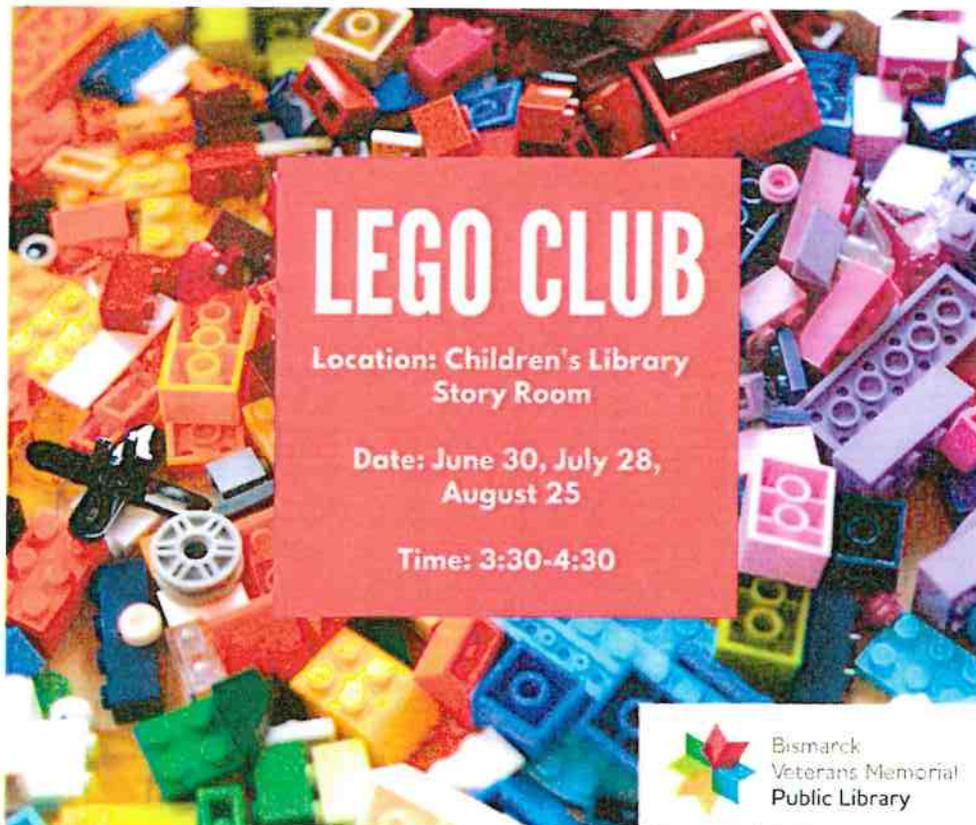


Little  Songbirds
Early Childhood Music Program

 Bismarck
Veterans Memorial
Public Library

Children's Library
Story Room
June 14-21-28
6:30 p.m.-7:15 p.m.
Free

The poster features a dark blue background with a light blue, rain-like pattern. In the center, several stylized birds are perched on a thin white line. The birds are composed of a grid of small, light blue squares, giving them a digital or pixelated appearance. The text is in a clean, white, sans-serif font.



LEGO CLUB

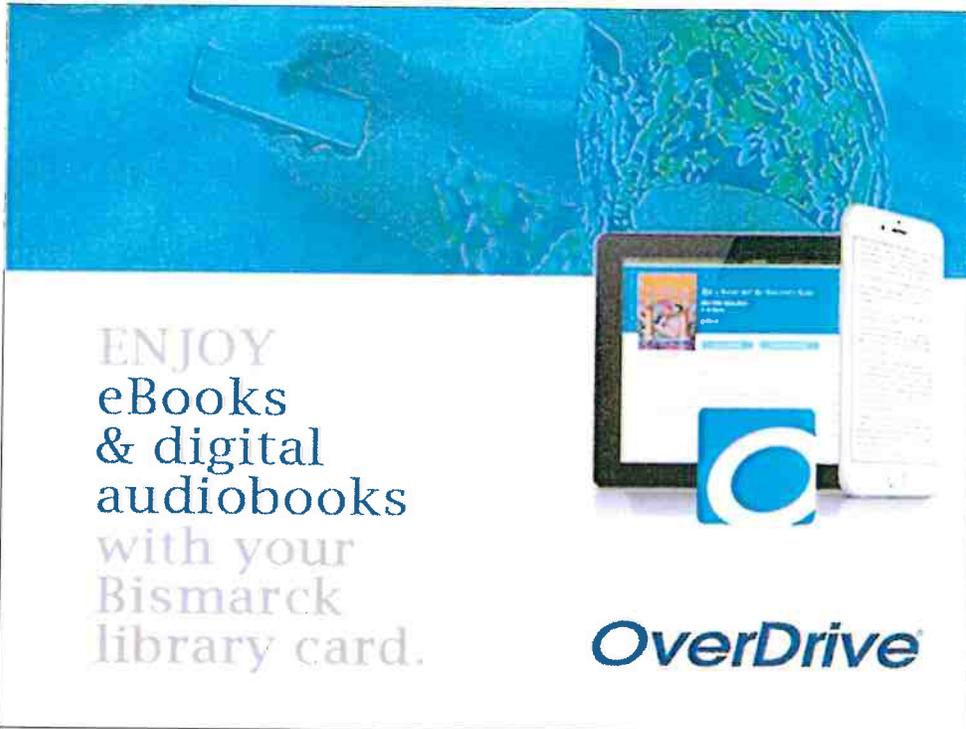
Location: Children's Library
Story Room

Date: June 30, July 28,
August 25

Time: 3:30-4:30

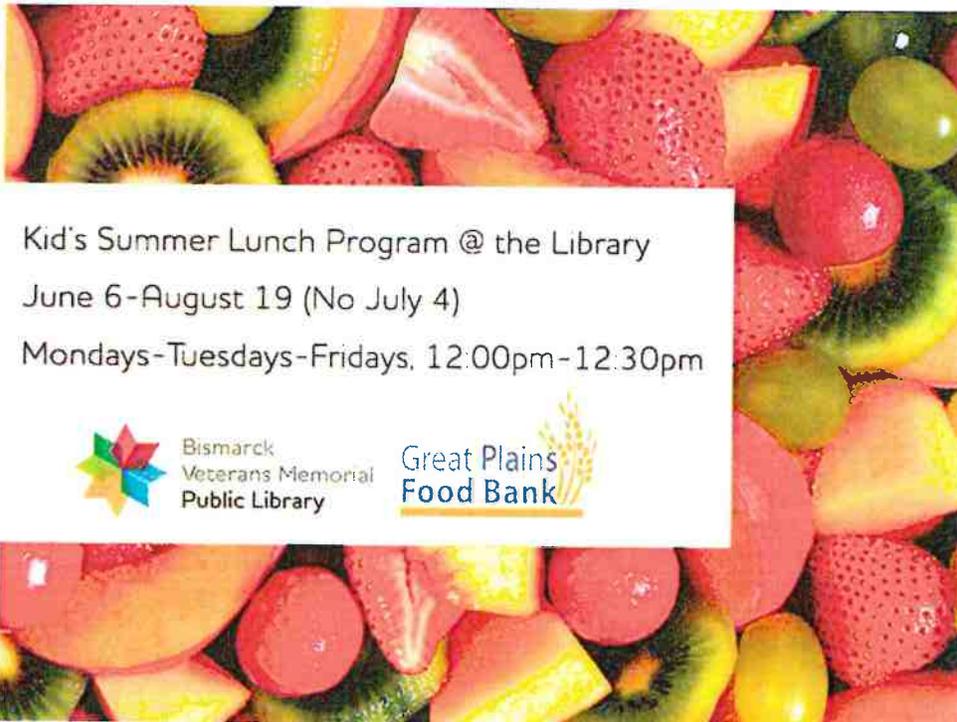
 Bismarck
Veterans Memorial
Public Library

The poster has a vibrant, colorful background of scattered LEGO bricks in various colors including red, yellow, blue, green, and white. A central white rectangular box contains the text in a bold, black, sans-serif font. The LEGO bricks are of various shapes and sizes, creating a textured and playful background.



ENJOY
eBooks
& digital
audiobooks
with your
Bismarck
library card.

OverDrive



Kid's Summer Lunch Program @ the Library
June 6-August 19 (No July 4)
Mondays-Tuesdays-Fridays, 12:00pm-12:30pm

 Bismarck
Veterans Memorial
Public Library

 Great Plains
Food Bank

ENCOUNTERS
AT THE HEART OF
THE WORLD



A HISTORY OF
THE MANDAN PEOPLE

ELIZABETH A. FENN



Game Changer 101 Community Classes

Monday, May 23rd at 7:00p.m.
Bismarck Veterans
Memorial Public Library
Lower Level Room B



Bismarck
Veterans Memorial
Public Library

mángo
Linguagens



Bismarck
Veterans Memorial
Public Library

ONLINE LANGUAGE-LEARNING THROUGH CONVERSATIONS AND FILMS.



Over 60
foreign language
courses featuring
native speakers.



Over 17 ESL/ELL
courses, targeting
essential and
necessary dialogue.



Fun and cultural
specialty courses,
including Romantic
Courses, Pirate, and
Medical Spanish.



Learn on the go.
Take a self-paced lesson,
anytime-anywhere,
via free mobile apps.



Service Award Ceremony

THIS YEAR WE WILL BE HONORING:

SHARON JOHNSON(5) JOAN WEISS(15)
JUNE PALMER(5)
SHELDON STECKLER(5) DIANE WILSON(5)

Please join us in celebrating the five-year increment anniversaries of our part-time employees.

TUESDAY, JUNE 7TH, 2016
10:00 A.M. MISSOURI RIVER ROOM



Bismarck
Veterans Memorial
Public Library

A background image of a large, leafy tree with a circular sunburst effect behind it, set against a dark, textured background.

LIFE LESSONS ON
Healthy Habits
FOR CHILDREN OF ALL AGES

11:00 AM - 11:30 AM
THURSDAYS, JUNE 16 - JULY 30
CHILDREN'S LIBRARY STORY ROOM

Bismarck
Veterans Memorial
Public Library

Part-Time Library Community Relations Specialist Duties

Current duties:

- Assisting with layout and editing of quarterly Library newsletter
- Limited writing of media releases
- Assisting with integrating Library's new logo
- Limited social media marketing
- Limited event submission to community calendars
- Limited design of promotional materials (social media graphics, flyers, posters, etc.)

If full-time status is granted, employee will take on the following:

- Take over Library quarterly newsletter completely
- Increase writing and submission of media releases
- Write a communications plan and coordinate communication to increase public awareness about the Library
- Oversee and create all Library promotional material for consistent, streamlined design
- Assist Adult Programming Librarian with organizing and offering adult programs like:
 - Résumé building, job searching, interviewing skills
 - Technology classes
 - Culturally diverse programs
 - Educational programs that not only provide personal enrichment, but also bring the community together
- Increase social media marketing
- Increase Library promotion through online sources, flyers, posters, and engagement with community groups
- Increase submissions to area community calendars

**City of Bismarck
Department Budget Request for 2017
Priority Initiative
New Employees**

Department: Bismarck Event Center **Priority** 1 of 2

Goal and Objective:

Add a new Marketing Specialist position to help with increased work load in the marketing and sales department. This position will supplement the marketing and sales manager and sales associates. Utilize funds from enterprise fund of the Event Center.

Department Action Plan:

To hire in early 2017 to allow for training in Event Center activities. This person will take on tasks currently performed by the marketing and sales manager and sales associates.

Justification and Explanation of Funding:

The current Marketing and Sales staff consists of a Manager and 2 Sales Associates. With the increase in number of events and responsibilities, this position is needed. With over 445,000 people in attendance last year and over 650 event days - the Bismarck Event Center is a busy place! Staff can frequently be found working after hours and on weekends to accomplish assigned tasks and keep up with the demands of the industry. The new Marketing Specialist would assist in the development and implementation of marketing and advertising campaigns for the Arena, Exhibit Hall and Belle Mehus Auditorium events as well as the Bismarck Event Center as a whole. This person would assist in the design and layout of sales aids and promotional items such as banners and posters and update marketing materials for the Bismarck Event Center. They would also help to maintain all posters and images for upcoming events, update and maintain Bismarck Event Center website, Facebook, Twitter, Instagram and YouTube, help monitor and sell advertising signage around the building and work with the local CVB and Bismarck/Mandan Chamber of Commerce to look at additional opportunities to get in front of meeting planners and other event coordinators, look for events that make sense to have a display at, and to keep communications open for future opportunities throughout the community. The new Marketing Specialist would help in providing relief to current staff and allow the department to better serve the needs of the community. The recent Venue Study that came out recommended we gain additional support with our marketing efforts to brand ourselves so this position would help to support those efforts.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
-4110-000	Salary (90% of range or consistent with hiring practice)	\$ 43,410.94
-4200-100	Health Insurance (\$11,889.12 dependent premium)	\$ 11,889.12
-4240-100	Worker's Compensation (see table for cost by class)	\$ 420.36
-4210-100	Social Security (Social Security 6.2% of Salary & Medicare 1.45% of Salary)	\$ 3,320.94
-4200-200	Life Insurance (\$62.40 for City, \$46.48 for Fire)	\$ 62.40
-4200-400	Pension (City 10.4% of Salary, Fire & Police 14.53% of Salary)	\$ 4,514.74
750-161-000- 4200-300	Disability (.35 % of Salary)	\$ 151.94
Note: Please use the base request form for associated operating costs.		
TOTAL		\$ 63,770.44

**City of Bismarck
Department Budget Request for 2017
Priority Initiative
New Employees**

Department: Bismark Event Center Priority 2 of 2

Goal and Objective:
 Add a new Assistant Box Office Supervisor position to help with the increased demands on the Box Office.
 This position will supplement the current Box Office Supervisor with all of the box office/ticketing duties.

Department Action Plan: Hire in early 2017 to allow for training in Event Center activities. This person will work with the Box Office Supervisor.

Justification and Explanation of Funding:
In 2015, there were 79 ticketed events, with sold tickets totaling 158,068, for ticket revenue of over \$5 million. With the recent increase in ticketed events and the increasing complexity of event setups, along with multiple events occurring simultaneously, the one person full-time ticketing department is overworked and stretched thin. There is a need for another full-time ticketing person to help with event setup, event scalings, box office reporting, selling tickets, dealing with customer service issues, supervising and training part-time staff, and to assist with all Day of Show duties. With many events taking place over weekends, a second full-time box office person would also ensure that all events could be properly staffed.
 Utilize funds from the enterprise fund of the Event Center.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
-4110-000	Salary (90% of range or consistent with hiring practice)	\$ 43,410.94
-4200-100	Health Insurance (\$11,889.12 dependent premium)	\$ 11,889.12
-4240-100	Worker's Compensation (see table for cost by class)	\$ 420.36
-4210-100	Social Security (Social Security 6.2% of Salary & Medicare 1.45% of Salary)	\$ 3,320.94
-4200-200	Life Insurance (\$62.40 for City, \$46.48 for Fire)	\$ 62.40
-4200-400	Pension (City 10.4% of Salary, Fire & Police 14.53% of Salary)	\$ 4,514.74
750-161-000- 4200-300	Disability (.35 % of Salary)	\$ 151.94
TOTAL		\$ 63,770.44

Note: Please use the base request form for associated operating costs.

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
~~New Employees Reorganization~~

Department: Public Works Utility Operations

WATER DISTRIBUTION & SANITARY SEWER: (1) UO/10 and (3) UO/08

Priority 1 of 4

Goal and Objective:

Number of Positions: (1) New Water/Sewer Maintenance Supervisor - Grade 19 and (3) Promote Existing Lead Maintenance Technician - Grade 16

Add one new position of supervisor and promote three existing positions to leads. Provide a new supervisor position to assist with supervision of staff and operation and maintenance of facilities and focus on implementing electronic scheduling and tracking of maintenance activities. Provide three leads to develop and focus on areas within section. Create a lead level that is responsible for understanding and implementing responsible operation and maintenance activities to remain in compliance with state and federal requirements relating to water distribution and sanitary sewer collection facilities. This lead level will draft compliance reporting, plan and assist with preventative maintenance and operations, and provide leadership within the specific area of focus.

Department Action Plan:

Current organization is superintendent providing direction to 16 maintenance technicians. Proposal is to reorganize with creation of a new supervisor position under the superintendent to assist with supervision of staff and operation and maintenance of the facilities and promote 3 existing maintenance technicians to lead technicians with responsibility for a focus area. The expected focus areas are lift stations, sanitary sewer, and water distribution.

Justification and Explanation of Funding:

The Water and Wastewater treatment plants have an organization structure of superintendent->supervisor->lead (operators and maintenance techs)-> operators and maintenance techs. This structure has worked well within the plants to allow a progression of technical and regulatory compliance responsibilities in areas that have been difficult to recruit from external sources. This reorganization will provide a similar structure within the water distribution and wastewater collection section. The Supervisor position is a new request of \$84,125.23 of which \$59,920.06 is salary. The promotion of three maintenance technicians to lead maintenance technicians is a request of \$10,840.50 of which \$9,000 is salary. It is expected with the additional position and the focus of the leads, that more activities will be focused on preventative maintenance which can start reducing the level of reactive maintenance. The goal is providing good care of the distribution and collection system and reducing the risk of claims and compliance issues. **Request is made to the Budget Committee to consider the promotion of three maintenance technicians to lead maintenance technicians in 2016.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
50% 670-680-671 and 50% 665-680-668 -4110-000	Salary (90% of range or consistent with hiring practice)	\$ 68,920.06
50% 670-680-671 and 50% 665-680-668 -4200-100	Health Insurance (\$11,889.12 dependent premium)	\$ 11,889.12
50% 670-680-671 and 50% 665-680-668 -4240-100	Worker's Compensation (see table for cost by class)	\$ 1,412.86
50% 670-680-671 and 50% 665-680-668 -4210-100	Social Security (Social Security 6.2% of Salary & Medicare 1.45% of Salary)	\$ 5,272.38
50% 670-680-671 and 50% 665-680-668 -4200-200	Life Insurance (\$62.40 for City, \$46.48 for Fire)	\$ 62.40
50% 670-680-671 and 50% 665-680-668 -4200-400	Pension (City 10.4% of Salary, Fire & Police 14.53% of Salary)	\$ 7,167.69
750-161-000- 4200-300	Disability (.35 % of Salary)	\$ 241.22
	TOTAL	\$ 94,965.73

Note: Please use the base request form for associated operating costs.

**City of Bismarck
Department Budget Request for 2017
Priority Initiative
New Employees**

Department: Public Works Utility Operations

STORM WATER: (1) UO/15

Priority 4 of 4

Goal and Objective:

Number of Positions 1 : Storm Water Inspection Worker - Grade 14

Add one new position of Storm Water Inspection Worker to the storm water section to focus on erosion control permits, work with contractors and landowners to address erosion control issues during development following the city storm water requirements. This position will have the primary focus to addressing calls following storm events. With a consistent presence during the construction activities, this position will be familiar with the current construction activities and will be able to push on preventative activities prior to storm events and compliance with the erosion control permits during construction and following the heavier rain events. A secondary goal is to lessen the use of the water/sewer section staff for storm water activities to continue availability for preventative maintenance activities on the water and sewer systems.

Department Action Plan:

Current organization has stormwater development, maintenance, and regulatory compliance performed by a manager and two storm water inspectors, with assistance from staff in the water distribution and sewer collection section. Proposal is to create a new inspector position in this section focused on tracking construction activity, promoting application for required storm water permits, and assisting with stormwater maintenance activity as available.

Justification and Explanation of Funding:

The stormwater section started in the spring of 2011 overseeing the MS4 permit requirements and Erosion and Sediment permits related to construction. The focus was consistently being in the field dealing with day to day issues helping the public on complaints. The water/sewer section was doing all of the stormwater maintenance. The stormwater program has had to take on greater maintenance responsibilities as more stormwater facilities have been developed and turned over to the city for operation and maintenance, and the water/sewer section has had to take on greater maintenance responsibilities with the growth of the water and sewer distribution systems and is less able to assist with stormwater maintenance. The requested new position is to regain the presence in the field dealing with the erosion and sediment permits related to construction and helping the public deal with complaints. Working toward a focus on proactive erosion control rather than reactive. With the tracking of building permits within trackit, we have found the number of applications for erosion control permits is only a third of the number of applications of building permits. Erosion control needs to have additional focus.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
675-680-676 -4110-000	Salary (90% of range or consistent with hiring practice)	\$ 46,948.93
675-680-676 -4200-100	Health Insurance (\$11,889.12 dependent premium)	\$ 11,889.12
675-680-676 -4240-100	Worker's Compensation (see table for cost by class)	\$ 962.45
675-680-676 -4210-100	Social Security (Social Security 6.2% of Salary & Medicare 1.45% of Salary)	\$ 3,591.59
675-680-676 -4200-200	Life Insurance (\$62.40 for City, \$46.48 for Fire)	\$ 62.40
675-680-676 -4200-400	Pension (City 10.4% of Salary, Fire & Police 14.53% of Salary)	\$ 4,882.69
750-161-000- 4200-300	Disability (.35 % of Salary)	\$ 164.32
Note: Please use the base request form for associated operating costs.		
TOTAL		\$ 68,501.51

**City of Bismarck
Department Budget Request for 2017
Priority Initiative
New Employees**

Department: AIRPORT Priority 1

Goal and Objective:
Hire an additional custodian to keep up with the increase in passenger loads and around the clock staffing to maintain cleanliness of the terminal building

Department Action Plan:
Advertise and hire to start 1-1-17

Justification and Explanation of Funding:
Funding will be out of the Airport spending plan

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
600-620-602 -4110-000	Salary (90% of range or consistent with hiring practice)	\$ 33,508.80
600-620-602 -4200-100	Health Insurance (\$11,889.12 dependent premium)	\$ 11,889.12
600-620-602 -4240-100	Worker's Compensation (see table for cost by class)	\$ 450.12
600-620-602 -4210-100	Social Security (Social Security 6.2% of Salary & Medicare 1.45% of Salary)	\$ 2,563.43
600-620-602 -4200-200	Life Insurance (\$62.40 for City, \$46.48 for Fire)	\$ 62.40
600-620-602 -4200-400	Pension (City 10.4% of Salary, Fire & Police 14.53% of Salary)	\$ 3,484.92
750-161-000- 4200-300	Disability (.35 % of Salary)	\$ 117.28
TOTAL		\$ 52,076.07

Note: Please use the base request form for associated operating costs.

**City of Bismarck
2017 Budget Request
Priority Initiatives
Operations & Maintenance**

8/5/2016

	Priority Initiatives	Budget Committee Recommendation		Funding
		Base	One-time	
Building Maintenance				
R/M Building-PH building (3 of 21)	11,600	11,600		General Fund Base
R/M Equipment (4 of 21)	5,000	5,000		General Fund Base
Parking Fees (5 of 21)	17,200	-		see one time requests
Janitorial Service (6 of 21)	9,300	9,300		Department reallocation from parking fees
R/M Building-City County Building (7 of 21)	2,770	2,770		Gen Fund base 1,270 1,500 from parking fees
Professional Consultants (9 of 21)	15,000	15,000		General Fund Base
	60,870	43,670		
Dakota Media				
Operations: Wages/benefits/rent/utilities (1 of 2)	10,683	10,683		General Fund Base
Combined Communications				
Training (3 of 3)	1,750		1,750	General Fund Cash Balance
Network Services (1 of 3)	11,000	11,000		General Fund Base
Overtime Wages (2 of 3)	15,000		15,000	General Fund Cash Balance
	27,750	11,000	16,750	pending Mandan/Burleigh funds
Engineering				
Conference Registration (2 of 7)	3,000	3,000		Department reallocation
Engineering consultants (3 of 7)	25,000	-		see one-time request
Overtime Wages (6 of 7)	20,000		20,000	General Fund Cash Balance
2 Summer Interns (7 of 7)	11,500		11,500	General Fund Cash Balance
	59,500	3,000	31,500	
Finance				
Common Software				
Annual City-wide Software Maintenance (1 of 3)	20,500	20,500		General Fund Base
IT-GIS				
Microsoft Office and AS400 Annual Maintenance (3 of 3)	8,994	8,994		General Fund Base
Human Resources				
Job Applicant Testing Program (1 of 1)	5,100	5,100		General Fund Base
Fire				
Repair/Maintenance of Vehicles (4 of 17)	49,000	-		see one-time pool
Training (5 of 17)	14,500	-		
Implement Senior Master Firefighter Position (14 of 17)	-	Recommend		range change only - no funding impact
	63,500			
Police				
Repair & Maintenance of Vehicles (6 of 42)	70,000	-		see one-time pool
Software Upgrade/Maintenance (8 of 42)	11,178	11,178		
Service Contract-SWAT (22 of 42)	5,800	5,800		General Fund Base dependent on other jurisdictions
Training Expenses (23 of 42)	10,000	10,000		General Fund Base
	96,978	26,978		(restricted to training only)
Public Health				
Software, Office Supplies/Equipment (1 of 2)	21,500	21,500		Department reallocation and equipment reserve
Environmental Health				
printing/binding, phone, supplies, equip (1 of 1)	5,200	5,200		Department reallocation and equipment reserve
Public Works - Service Operations				
Forestry - Stump Removal Contract Services (2 of 2)	7,000		7,000	General Fund Cash Balance
TOTAL Operations & Maintenance Requests	\$ 387,575	\$ 156,625	55,250	

**City of Bismarck
2017 Budget Request
Priority Initiatives
Operations & Maintenance**

8/5/2016

	Priority Initiatives	Budget Committee Recommendation		Funding
		Base	One-time	
Funding Summary:				
General Fund	352,825	105,125	55,250	
General Fund City 65% of 80% contingent on Mandan & Burleigh	27,750	11,000		
Department		40,500		
Service Operations: Roads & Streets	7,000			

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 Base Funding**

Department: Building Maintenance Priority 3

Goal and Objective: Provide funds to allow immediate response to repair needs for a facility of this type, size and occupancy.

Department Action Plan: Provide repairs as needed as soon as possible to reduce the extent of repairs needed and limit problems for occupants.

Justification and Explanation of funding: Requested amount brings total in line with reasonable expectations of need based on building size and complexity. Amounts for 2016 are basically the same as budgeted for 2007 so do not reflect the increased costs for materials and labor for building related industries in Bismarck or anywhere else. Last few years have seen a need for additional funding and trying to find funds can delay response time and increase repairs needed.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-102-002-4420-100	Repair / Maintenance Building	\$11,600

**City of Bismarck
Department Budget Request for 2017
Priority Initiative
Base Funding**

Department: Building Maintenance Priority 4

Goal and Objective: Provide adequate funding to allow immediate repair of problem issues. Delayed response seeking funds can cause further deterioration increasing the final cost of repair.

Department Action Plan: Repair building systems equipment on a timely basis when first discovered to limit extent of repairs and to minimize discomfort and distractions for occupants.

Justification and Explanation of funding: This adjustment brings this building in line with recommended funding for building repair. Previous allocation has not been increased since 2007 and does not reflect the size and complexity of the systems in this building.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-102-002-4420-300	Repair / Maintenance Equipment	\$5,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 Base Funding**

Department: Building Maintenance Priority 5

Goal and Objective: Funds to pay for parking fee costs for City/County Building staff so that funding for building maintenance is protected.

Department Action Plan: Adequate funds to cover costs that are now well established.

Justification and Explanation of funding: Parking fees have been established and approved separately. Funds are needed to cover costs so other building needs are not subsidizing parking costs. The amount needed is clearly identified and is large enough that funding it with other building budget items, even temporarily compromises maintenance of the facility. Funding with One-time funds is problematic late in the year when funds run out and One-time funds are not applied directly without exhausting other funds first.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-102-002-4430-500	Rentals Parking	\$ 17,200.00

**City of Bismarck
Department Budget Request for 2017
Priority Initiative
Base Funding**

Department: Building Maintenance Priority 6

Goal and Objective: Provide adequate funding for new contracts to be bid in fall 2016 to start January 1, 2017.

Department Action Plan: Bidding will occur in October of 2016 for start of contract January 1, 2017.

Justification and Explanation of funding: New contracts will be required for janitorial services for 2017. Last contracts were bid in 2013. Allowance for potential wage and material increases to be reflected in new bidding. Changes to handling garbage and recycling may not yet be fully reflected in current contract. Also allows some room to consider adding requirements that may be identified by departments within the building.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-102-002-4410-100	Janitorial Service	\$9,300

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 Base Funding**

Department: Building Maintenance Priority 7

Goal and Objective: Provide sufficient funding to allow repairs to be done promptly when least expensive. Delays in repairs typically increase the extent and then cost of the repairs. One-time funding does not accomplish repair needs that are urgent.

Department Action Plan: Improve repair and maintenance by providing adequate funding for immediate repairs as needed.

Justification and Explanation of funding: Existing budget has not increased since 2007, though materials and labor for repair have increased in this region and elsewhere since then. The amount of the increase is limited to what is needed to maintain function of the facility for the occupants in a safe and productive way. Long-term repairs are limited currently to as needed until the future of the building is clarified.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-102-001-4420-100	Building Maintenance and Repair	\$2,770

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 Base Funding**

Department: Building Maintenance Priority 9

Goal and Objective: Funding available to allow consulting of engineering specialists when challenging issues develop with HVAC, electrical and other systems that are beyond simple repair. Also provides assistance in more detailed description of work for Condition Assessment and preliminary project scope.

Department Action Plan: _____

Justification and Explanation of funding: Currently Consultants are not available until a project is funded. That can limit the definition of some problems and delay full implementation of resolution until a project is already funded. Some limited consulting time can assist with more complex repair challenges and preliminary project descriptions and projected costs.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-102-000-4310-700	Professional Consultants	\$15,000



City of Bismarck
2017 Budget Request

Base	\$370,251
Increase to Base	10,683
One-time Expenditure	21,945
City of Bismarck	\$402,879

Increase to Base \$10,683

Increase wages (avg. 4%) for staff and part time hrs
Increase to employee benefits (12.5%)
Increase occupancy (rent/utilities)

One-time Expenditure \$21,945 (Bismarck 77%)

Provides funds for the following Production/Playback equipment:

Tightrope Cablecast Server Flex Series \$11,900

Tricaster Mini w/SDI inputs, case, AE software \$16,000

KDAK audio microphones, accessories \$600

Bismarck (77%) Mandan (23%) percentages are based on number of cable subscriber households per Midcontinent Communications.

Dakota Media Access - 2017 Proposed Budget

		2016 Budget		2017 Proposed Budget to Cities
Income				
	Mandan	116,447.00		120,340.00
	Bismarck	389,843.00		402,879.00
	Interest Revenue	200.00		200.00
	Public Support	300.00		300.00
	Tape / Disk Dubs	2,000.00		1,500.00
	Other Income	2,000.00		2,000.00
	Film Festival Income	10,000.00		14,000.00
	Total Income	520,790.00		541,219.00
Expense				
	General & Administrative			
	Books / Manuals / Subscriptions	700.00		700.00
	Insurance - Liability	3,000.00		3,000.00
	Marketing / PR / Web Site	2,200.00		2,000.00
	Meeting / Meals	2,300.00		2,300.00
	Membership / Dues	2,600.00		2,600.00
	Office Supplies / Equipment	8,500.00		5,000.00
	Postage / Freight	400.00		400.00
	Professional Fees	2,440.00		3,000.00
	Travel	7,900.00		7,900.00
	Other Expenses	1,100.00		1,500.00
	Total General & Administrative	31,140.00		28,400.00
	Occupancy Expenses			
	Insurance - Property	1,200.00		1,200.00
	Office Maintenance	2,700.00		2,700.00
	Parking	5,400.00		5,400.00
	Rent	21,250.00		21,550.00
	Security	250.00		240.00
	Utilities	8,000.00		8,300.00
	Total Occupancy Expenses	38,800.00		39,390.00
	Personnel Expenses			
	Wages	320,000.00		334,500.00
	Payroll Taxes	25,600.00		27,429.00
	Benefits	40,000.00		45,000.00
	Insurance - Workforce Safety	500.00		1,000.00
	Total Personnel Expenses	386,100.00		407,929.00
	Production Expenses			
	Production Equipment Supplies	8,000.00		8,000.00
	Production Equipment Maintenan	6,500.00		6,500.00
	Programs Purchased	750.00		500.00
	Tapes / Disks	500.00		500.00
	Use Tax	1,000.00		1,000.00
	Equipment (one-time expense)	32,500.00		28,500.00
	Operations	5,500.00		6,500.00
	Total Production Expenses	54,750.00		51,500.00
	Film Festival Expenses	10,000.00		14,000.00
	Total Film Festival Expenses	10,000.00		14,000.00
	Total Expense	520,790.00		541,219.00

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 Base Funding**

Department: Central Dakota Communications Center (CenCom) Priority 1

Goal and Objective: Community Character: Goal 2, Objective 1; Community Services: Goal 3, Objective 7.

Department Action Plan: Add funding to base for maintaining employee continuing dispatch education (CDE) to meet certification and recertification requirements.

Justification and Explanation of funding: This was included as one-time funding for the 2016 budget and this request is to make it a part of the base budget allocation to be able to keep and maintain the PPDS certification for employees. PPDS implementation is complete and most employees have been certified (except for our newest). The ongoing recertification requirements with both MPDS and PPDS certifications is raised to 36 hours every two years and with the addition of staff last year, additional ongoing continuing dispatch education (CDE) funding is necessary. As of July 5th, CenCom has spent 65% of its conference registration with several still needing to attend EMD training. PPDS training will have to likely wait until next year for our newer staff. Nearly all of the CDE for staff is conducted onsite, eliminating their need for travel. EMD certification courses are either hosted in Bismarck, or new employees are sent to Fargo, Minot or Pierre, SD for the three-day course.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-135-051-4510-100	Conference Registration	\$ 1,750.00

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 Base Funding**

Department: Central Dakota Communications Center (CenCom) Priority 1

Goal and Objective: Community Character: Goal 2, Objective 1; Community Services: Goal 2, Objective 4 & Goal 3, Objective 7.

Department Action Plan: Funding the maintenance of diverse fiber facilities to allow for emergency failover in the event of network disruption.

Justification and Explanation of funding: The department budget was increased by \$11,000 in 2014 for diverse fiber facilities to our building. During the reconfiguration of the budget under the new CenCom agreement, the portion paid for the Police Department and four Fire facilities (1/2 of cost per circuit) was taken out so that Burleigh County and Mandan was not charged a portion of those expenses. With the full cost removed, rather than the proportional cost, the CenCom budget was left with \$17,000 in network services, when the budget currently needs \$28,000 to maintain the diverse facilities annually. This request is to add \$11,000 for the 2017 base budget to maintain these facilities. The Vesta 9-1-1 system relies on these facilities and without diversity to permit failover if there is an outage, CenCom risks being unable to receive 9-1-1 calls and non-emergency calls for an extended period until a circuit would be restored.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-135-051-4635-200	Network Services	\$ 11,000.00

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 Base Funding**

Department: Central Dakota Communications Center Priority 1

Goal and Objective: Community Character: Goal 2, Objective 1; Community Services: Goal 3, Objective 1

Department Action Plan: Appropriately use funds to ensure adequate services are provided for short notice events, planned events and emergencies that impact our communities.

Justification and Explanation of funding: This request is to increase the CenCom overtime budget from \$20,000 to \$35,000 as the base budget amount. Since 2001, the Center's overtime budget has maintained a level of \$20,000 while the entry level hourly rate has increased from approximately \$11.33 to \$20.06 per hour (Average 2001 OT rate: \$20.50, Average 2016 OT rate: \$32.75). This results in a faster exhaustion of overtime funds, resulting in the need to keep positions vacant to account for our annual overtime experience expending between \$50,000 and \$60,000 per year. The approximate number of fewer OT hours able to be covered annually is 365 hours without an increase. \$35,000 would help to ensure coverage ability without the need to hold off on hiring needed positions. So far through June 30th, the Center has expended \$61,384 in overtime. \$62,038 was spent in 2015. This increase simply helps to account for the change in OT rates over the last 16 years. We may need to forego hiring at least one necessary position for the entire year.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-135-051-4130-000	Overtime Wages	\$ 15,000.00

City of Bismarck
Department Budget Request for 2017
Priority Initiative
Base Funding

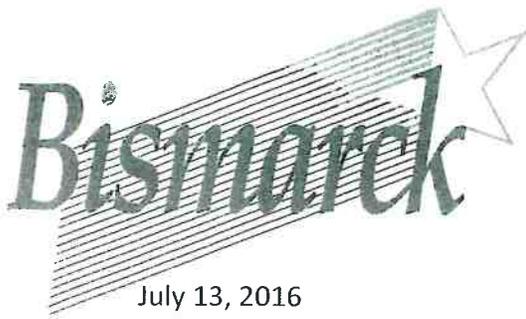
Department: Engineering Priority 2

Goal and Objective: Additional funding for Professional & Technical Staff

Department Action Plan: _____

Justification and Explanation of funding: Please see attached memo.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-140-061-4510-100	Conference Registration	\$3,000.00



Engineering Department

July 13, 2016

MEMO

To: City of Bismarck Budget Committee

RE: City Engineering Department Training Budget – Base Budget Priority Initiative #2

Engineering, like most licensed professional level careers, requires engineers to continually pursue professional development of both technical and non-technical courses. The requirements for a registered professional engineer (PE) and registered land surveyor (RLS) in North Dakota are as follow:

- *All individual registrants must earn thirty (30) professional development hours (PDH) every two years before renewing their license.*
- *Twenty (20) PDH's must be earned in technical subjects that directly safeguard the public's health, safety and welfare.*
- *A maximum of ten (10) PDH's may be earned in non-technical professional management subjects.*

The average budget for consulting firms within the Bismarck/Mandan area spent on training is \$2,225 per year per engineer. For technical staff the annual budget for training is \$1,450 per year per technician. The Engineering Department has 7 licensed professionals, 3 professionals, 16 technical level and 2 office assistant staff members to share the training budget.

On-going training and staff development is a key component of the *Mejorando Group* city wide study. In the case of the Engineering Department it is not just a key component for retaining staff, but **required** of the professional staff to maintain their licenses for their position and for technical staff to continue to grow in their positions. The Conference Registration has been funded an additional \$3,000 through One-Time Operations budget and has been utilized to provide the requested training to staff the last 7 years. At this time we are again respectfully requesting an increase to the **base budget** for Conference Registration for the Engineering Department from \$6,000 to \$9,000 annually to allow us to adequately meet the training needs of our staff.

Training will be an increasing need as employees continue to retire from our department and new staff is hired. Most applicants do not have the specific skill set required to take on the role and responsibility of the staff they are replacing. **It is imperative that this new staff receive the required training in order for the Engineering Department to continue a seamless service to our clients; the residents, contractors, consultants and City Departments that we serve.**

Gabriel J. Schell, PE, City Engineer

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Email: bisengd@bismarcknd.gov • www.bismarcknd.gov

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 Base Funding

Department: Engineering Priority 3

Goal and Objective: Provide funding to solicit for Engineering Materials Testing Contract for permitted work in the right-of-way, Concrete & Excavation Permits

Department Action Plan: 1) Obtain funding through the budget process 2) Prepare solicitation for services 3) Review proposals 4) Select Consultant 5) Have contract signed by Mayor

Justification and Explanation of funding: In an effort to provide a higher level of service to individuals that hire an approved private contractor to complete work within the City right-of way, the Engineering Department is requesting \$25,000 to complete random concrete and compaction tests on concrete and excavation permits. We increased our concrete permits and excavation permit fees from \$110 to \$135 to generate the revenue in the general fund to offset the cost of this request. By charging all contractors an increased fee we are in turn spreading the cost of random testing to all contractors rather than having each individual contractor pay the additional fee. We believe by adding this service on a random basis it will result in a better final product as the contractor will have to take greater care and responsibility during construction to make sure they are meeting specifications on the premise of being tested. We have calculated the cost of this contract based on the historical number of permits completed respectively and the cost of testing for each type. Any failing tests would result in re-testing and be the sole responsibility of the contractor until meeting specification.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-140-061-4310-200	Engineering Consultants	\$25,000.00
		\$25,000.00

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 Base Funding**

Department: Finance - Common Software Priority 1

Goal and Objective: To increase the funding to provide payment for the annual software maintenance costs to provide technical assistance and software upgrades for the city-wide New World financial system, Kronos time keeping system, API document imaging system, TRAKiT land records management system and for the new proposed AssetWorks work management system.

Department Action Plan: To request additional funds to pay for the annual software maintenance for the new proposed work management system "AssetWorks" and to provide additional funds to pay for the increasing maintenance costs for the current city-wide systems.

Justification and Explanation of funding: The Common Software division in Finance is the budget that accounts for the annual software maintenance payment for the city-wide systems including financial, time-keeping, document system and land records management. In addition it also funds the purchase of additional time keeping licenses required for new employees. The Commission approved funding in the 2016 budget for the purchase and implementation of a city-wide work order management system which included \$50,000 for annual maintenance. AssetWorks (AW) is the vendor to be recommended to the Commission for approval. The proposed maintenance is \$58,392 once the entire system is implemented. In addition the maintenance for the current systems are increasing. New World increases 8% per year, Kronos increases an average of 12% per year with the increase in the number of licenses and API had their first increase of 9% in 2015. TRAKiT was new in 2015 so we have not seen an increase and AW would increase 3% per year. Based on the historical increases plus the additional \$8,392 and the 3% for AW a minimum of \$20,500 is required to fund the annual maintenance.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-145-070-4635-300	Software Maintenance	20,500

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 Base Funding**

Department: Finance - IT-GIS Priority 3

Goal and Objective: To increase the funding to provide for the payments for the annual maintenance for Microsoft software assurance assurance and the AS400 system.

Department Action Plan: To request additional funds to pay the annual maintenance for the AS400 computer system and software assurance for the General Fund Microsoft licenses.

Justification and Explanation of funding: IT-GIS has the funds budgeted to pay the annual maintenance for software for our smaller systems or those that only support the General Funds departments: RVI document system in PD, back appliances, Sun Guard for Pub Safety, Alteris, Brava, SysAid, FEU, Solarwinds, Adobe with the largest one for Software Assurance for the GF Microsoft (MS) licenses. Over the past five years the expenditures have increased by 31% some of which is increase in the number of licenses and rates. A minimum increase of \$5,000 is requested to fund the increase in MS licenses.

IT-GIS has the funds budgeted to pay the annual maintenance for computer hardware. The AS400 computer system just went off warranty so the annual maintenance will be \$3,989 so this amount is requested for those new costs.
This includes \$1,495 for maintenance of computer hardware and \$2,494 for the software.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-145-067-4635-300	Software Maintenance	7,494
100-145-067-4635-400	Computer Maintenance	1,500
	Total	8,994

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 Base Funding**

Department: Human Resources Priority _____

Goal and Objective: To provide testing program previously conducted by JSND. With funding cuts JSND has discontinued this service to the City of Bismarck at the end of April 2016.

Department Action Plan: The Human Resource staff began testing applicants in May of 2016 to replace the service previously provided by Job Service of North Dakota. Applicants are either tested in house with the assistance of the HR Staff or they may elect to complete a web based test via their personal computer.

The Human Resource Department requests an adjustment to Base in the amount of \$5,100.

Justification and Explanation of funding: _____
On May 1st 2016 Job Service Announced that they were unable to continue providing testing services to employers due to funding cuts. The city of Bismarck was able to find a provider that would provide testing services administered by The City of Bismarck for \$5,100. The city of Bismarck contracted with IMB to purchase 501 individual tests for the \$5,100. The Human Resource Staff feels that this would be a like replacement for the service previously provided by the State. The Human Resource department is asking for an adjustment to base for \$5,100 to off set this additional cost to testing during recruitment.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-160-106-4245-000 Service Contracts	Testing Services	5,100 0

City of Bismarck
Department Budget Request for 2017
Priority Initiative
Base Funding

Department: FIRE DEPARTMENT Priority 4 of 17

Goal and Objective: Maintain fire apparatus to ensure they are reliable, safe, and in good working order

Department Action Plan: Increase the funding for apparatus/vehicle maintenance

Justification and Explanation of funding: The FD utilizes Fleet Services for fire truck repairs and scheduled maintenance.
For the third straight year the repairs and preventative maintenance are exceeding the available budget.
Public Works Fleet Services has conducted an analysis of work orders since 2010 and is recommending
that the base amount for R/M Vehicles be set at \$175,000 per year.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
4420.400	R/M Vehicles	\$ 49,000.00
TOTAL		\$ 49,000.00

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 Base Funding

Department: FIRE DEPARTMENT Priority 5 of 17

Goal and Objective:
To ensure that staff are well trained to current standards and best practices

Department Action Plan:
Provide training opportunities to staff in order to advance their skill set and receive information on new technology and best practices.

Justification and Explanation of funding:
Firefighter training sessions that occur at the Fire Department Instructor's Conference and Fire Chief's Association contain subject matter to advance the skill set of our personnel. On an annual basis we desire to have five percent of our personnel attend such trainings.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
4510-100	Conference Registration	\$ 8,000.00
4500-300	Travel - Air	\$ 3,500.00
4500-200	Per Diem	\$ 1,000.00
4500-100	Lodging	\$ 2,000.00
	TOTAL	\$ 14,500.00

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 Base Funding

Department: FIRE DEPARTMENT Priority 15 of 17

Goal and Objective: Add Senior (Master) Firefighter position

Department Action Plan: Add the Senior Firefighter position to provide career path for firefighters who do not wish to promote, per Condrey recommendation. The position would be a change in grade with no promotional increase of 5%

Justification and Explanation of funding:

This position was recommended by Condrey and Associates. Firefighters who do not choose or are unable to promote have no other means for advancement. This provides a career path and provides incentive to continue to develop firefighting skills. It provides recognition of experience for persons later in their careers who are not officers.

Account Number

Item Description

Requested Amount

No financial impact with current salaries. There are currently 21 firefighters eligible to apply for the position. Of those, the 4 highest paid firefighters are at 118.38%, 117.59%, 116.03% and 115.85% of their current pay grade.

**City of Bismarck
 Department Budget Request for 2016
 Priority Initiative
 One-time Expenditures**

| **Check if Technology Request**
Identify Request Year
2017

Department: Police Priority High bdf42

Goal and Objective: Obtain additional funding for required ongoing repair and maintenance of vehicles.

Department Action Plan: Obtain authorization through One-Time expenditures for repair/maintenance of vehicles.

Justification and Explanation of funding:

Cost for repair/maintenance of vehicles has seen a steady increase the last five years. New personnel additions have led to a larger fleet and this has also contributed to the added cost. As our fleet gets larger and parts prices increase, we will need to keep up and that is why we are requesting an increase of \$52,804. As of July 2016 we have spent \$89,451 of our \$91,800. We are currently spending \$14,908 a month on repair and maintenance. At that rate we will spend \$178,896 this year. We have been doing a better job of educating our new recruits on proper backing and turning methods in hopes of reducing officer involved accidents. Back-up cameras are now standard on all Police Interceptor Utilities.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
<u>100-192-162-4420-400</u>	<u>Repair/MaintenanceVehicle General</u>	<u>\$70,000</u>

**City of Bismarck
Department Budget Request for 2017
Priority Initiative
Base Funding**

Department: Police Priority 8DF42

Goal and Objective: Obtain Base increase for Software Upgrade and Maintenance line item due to addition of Evidence Tracker and additional cost of RMS maintenance fees.

Department Action Plan: If this request is granted we will utilize the funds to cover the additional costs.

Justification and Explanation of funding: Please see attached documentation.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-175-150-4635-300	Software Upgrade and Maintenance	11,178

Software Upgrade/Maintenance Base Increase Justification

During the 2016 budget process we were granted one-time funds to subscribe to a new Evidence tracking service. This service has been implemented and seems to be meeting our needs. During last year's budget cycle when this request was approved we noted we would need a base increase for the \$6,000 yearly licensing fee, which is the current cost of the service. We are also asking for a base increase of \$5,178 due to the increasing costs of maintenance for our RMS and the addition of a Law Enforcement Teletype System (LETS). The maintenance costs for the RMS are scheduled to go up again 2017 by \$5,341.

The following is from Sergeant Roger Marks and explains why we had to obtain the LETS as it was not a budgeted expense for 2016:

Approximately 4 months ago we were able to have an Open Fox Terminal installed in OAI Kerri Anheluk's office for the removal and entry of City of Bismarck Municipal warrants. I have spoken with Both OAI Kerri Anheluk and Off Kapella who state that this procedure is not only more efficient but also more reliable for the department but both said that they don't want to see it go. We made this move at the time for many reasons to include but not limited to:

-Increased efficiency. The old way required duplication of information and work between both here and with dispatch who entered them for us. This new system alleviates us from having to run daily sometimes multiple times a day to drop warrants off at dispatch to have them enter them. It also eliminated one form that was pure duplication we had to complete before sending to dispatch. The entire process now takes place here at the BPD between one of three people only in both HTE and CWIS removal. It can be completed in a more timely fashion.

-Reduced liability. We were having trouble prior with some warrants not getting removed from HTE and CWIS resulting in prolonged detainment or possible arrest. Before, approximately 14 dispatchers were responsible to remove the warrants on their two terminals. Now we have only three people that remove and enter warrants providing much more accountability. Invariably dispatch would get busy with patrol functions and sometimes the warrants were getting forgotten either by dispatch or the shift commander. In all honesty they have more important duties to attend to.

-Kerri is able to assist with running Triple III's for the department and criminal histories for the dozens if not hundreds of checks that need to be done (Gaming, liquor license etc.) freeing dispatch from having to do all them and taking them away from officer needs.

-Officer Safety. With dispatch doing the tedious tasks of entering and removing warrants along with running triple III's and criminal history checks it takes away from them being able to monitor and anticipate what patrol needs on their stops or calls to maintain officer safety. In speaking with Natalie (Dispatch) they are able to focus more on officer needs on calls and stops now. They are able to provide a better service to incoming calls for dispatch etc. being able to focus on those necessities other than being solely responsible for the rest

As you can see above the LETS has relieved us of considerable liability and saved considerable time not only for our personnel but for personnel at Combined Communications as well. Often time's warrants

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 Base Funding**

Department: Police Priority 02 of 42

Goal and Objective: Obtain a base increase for the SWAT Budget

Department Action Plan: We are asking Bismarck, Burleigh, Mandan and Morton to up their contributions. Current rates based on population are: Bismarck - \$16,600, Burleigh - \$5,400, Mandan - \$5,901 & Morton County - \$2,933.

Justification and Explanation of funding: This really comes down to costs increasing and Government Grants drying up. The SWAT Team needs ballistic vests and they cost \$3,200 per vest. These vests must be changed out every five years and the team buys six vests a year or \$19,200 is spent per year just on vests. The rifles need to be updated and 10 rifles will need to be purchased over the next five years. Ammunition costs are increasing. Currently the team is paying \$12,000 a year just on ammunition. Maintenance is another issue. The Command Post is getting older and more maintenance is needed to keep this vehicle running properly. SWAT uniforms are another expense that is increasing. The cost of SWAT uniforms are \$1,200 per person with replacement happening when needed on this 32 person team + 11 Negotiators.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-175-150-4330-200	SWAT Base Increase	\$5,800

**City of Bismarck
Department Budget Request for 2017
Priority Initiative
Base Funding**

Department: Police Priority 23 of 42

Goal and Objective: Increase current amount allocated to all costs associated with sending employees to in and out of town training from] around \$40,000 a year to \$50,000.

Department Action Plan: Priority would be determined as to which training sessions are most important and money would be allocated to those over the course of the year.

Justification and Explanation of funding: Training is needed to advance employee's careers as well as introducing new practices as procedures change. Add training for promotions as well as for replacing officers that quit or retire, funding for training is a requirement that cannot be overlooked. Every year, the department adds new officers and we are responsible for getting them up to standards, yet the amount of money to train our employees stays the same. We have had to be resourceful in getting more out of less. We have hosted numerous trainings in order to get comped sports in the class. We have worked with the ND POST board to have them fund training that we bring in for everyone in the state. We are utilizing online training in order to cut down on travel costs for training (lodging, per diem, fuel, etc.) Even with all these alternative ways to get our employees training, there are some that require the employee to travel, thus costing more. In order to keep current with the ever changing culture of law enforcement, and not fall behind to which would force us to play catch up AFTER something happens, more funding will be needed in the future.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-175-150-4510-100	Conference Registration	\$2,000
100-175-150--4500-100	Lodging	\$3,000
100-175-150-4500-200	Per Diem	\$4,000
100-175-150-4500-400	Fuel	\$1,000
		\$10,000 Total

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 Base Funding**

Department: Public Health 1 of 3 Public Health General
Priority: Fund

Goal and Objective:

To increase base funding for the department to appropriately fund operational expenses for Public Health to serve the residents in our community.

Department Action Plan:

Public Health is requesting an increase to base funding to be used for operational expenses: Champ Software (Electronic Health Record Yearly Maintenance Fees), office supplies, office small equipment and computer small equipment.

Justification and Explanation of Funding:

Upon the allocation of base funding for Public Health expenses from the general fund for 2017, the Public Health department came up with a deficit and are unable to cover all expenses to keep operations status quo. There are several factors that have impacted our department resulting in this. We have had several retirements with leave payouts affecting our budget. Longevity in our department also affects sick leave payout for unused sick leave which has also increased. Our electronic health record (Champ Software) is a cost that has been absorbed by the department over the last 5 years. This will be a recurring cost to maintain the software we use every day to do patient charting, reporting and submitting claims to 3rd party payers. At this point our budget is unable to absorb this cost without an increase in base funding. The Center for Tobacco Control & Policy increased tobacco state aid to be utilized for tobacco prevention supplies and expenses rather than paying from the Tobacco Prevention Grant funds which have been used specifically for policy work and personnel expenses. Tobacco State Aid is receipted to the general fund and the expenses are paid from the general fund which impacts the public health department's general fund budget. Tobacco prevention staff's office supplies, office small equipment and computer small equipment are paid from the general fund with the project for Tobacco State Aid attached. Funding is needed to cover these expenses in the general fund.

Our local public health department has seen an increase in state aid dollars awarded to us for both Tobacco State and and State Aid dollars. Overall, state aid revenue to our department has increased by more than \$100,000 since 2013. State aid funds were allocated by the ND Legislature to local public health departments to support local public health efforts and infrastructure needs to meet the growing demands and growth impacts in our communities which is what this increase in base funding would cover. We are also working to increase our revenue with the ability to bill health insurance for immunizations and some services offered in our department. Our revenue has increased from \$637,800.68 in 2012 to \$1,088,387.23 in 2015 (70.65% increase). In addition to revenue increases, we are minimizing expenses for 2017 budget by utilizing equipment reserve for office small equipment, telephone equipment and computer equipment for public health general fund staff and are continuously looking for ways to reduce costs in our department.

<u>Account Number:</u>	<u>Item Description:</u>	<u>Requested Amount:</u>
100-180-165-4635-300	Software Upgrade Maintenance (Electronic Health Record - Champ Software)	18,000
100-180-165-4700-100	Office Supplies	500
100-180-165-4700-200	Office Small Equipment	1,500
100-180-165-4700-300	Computer Small Equipment	1,500
TOTAL REQUEST		\$ 21,500.00

YEAR		REVENUE COLLECTED
2015	\$	1,088,387.23
2014	\$	1,042,436.80
2013	\$	906,404.98
2012	\$	637,800.68

% CHANGE		REVENUE
2012 to 2015		70.65%

2006	\$	58,633.00	4 nurses went from part-time to full time. Last time any changes were made to increase nursing staff.
2016	\$	72,545.00	

24% population increase

Increased regulations/work loads/caseloads/complex patients

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 Base Funding

Department: PUBLIC HEALTH - ENVIRONMENTAL HEALTH Priority 1 of 1 for Env. Health

Goal and Objective:

To increase Environmental Health's base funding to cover operating costs such as printing/binding, telephone, office supplies & equipment.

Department Action Plan:

We conservatively request an increase in base funding of \$5,200 to cover operating supplies for the Environmental Health Division in the Public Health Department.

Justification and Explanation of funding:

Environmental Health transferred to Public Health from the Fire Department in July of 2015. Upon transferring to our department the division and staff were moved but funding for expenses such as office supplies, phones, printing, computer equipment, etc. that was paid from the Fire Department's budget was not transferred with the division. In Public Health we separate costs like these by division/program. In order for Environmental Health to cover these types of operating expenses, we are requesting an increase in base funding for the division as defined below.

<u>Account Number</u>		<u>Item Description</u>	<u>Requested Amount</u>
100-180-178	4615-000	Printing/Binding	1200
	4605-100	Telephone	500
	4700-100	Office supplies	500
	4700-200	Office Small Equipment	1000
	4700-300	Computer Small Equipment	1500
	4700-400	Copier/Printer Supplies	500
TOTAL REQUEST			\$ 5,200.00

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 Base Funding**

Department: Public Works Service Operations - Roads and Streets - Forestry Priority 2

Goal and Objective: Increase funding to pay to stump grind all street trees removed during the year.
This will allow our arborists to spend more time pruning trees instead of operating equipment grinding stumps,
which can be performed by less skilled contractors without the threat of damage to our urban forest.

Department Action Plan: Stump grinding listing will be given to the successful bidder.

Justification and Explanation of funding: An average of 234 trees are removed from the streets every year. Current funding level only allows for
a contractor to remove half to one third of these stumps. By doubling the funding to \$14,000, the contractor would
remove all stumps in the year, allowing our arborists to prune trees towards the goal of 3,000 trees per year.
This funding amount has not been increased since it was started. Stump grinding costs have increased from
\$1/inch to present price of \$3/inch.

The street trees are a major asset to the road network in Bismarck, and should be able to utilize the revenue from the state for roadway maintenance.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
250-260-253-254-4640-200	Stump Removal	7,000

**City of Bismarck
2017 Budget Request
Priority Initiatives
One-time Expenditures**

8/5/2016

	One-time Requests	Budget Committee Recommendation Base One-time	Funding
Administration			
Community Visioning Activities (1 of 8)	85,000	85,000	General Fund Cash Balance
Recruitment (6 of 8)	25,000	5,000	General Fund Cash Balance
Knowledge Management Transfer Program (7 of 8)	25,000	5,000	General Fund Cash Balance
Workforce - Leadership Development Program (5 of 8)	50,000	50,000	General Fund Cash Balance
Employee Parking 6th St. Ramp (2 of 8)	37,500	36,000	General Fund Cash Balance
	<u>222,500</u>	<u>181,000</u>	
Commission Special Projects			
Riverboat Site Maintenance (8 of 8)	1,500	1,500	General Fund Cash Balance
Human Relations Committee (4 of 8)	2,500	2,500	General Fund Cash Balance
Coalition for Homeless People (3 of 8)	5,000	5,000	General Fund Cash Balance
Single Point of Contact (no ranking requested by Police)	16,500	16,500	General Fund Cash Balance
	<u>25,500</u>	<u>25,500</u>	
Building Maintenance			
Building Management System-(separate C/C and FS1) (2 of 21)	90,000	-	
CVB Tile Repair (15 of 21)	3,000	3,000	Motel, Restaurant, Liquor Tax
City/Co. Building			
Roof Sealant Repair (12 of 21)	6,000	6,000	General Fund Cash Balance
Concrete Pavement Replacement (16 of 21)	10,000	-	hazardous tripping only
Window Latch Repair (17 of 21)	2,000	2,000	Department
Building Sealants (18 of 21)	8,000	8,000	General Fund Cash Balance
Metal Wall Cap Flashing (20 of 21)	7,000	7,000	General Fund Cash Balance
	<u>33,000</u>	<u>23,000</u>	
Fire Stations			
Station #1: Replace Water fountains (17 of 17)	4,800	-	
Repair Parking Lot Outlets (16 of 17)	8,500	-	
Station #2 Replace Exterior & Interior Doors (10 of 17)	7,000	7,000	General Fund Cash Balance
Seal Cracks and Chip Seal Parking Lot (12 of 17)	6,500	6,500	General Fund Cash Balance
Replace 3 Refrigerators (13 of 17)	7,000	3,000	General Fund Cash Balance
Station #3: Replace Shingles at Tyler Parkway Station (9 of 17)	25,000	25,000	General Fund Cash Balance
Station #4: Replace Sealant at Doors, Windows, Etc (15 of 17)	6,000	6,000	General Fund Cash Balance
	<u>64,800</u>	<u>47,500</u>	
Police			
Vehicle Impound Fence (19 of 42)	45,000	-	
Install Fiber Line at Animal Impound (20 of 42)	45,000	-	
Convert G20 to Evidence Office (30 of 42)	15,000	15,000	General Fund Cash Balance
Replace Garage Doors (32 of 42)	7,500	-	
Move Weight Room to Briefing Room (34 of 42)	6,800	6,800	General Fund Cash Balance
Redo Records ID Room (35 of 42)	20,000	20,000	General Fund Cash Balance
Crack in Floor at Animal Impound (36 of 42)	15,000	-	
Steel Siding at Animal Impound (37 of 42)	20,000	-	option in storage bid
Build up BPD Roof (40 of 42)	5,000	-	do internal inspections
Concrete Work in PD Parking lot (42 of 42)	3,000	-	hazardous tripping only
	<u>182,300</u>	<u>41,800</u>	
Public Health Building			
Security Windows in Entry (10 of 21)	1,500	1,500	General Fund Cash Balance
Renovation of Waiting and Reception Area (11 of 21)	25,000	-	
Chip Seal Parking Lot (13 of 21)	14,000	-	
Repair Cracks/joints in Sidewalk (14 of 21)	3,000	-	hazardous tripping only
Heat Pump Replacements (19 of 21)	22,000	-	
North Entry Stoop Replacement (21 of 21)	2,500	-	
	<u>68,000</u>	<u>1,500</u>	

**City of Bismarck
2017 Budget Request
Priority Initiatives
One-time Expenditures**

8/5/2016

	One-time Requests	Budget Committee Recommendation		Funding
		Base	One-time	
Dakota Media Access				
Production/Playback Equipment (2 of 2)	21,945		21,945	General Fund Cash Balance dependent on Mandan funds
Engineering				
Replace 2 Vehicles with SUVs (1 of 7)	70,650		30,350	General Fund Cash Balance
Engineering Consultants (5 of 7)	100,000		25,000	General Fund Cash Balance
Project Error Contingency (4 of 7)	50,000		25,000	General Fund Cash Balance
	<u>220,650</u>		<u>80,350</u>	
Fire				
New Training Facility Costs (3 of 17)	7,500		5,000	General Fund Cash Balance
Replace 8 SCBAs (6 of 7)	11,200		11,200	General Fund Cash Balance
Replace Helmets (7 of 17)	29,500		29,500	General Fund Cash Balance
Replace Utility Pickup Truck (11 of 17)	28,750		-	
Additional Fire Gear Extractor (8 of 17)	10,000		-	
Replace SCBA Equipment(grant 270,900 & City share 116,100)(was on CIP)	387,000		116,100	General Fund Cash Balance
			270,900	Grant
	<u>473,950</u>		<u>432,700</u>	
Municipal Court				
Upgrade Interactive Television System (2 of 2)	5,000		5,000	Department Equipment Rsrvt
Community Development				
MPO-Regional Freight Study MPO (70,000) City (8,400) (5 of 8)	78,400		8,400	General Fund Cash Balance
			70,000	MPO Grant Funds
Planning				
13 I pads w/cases and 10 Exchange Accounts (8 of 8)	9,520		-	
TRAKiT customizations (7 of 8)	15,000		15,000	General Fund Cash Balance
	<u>24,520</u>		<u>15,000</u>	
Building Inspections				
Overtime Wages (4 of 8)	50,000		50,000	General Fund Cash Balance
TRAKiT Customizations (6 of 8)	10,000		10,000	General Fund Cash Balance
	<u>60,000</u>		<u>60,000</u>	
Police Department				
Replace 10 Vehicles and Purchase 6 New Vehicles (4 of 42)	752,558		517,934	General Fund Cash Balance 6 patrol, 1 traffic, 1 Detective & 4 new patrol
Equipment Change Over for Vehicle Replacements (5 of 42)	142,228		115,996	General Fund Cash Balance
Prisoner Care (7 of 42)	345,000		345,000	General Fund Cash Balance
New K-9, Equipment & Vehicle (11 of 42)	102,331		-	
Officer Overtime Wages (12 of 42)	60,000		60,000	General Fund Cash Balance
Replace Older Radios (13 of 42)	26,208		-	
Additional Towing (14 of 42)	29,000		29,000	General Fund Cash Balance
Additional Ammunition (15 of 42)	9,887		9,887	General Fund Cash Balance
Replace Officers Jackets (16 of 42)	25,650		-	
Polygraph School (21 of 42)	13,575		-	
JTag Training (24 of 42)	6,350		6,350	General Fund Cash Balance
Replace Outside Security Cameras (25 of 42)	7,000		-	
Replace Phone Recorder (26 of 42)	10,600		-	
Investigation Small Tools/Equipment (27 of 42)	8,566		8,566	General Fund Cash Balance
Active Shooter Response Ballistic Protection Kit (28 of 42)	14,000		14,000	General Fund Cash Balance
Fume Hood for Drug Evidence (29 of 42)	6,047		6,047	General Fund Cash Balance
Replace Evidence Technician Desks (31 of 42)	3,000		-	
Purchase Body Armor for Animal Control Wardens (33 of 42)	4,470		-	

**City of Bismarck
2017 Budget Request
Priority Initiatives
One-time Expenditures**

8/5/2016

	One-time Requests	Budget Committee Recommendation Base One-time	Funding
Police Department (continued)			
Replace Computers for Animal Control Vehicles (38 of 42)	10,090	-	
Additional Speed Trailer (39 of 42)	6,229	-	
Purchase Armoires for Offices (41 of 42)	3,480	3,480	General Fund Cash Balance
	<u>1,586,269</u>	<u>1,116,260</u>	
Public Health			
Vector Control (1 of 2)			
Wages & Benefits	31,350	23,322	General Fund Cash Balance
Professional Certification	450	450	General Fund Cash Balance
Drug Testing & Cell Phones	550	550	General Fund Cash Balance
Safety Supplies	500	500	General Fund Cash Balance
Small Equip-Computer/Tools	1,100	1,100	General Fund Cash Balance
Storage Rental	1,200	1,200	General Fund Cash Balance
Gasoline	2,000	2,000	General Fund Cash Balance
Repair & Maintenance Equipment/Vehicles	4,000	4,000	General Fund Cash Balance
Pesticides	20,000	20,000	General Fund Cash Balance
Advertising/Promotions	150	150	General Fund Cash Balance
	<u>61,300</u>	<u>53,272</u>	
Replace Environmental Hlth Vehicle (2 of 2)	26,300	26,300	General Fund Cash Balance
	<u>87,600</u>	<u>79,572</u>	
Library			
Replace Ejector Pump #2 (1 of 4)	8,100	8,100	Library Cash Balance
Purchase Snow Sweeper (3 of 4)	18,000	18,000	Library Cash Balance
Install Brush Mat/Carpet (4 of 4)	8,000	8,000	Library Cash Balance
	<u>34,100</u>	<u>34,100</u>	
Event Center			
Replace Copy Machine (1 of 23)	11,000	11,000	Event Center
Install AC in Sound Studio (2 of 23)	7,000	7,000	Event Center
Replace Riding Auto Scrubber (3 of 23)	14,250	14,250	Event Center
2 Electronic Reader Boards (5 of 23)	43,000	-	
Add Emergency Lighting in Arena Dressing Room (6 of 23)	15,000	15,000	Event Center
Additional Pallet Racking for Table Storage (7 of 23)	6,000	6,000	Event Center
Repair Sidewalks (8 of 23)	15,000	15,000	Event Center
Update Camera Security System Phase 1 of 2 (9 of 23)	42,000	-	
Purchase 1 & Replace 8 Computers (11 of 23)	10,575	10,575	Event Center
Replace Arena Chilled Water Chemical Feed Pumps (12 of 23)	5,500	5,500	Event Center
Replace Stage Lights at Belle (13 of 23)	19,000	-	
Add Scoring Graphics to Scoreboard (14 of 23)	25,000	-	
Upgrade Emergency Lighting-Arena Concession/Meeting Rooms (15 of 23)	20,000	20,000	Event Center
Purchase Portable Geni Lift (16 of 23)	10,000	-	
Install Exhibit Hall Cooling Tower Control Valves (17 of 23)	9,000	-	
Replace Hot Water Storage Tank Insulation at Arena (18 of 23)	8,000	8,000	Event Center
Purchase Mid Size SUV (19 of 23)	24,000	-	
Purchase Towable Man Lift (20 of 23)	28,500	-	
Add 3 Elevator Callouts at Arena (21 of 23)	7,500	5,000	Event Center passenger only
Add Elevator Callout at Belle (22 of 23)	2,000	2,000	Event Center
Add 2 Elevator Callouts at Exhibit Hall (23 of 23)	4,000	2,000	Event Center passenger only
	<u>326,325</u>	<u>121,325</u>	
Public Works - Service Operations			
Roads & Streets - Forestry: Contract Tree Pruning (1 of 2)	90,000	90,000	General Fund Cash Balance
Fleet Enlarge Fuel Island (1 of 1)	131,900	-	
	<u>221,900</u>	<u>90,000</u>	

**City of Bismarck
2017 Budget Request
Priority Initiatives
One-time Expenditures**

8/5/2016

	One-time Requests	Budget Committee Recommendation Base One-time	Funding
Public Works - Utility Operations: Water			
NWS Customization to Redesign Water Bills (2 of 4)	25,000	25,000	Utility - Water timing issue
Electronic File for Online Bill Payment (3 of 4)	20,000	-	
	<u>45,000</u>	<u>25,000</u>	
ITGC Technology Requests			
Dragon Naturally Speaking Software- Police (17 of 42)	83,398	-	General Fund Cash Balance consultant study
Building Management System C/C, PHC and FS1 (1 of 21)	170,000	20,000	
Crash Data Retrieval-Police (18 of 42)	7,698	-	Special Deficiency
Replace AS400 Special Assessment Program (1 of 1)	150,000	150,000	
	<u>411,096</u>	<u>170,000</u>	
Non-Departmental			
Fuel: Gasoline and Diesel Pool (3 of 3)	75,000	50,000	General Fund Cash Balance
Utilities: Electricity & Natural Gas Pool (2 of 3)	25,000	25,000	General Fund Cash Balance
Vehicle Maintenance & Repair Pool (1 of 3)	100,000	150,000	General Fund Cash Balance
	<u>200,000</u>	<u>225,000</u>	
TOTAL One-Time Expense Requests	<u><u>\$ 4,485,855</u></u>	<u><u>2,877,952</u></u>	
Funding Summary:			
General Fund Base			
General Fund Cash Bal	3,638,530	2,198,627	
Department Equipment Reserve		5,000	
Grants: Fire		270,900	
Grants: MPO	70,000	70,000	
Special Deficiency	150,000	150,000	
Motel, Liquor, Restaurant Tax		3,000	
Library Cash Reserve	34,100	34,100	
Event Center Operations	326,325	121,325	
Service Ops: Fleet	131,900	-	
Service Ops: Roads & Streets	90,000	-	
Utility Operations - Water	45,000	25,000	

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 _____ Identify Request Year

Department: Administration Priority 1

Goal and Objective: Refresh/Update Community Visioning Activities - reaffirm the Vision, Mission, Goals and Objectives for the City Departments and the Community. Continuing collaborative efforts will help us stay focused on our core purposes and ensure a common, shared approach to the delivery of City and Community services.

Department Action Plan: Acquire professional consultant services to assist with the refresh/update of the existing strategic plan and MEDAG strategies including sessions with the City Commission, City staff, and community stakeholders.

Justification and Explanation of funding: Current strategic plan developed and approved in March 2012. MEDAG was developed and approved in 2008. Most goals and objectives identified in both plans have been accomplished. New challenges and opportunities now exist and should be addressed in the refresh/update of the strategic plan and MEDAG.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
<u>100-192-022-4310-700</u>	<u>Strategic Plan and MEDAG Refresh/Update - professional consultant services, facilitation, and plan document refresh/update.</u>	<u>\$85,000.00</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 Identify Request Year

Department: Administration Priority 6

Goal and Objective: Provide resources needed to enhance recruitment of new employees

Department Action Plan: Include funding in the Workforce Planning Program budget to support recruitment activity

Justification and Explanation of funding: Funding source needed to support recruitment activities which may include position advertising, career fair attendance, attendance, marketing/promotional materials, candidate travel, etc.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-022-4310-700	Recruitment Costs	\$25,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 _____ Identify Request Year

Department: Administration Priority 7

Goal and Objective: Allow soon to be retiree's opportunity to share their "institutional wisdom/knowledge" with new employees. This will help the newly hired employee hit the ground running, performing at a higher level quicker, as they will know what needs to get done and how it gets done on a daily basis.

Department Action Plan: Continue Knowledge Management Transfer Program- as recommended in the Workforce Planning Program

Justification and Explanation of funding: The Knowledge Transfer Program will allow departments to provide job shadowing/side-by-side work opportunities to new hires. This will allow new employees an opportunity to learn the "institutional wisdom/knowledge" and highly specialized knowledge held by soon to retire employees

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-022-4310-700	Knowledge Management Transfer Program	\$25,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 Identify Request Year

Department: Administration Priority 5

Goal and Objective: Continue Workforce Planning Program

Department Action Plan: Continue funding Workforce Planning Program initiatives with One-time budget

Justification and Explanation of funding: Continue leadership development activities, including leadership development classes and development/implementation of Bismarck University initiatives (\$30,000), department head/executive leadership development (\$15,000), and tuition reimbursement (\$5,000)

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-022-4310-700	Workforce Planning Program	\$50,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 Identify Request Year

Department: Administration Priority 2

Goal and Objective: Continue provide parking for City Employees who work in the City/County Office Building
Continue provide parking for City Owned Vehicles use by employees who work in the City/County Office Building

Department Action Plan: Continue to rent appropriate number of parking spaces in 6th Street parking ramp for employees who work in the City/County Office Building. Current number of spaces rented is 125.

Continue to use Thayer Avenue surface parking lot for city-owned vehicle parking.

Justification and Explanation of funding: Downtown location of the City/County Office Building requires employees to park personal and city owned vehicles in off-street locations such as parking ramps and surface lots.
City currently pays for City Employee vehicle parking fees for the 6th Street Ramp.
125 spaces - \$25.00 per month

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
TBD	Employee Parking Ramp Fees	\$37,500

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 _____ **Identify Request Year**

Department: Administration Priority 8

Goal and Objective: Support riverboat tourism. Provide on-going maintenance of gravel parking area; maintenance, mobilization and storage storage of trailer used by Lewis and Clark Riverboat.

Department Action Plan: Provide annual maintenance, mobilization and storage of city owned trailer used for the river boat ticketing office.
Grade gravel parking lot area (NDOOT right-of-way and city property) as needed.

Justification and Explanation of funding: These services are provided by Public Works Service Operations. Labor and material charges can be billed to City Administration when services are provided.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-022-4430-300	Equipment Rental - Force Account Billing	\$1,500.00

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 Identify Request Year

Department: Administration Priority 4

Goal and Objective: Provide financial support to the Human Relations Committee

Department Action Plan: Continue providing financial support to the Human Relations Committee

Justification and Explanation of funding: Continue providing educational and promotional activities and opportunities that support the mission of the Human Relations Committee which is to protect and promote the personal dignity of all Bismarck citizens and to eliminate any discriminatory barriers that prevent them from reaching their full human potential.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-022-4310-700	Human Relations Committee	\$2,500

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 _____ **Identify Request Year**

Department: Administration Priority 3

Goal and Objective: Provide financial support to the Missouri Valley Coalition for Homeless People, Inc.

Department Action Plan: Continue providing financial support to the Missouri Valley Coalition for Homeless People, Inc.

Justification and Explanation of funding: Continue providing activities and opportunities that support the goals of the Missouri Valley Coalition of Homeless People, Inc. which include advocating, coordinating, and optimizing local services for people experiencing long-term homelessness or at risk of homelessness.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-022-4310-700	Coalition for Homeless People	\$5,000

**City of Bismarck
 Department Budget Request for 2016
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Police Priority N/A

Goal and Objective: Provide funding to the Single Point of Contact position maintained at Ruth Meiers Hospitality House

Department Action Plan: _____

Justification and Explanation of funding: A single point of contact position is maintained as the Ruth Meiers Hospitality House. The purpose of this position is to provide a central point to direct all homeless persons or others needing some sort of public assistance. This position was established as a result of the 10 Year Plan to end Homelessness in the Bismarck/Mandan area. This position significantly relieves the Police Department from being the point of contact and also reduces the number of homeless on our streets, showing up in the lobby of the PD with no where to go, and by having this resource the officers don't have to deal with them as a result.

As this benefits the Police Department and the City and was a goal of the 10 Year Plan, I recommend continued support of this case from City Administration.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Professional Consultants</u>	<u>\$16,500.00</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Building Maintenance Priority 2

Goal and Objective: To separate City/County and Fire Station 1 from Public Health Building based system and to rework system to allow updating in the future with a system that is supported and upgradeable. Existing system is no longer provided or updated by parent company.

This is part of the Building Management System project, so this is not needed if that project is approved in full.

Department Action Plan: RFQ for consulting support fourth quarter 2016, Planning, RFP/Bid 1st quarter 2017, Implementation 2nd quarter 2017 through third quarter 2017.

Justification and Explanation of funding: Existing system has a main unit at Public Health. Due to potential sale of the building, planning for relocation is essential. The existing system is also no longer produced. The provider has consolidated brands and replaced with one system. Existing system is also not BACNET compatible, though may be adaptable with additional equipment. Currently Public Health, City/County and Fire Station 1 are connected through this system. Reconfiguration is needed to separate systems from Public Health and/or create independent systems.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-102-002-4420-300	Building Management System and Connection to C/C, PHC and FS 1	\$90,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Public Health Priority 15

Goal and Objective: Provide a safe and cleanable surface for visitors.

Department Action Plan: Investigate cause of crack through ceramic tile, identify problem and solution.
 Remove tile and correct defect anticipated in substrate concrete and replace
 cracked tile with new tile to match adjacent tile to remain.

Justification and Explanation of funding: A crack exists that extends through the entry area across the vestibule,
 adjacent to the Men's Restroom. Research indicates that is the same area
 as the primary plumbing pipe for the building. It is possible that a leak below
 the floor slab or compromised compaction during construction has resulted
 in a crack in the floor slab that has extended up through the tile. It is not a
 hairline crack, but extends completely through the tile.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Tile Repair</u>	<u>\$3,000</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: City/County Priority 12

Goal and Objective: Eliminate leaking into the building from roof level, protecting interior from damage.

Department Action Plan: Contract repairs to be done by roofing specialists.

Justification and Explanation of funding: Sealant materials used for roofing systems require maintenance every few years to keep water-tight. The sealants on all roof levels need to be repaired or replaced. The materials used and skills applying are available from Roofing Contractors.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	Roof Sealant Repair	\$6,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2016 Identify Request Year

Department: City/County Priority 16

Goal and Objective: Replace sections of concrete pavement that are cracked or uneven.

Department Action Plan: Contract work to be done during summer when least problematic for users and to assure completion prior to snow and ice conditions.

Justification and Explanation of funding: There are safety issues due to tripping hazards. The hazards are worse in the winter when ice is present. This driveway has become more of a walkway since completion of the parking ramp. What works for automobiles does not work for pedestrians. Many pedestrians are using access through the building to go to other buildings downtown. It is now a primary walkway. Fairly steep sloped, uneven, cracked concrete is not ideal for that, especially in winter in icy conditions.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Concrete Pavement Replacement</u>	<u>\$10,000</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2016 Identify Request Year

Department: City/County Priority 17

Goal and Objective: Increase safety and improve environmental control system performance by securing the window sashes in place by locks.

Department Action Plan: Contract repairs to be done by window specialists.

Justification and Explanation of funding: Security is compromised because of the windows not latching correctly. HVAC systems work harder and with compromised performance when the building interior is exposed to outside conditions.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Window Latch Repair</u>	<u>\$2,000</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: City/County Priority 18

Goal and Objective: Replace sealants along and around building to prevent moisture penetration where it can cause deterioration and other damage.

Department Action Plan: Contract repairs to be done by sealant specialists.

Justification and Explanation of funding: Joints where originally or previously protected from moisture penetration have aged, deteriorated and in some cases missing sealant in joints. Open joints allow moisture to penetrate deep into the building or sidewalk system and often find pathways into the building. Prolonged exposure to moisture will deteriorate masonry and concrete materials.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	Building Sealants	\$8,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: City/County Priority 20

Goal and Objective: Protect top of parapet wall to prevent leaking into masonry wall system and Building interior

Department Action Plan: Contract repairs to be done by roofing specialists.

Justification and Explanation of funding: Some parapet caps are concrete and that has weathered and aged beyond painting or otherwise protecting without covering with a new surface. Metal wall caps will protect the concrete that remains and protect the building interior from damage. Affected parapets are in a limited location above portions of the IT department.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Metal Wall Cap Flashing</u>	<u>\$7,000</u>

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures

Check if Technology Request
 _____ Identify Request Year

Department: FIRE DEPARTMENT Priority 17 of 17

Goal and Objective: Maintain Facilities

Department Action Plan:
 Replace non ADA accessible water fountains _____

Justification and Explanation of funding:
 Our current water fountains at Headquarters Station are aged and do not meet the requirements of ADA , the replacement would bring us within guidelines

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
One Time	R/M Building	\$ 4,800.00
TOTAL		\$ 4,800.00

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures

Check if Technology Request
 _____ Identify Request Year

Department: FIRE DEPARTMENT Priority 8 of 17

Goal and Objective: Maintain Facilities

Department Action Plan:
Repair and Replace Parking Lot Outlets at Headquarters Fire Station

Justification and Explanation of funding:
 Current condition of outlets are unusable with no power supply. We routinely use these for daily operations and to plug in utility response vehicles into these outlet during the winter months. This is needed to provide for quicker warm up times if these vehicles are needed to supplement emergency operations.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
One time	R/M Building	\$ 8,500.00
	TOTAL	\$ 8,500.00

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures

Check if Technology Request
 _____ Identify Request Year

Department: FIRE DEPARTMENT Priority 11 of 17

Goal and Objective: Maintain Facility

Department Action Plan:
 Contract to have doors replaced early 2017

Justification and Explanation of funding:
 Doors are deteriorated and were scheduled for replacement in 2016 but weren't due to changing maintenance priorities.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
One Time	R/M Building	\$ 7,000.00
TOTAL		\$ 7,000.00

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures

Check if Technology Request
 Identify Request Year

Department: FIRE DEPARTMENT Priority 13 of 17

Goal and Objective: Maintain Facilities

Department Action Plan:
Seal Cracks and Chip Seal Expressway Fire Station Parking Lot

Justification and Explanation of funding:
In 2015 the parking lot was resurfaced the lot was never chip sealed.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
One time	Seal cracks and chip seal parking lot	\$ 6,500.00
TOTAL		\$ 6,500.00

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures

Check if Technology Request
 _____ Identify Request Year

Department: FIRE DEPARTMENT Priority 14 of 17

Goal and Objective: Maintain Facilities

Department Action Plan: Replace refrigerators at Tyler Parkway and Expressway Stations
 Replace early 2017

Justification and Explanation of funding:

Refrigerators at the Expressway and Tyler Parkway Stations are in excess of 13 and 22 years old respectively and are in need of replacement. As our crews work 24 hour shifts they need to have a reliable area to store food for the entire 24 hours and have access to ice for water coolers that are carried on the trucks during times of high heat conditions.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
One Time	R/M Equipment	\$ 7,000.00
TOTAL		\$ 7,000.00

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures

Check if Technology Request
 _____ Identify Request Year

Department: FIRE DEPARTMENT Priority 9 of 17

Goal and Objective: Maintain Facility

Department Action Plan:
Replace Shingles on the Tyler Parkway Fire Station

Justification and Explanation of funding:
 Some cap shingles at roof peak are missing others are damaged; starting to lift up. Drainage is compromised with multiple locations where upper roofs drain directly onto lower roofs with no extra protection for shingles.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
One Time	R/M Building	\$ 25,000.00
TOTAL		\$ 25,000.00

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures

Check if Technology Request
 Identify Request Year

Department: FIRE DEPARTMENT Priority 16 of 17

Goal and Objective: Maintain Facilities

Department Action Plan:
Replace Sealants at Doors, Window, Siding Joints, etc.

Justification and Explanation of funding:
Sealants along doors, windows, and siding joints are cracking which will allow water to enter the interior of the building. Deterioration of wall system and building interior, risk of mold.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
One Time	R/M Building	\$ 6,000.00
TOTAL		\$ 6,000.00

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Bismarck Police Department Priority 190F42

Goal and Objective: Fence expansion of impound lot

Department Action Plan: Increase the size of the impound lot to be able to secure all of the impounded vehicles.

Justification and Explanation of funding: The current impound lot is not large enough to handle the volume of vehicles that are impounded anymore. Over the last couple of years we have had to utilize public works area as an overflow lot. This lot is not secure and we have had items stolen from this area. Also, this area holds a lot of water and we have had a few vehicles that were covered in water. This could be a liability if the vehicle is damaged and the city would have to pay to repair. Increasing the fence line and dirt work will give ample room for growth for the next 5 plus years.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-4420-100	Repair and Maintenance of Buildings	45,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Bismarck Police Department Priority 20 of 42

Goal and Objective: Install cameras and internet at Animal Pound and Evidence Building

Department Action Plan: Install Fiber optic line to Animal Pound. Install cameras at Vehicle Impound
 and internet access at Impound for Evidence technicians.

Justification and Explanation of funding: Currently the internet at the Animal Facility is run though a WIFI connection from
 the Landfill. On windy or rainy days the connection is so bad that the
 phone and internet do not work in the building. Hard Wiring a fiber optic line would
 solve a connection problem and also give us the ability to install a camera system
 and internet at the Evidence building. This will assist the evidence technicians since
 their evidence program is internet based now.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-4420-100	Repair and Maintenance of Buildings	45,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Bismarck Police Department Priority 30 of 42

Goal and Objective: Renovate Storage Room for evidence office

Department Action Plan: Move the evidence property technicians office out of the evidence room and into a separate area.

Justification and Explanation of funding: Currently the Evidence Property tech office is located directly in the evidence room. This causes some issues with storage and primarily the smell of some evidence that sometimes causes medical issues with the Evidence Techs. Converting a storage room into their new office will move them out of this area and will help with storage and health issues.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-4420-100	Repair and Maintenance of Buildings	15,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Bismarck Police Department Priority 32 of 42

Goal and Objective: Replace Garage Doors

Department Action Plan: Update and replace existing garage doors

Justification and Explanation of funding: The current garage doors have been hit or damaged over the last few years and they are starting to have problems due to the damage they have. Also, the current doors were custom painted and the cost is about \$800-\$1000 to replace 1 door panel. A new complete garage door with factory paint is around \$2200.00 to replace and will be quicker and cheaper to repair in the future.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-4420-100	Repair and Maintenance of Buildings	7,500

**City of Bismarck
 Department Budget Request for 2016
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Police Priority 34 of 42

Goal and Objective: Switch Breifing room/Break Room with Weight Room

Department Action Plan: Relocate the weight room into the current breifing room and convert weight room into briefing room

Justification and Explanation of funding: The current weight room is crowded with all the equiptment and does not allow a lot of room for multiple people using the facility at the same time. Relocating the 2 rooms will give adequate room for movement and also allow some extra room for additional weight equipment in the future. The eliptical equipment would be relocated into the basement break room and all the free weights would be relocated into the current briefing room. The current weight room would then be converted into the new breifing room.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-175-150-4420-100	relocate weight room with briefing room	6,800

Bismarck Police Department

October 26, 2012

To: DC Donlin
Robyn Krile

From: Jeremy Kjos

Re: Weight room/briefing room

I have gathered a few prices for costs to move these two rooms. Here is a breakdown:

1. Electrical to move outlets, cable TV and install flood lights in briefing room is ~~3000.00~~ ^{\$4500.00 - 5000.00} ~~(attached).~~
2. Flooring prices I found online are around 2.50-3.75 sq. ft. which we would need around 240 sq. ft., so that is a rough cost around 900.00 going with the higher of the prices.
3. A water fountain is around 600.00 and about 40.00 for parts. I would install this as I have installed 4 of them here already.
4. Plan on moving the kitchenette into classroom 2 to be utilized there. We would still move the kitchenette without plumbing.
 - a. I would move the cabinets and counter.
 - b. Plumbing would cost around 5000.00 (verbal per Central Mechanical) to cut open the floor and run sewer pipes and install water.
 - c. Removing and reinstalling the flooring 1500.00
 - d. Cost for a new counter top to cover hole for sink would be around 60-100.00 (Menards)
5. Moving of the equipment could be done by me with the help of maintenance or other volunteers.
- ~~6. The pop and vending machines have been moved to the main lobby already.~~
7. The upstairs break room is already design for another fridge so no work besides moving it is needed.
8. No wall coverings will be needed. Maybe a couple of holes filled but we have the materials here for that already.
9. Miscellaneous parts 40-100.00, just in case I missed anything.

So, for a rough total just to move the weight room/briefing room around would be around 4800.00-5000.00. This includes the electrical, flooring and counter top for kitchenette.

It would be another 650.00 for a water fountain and around 6500.00 to install plumbing to the kitchenette in classroom 2.

Any questions feel free to contact me.


Jeremy Kjos

Bismarck Police Department

December 15, 2012

From: Deputy Chief Dan Donlin
Support Services Commander

To: Jeremy Kjos

Subj: Weight Room/Briefing Room Exchange Project

Attached is the paperwork regarding the proposal of switching the weight room and Patrol Briefing room around. Per your memo you advise, without the plumbing option for what would be the new Briefing Room, the cost to be approximately \$4,800- \$5,000, plus "another \$650 for a water fountain." However, my math, per your estimates, is as follows:

Electrical, cable tv, install flood lights, etc.	\$3,600	
Flooring	\$ 900	Estimate extra
Water Fountain (New Weight/Cardio Room)	\$ 640	1500. ⁰⁰ from
New Counter top to cover sink hole	\$ 100	2012
Miscellaneous parts	<u>\$ 100</u>	
Estimated total <u>w/out</u> new plumbing	<u>\$5,340</u>	(inclusive of water fountain)

Please confirm as closely as you can the estimated cost and submit this request through the 2014 Budget process that we will be doing this coming spring/summer. I do not think we need to have a sink/water in the new proposed Briefing Room (current weight room). If we put in a water fountain in the new cardio area (current break room) and they need water, they can get it from there.

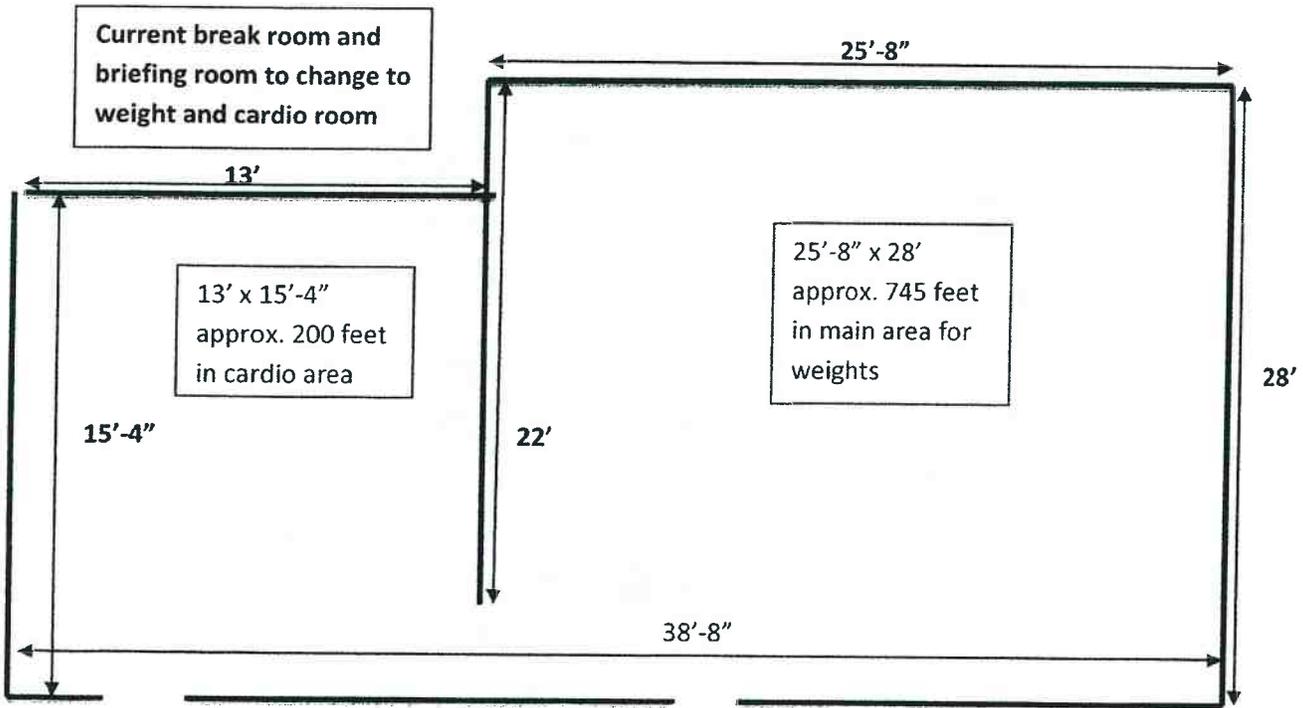
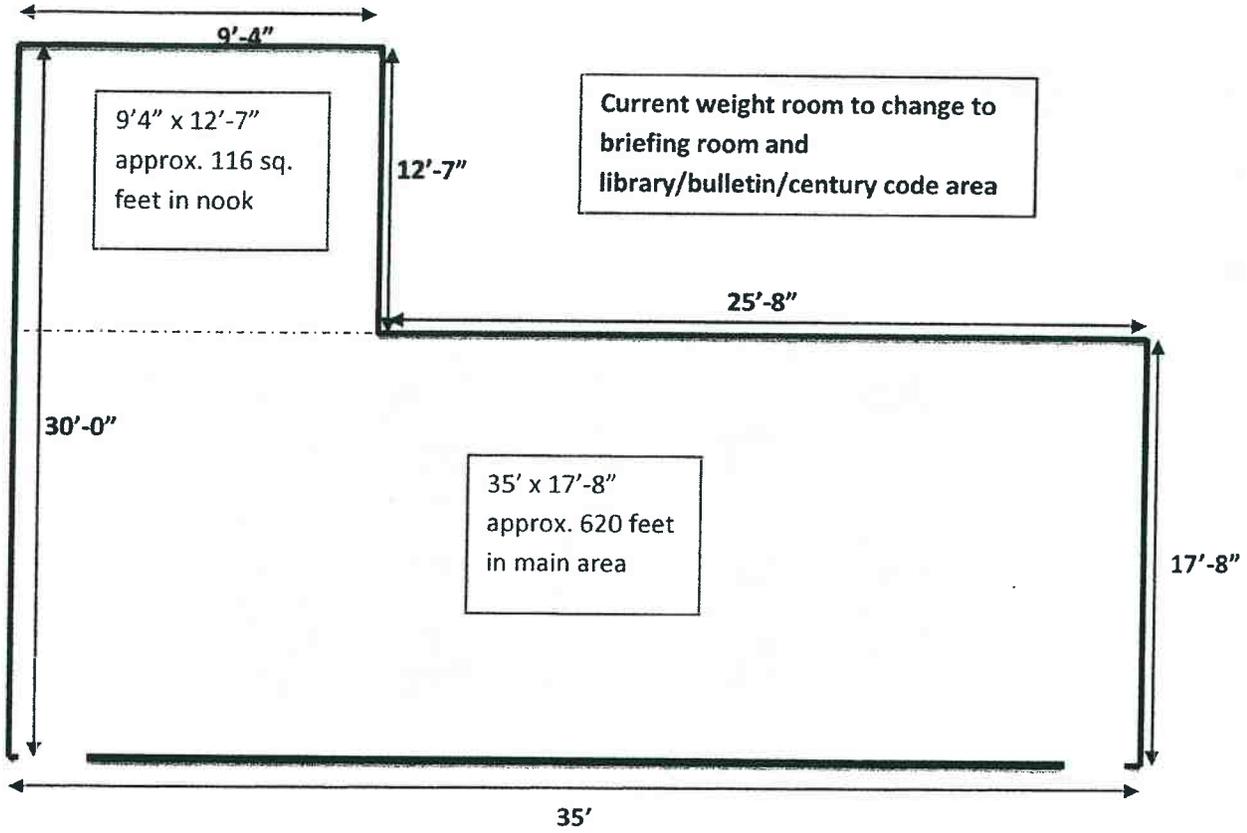
Thank you for your attention to this matter and if you have any questions please feel free to contact me.



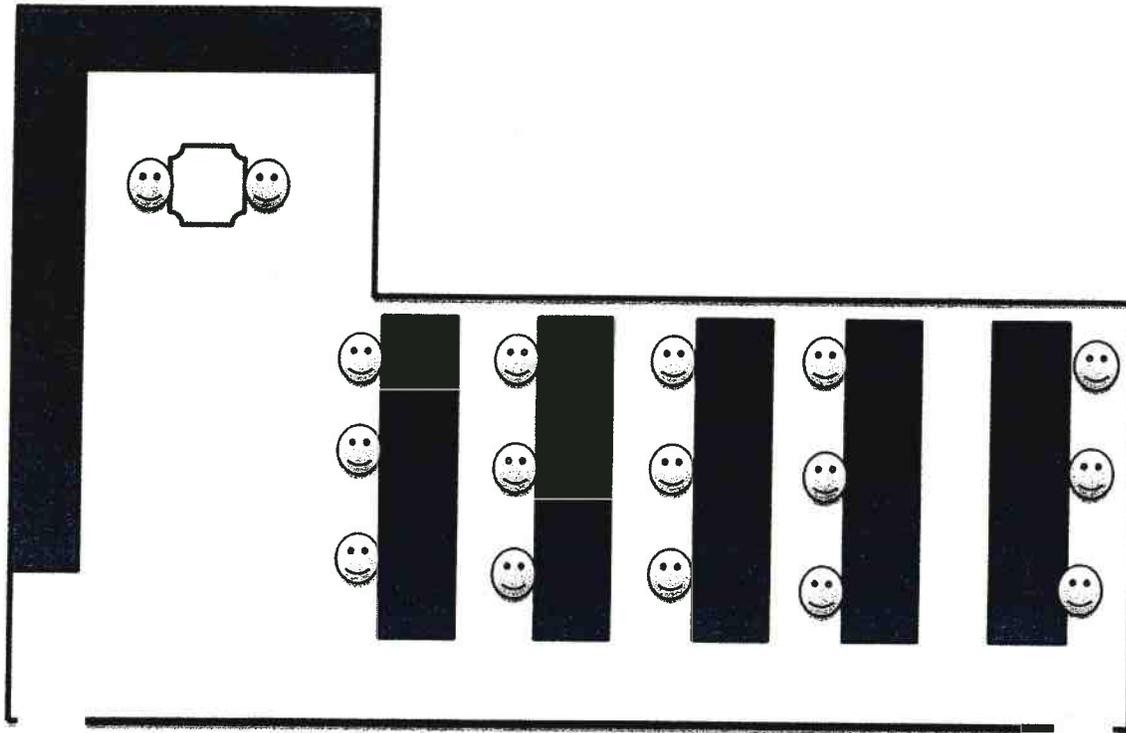
DEPUTY CHIEF DAN DONLIN
Support Services Commander

dd

cc: Chief Fred Wooten
DC Randy Ziegler
Lt. Mike Wardzinski
Officer Robyn Krile

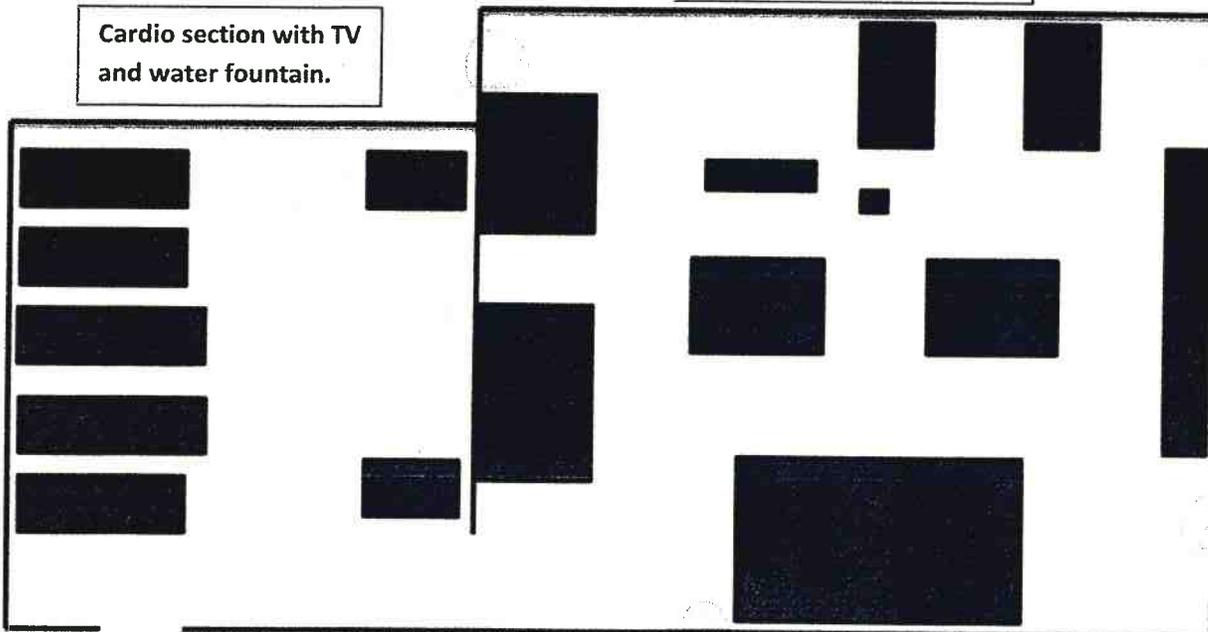


Bookshelves with periodicals
etc. with table to read



Weight Room/Free weights

Cardio section with TV
and water fountain.



**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Bismarck Police Department Priority 35 of 42

Goal and Objective: Security renovation of interview room

Department Action Plan: Create a secure area for our records staff to work with sex offenders and City of Bismarck Permits.
Offering them security and protection

Justification and Explanation of funding: The current room that is used for working with sex offenders/permits is located
in our front lobby and is in a non-secure area. We have had some issues in the past
where individuals have tried to lock themselves in this room with our records staff.
Converting the room would allow our records staff to access the room from a secure
area and there would be separation between the individual and the PD employees.
This would take care of any issues happening again and give our staff the feeling of
security.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-4420-100	Repair and Maintenance of Buildings	20,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Bismarck Police Department Priority 36 of 42

Goal and Objective: Investigate cracked floor at Animal Pound

Department Action Plan: Try to determine what is causing the floor to shift and repair the problem

Justification and Explanation of funding: The south side of the Animal Facility floor and foundation have started to shift. This has caused the VCT tile to crack and break and now has started to cause problems with the sheetrock. We need to determine what is causing the shift and repair it before there are more issues that appear.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-4420-100	Repair and Maintenance of Buildings	15,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Bismarck Police Department Priority 37 of 42

Goal and Objective: Replace Animal Facility Siding

Department Action Plan: Replace broken/faded siding

Justification and Explanation of funding: The current siding on the Animal Facility is made out of Vinyl. During the last few hail storms we have suffered a little damage on the vinyl siding.
Also, there have been some dogs that have chewed on the siding and started to tear it away from the building. Replacing with steel siding will stand up better during storms, and also detour dogs from chewing on metal.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-4420-100	Repair and Maintenance of Buildings	20,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Bismarck Police Department

Priority 40 of 42

Goal and Objective: General built-up roof repair

Department Action Plan: Work with contractor to inspect and determine issues with the built up roof at the Police Department

Justification and Explanation of funding: With a built up tar roof, it should be inspected for exposed asphalt, bubbles or any issues and concerns that might cause the roof to start to leak.

It has been 10 + years since the roof was installed and needs to be inspected to prevent any future problems.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-4420-100	Repair and Maintenance of Buildings	5,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Bismarck Police Department Priority 47 of 47

Goal and Objective: Replace Damaged Concrete Pavement

Department Action Plan: Continue working on replacement of broken concrete curbing and side walks around the Police Department

Justification and Explanation of funding: Normal wearing and breaking of concrete sidewalks and curbing need to be repalced when they cause a trip hazard or injury concern.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-4420-100	Repair and Maintenance of Buildings	3,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Public Health Priority 10

Goal and Objective: Provide improved monitoring capabilities for visitors by Public Health staff.

Department Action Plan: Install windows in the wall between the main reception desk and the entry. Public Health Staff working at the desk and moving through that space will be able to view all visitors and others who enter the building and who leave the building to improve security control of the area.

Justification and Explanation of funding: Currently anyone who enters the Public Health area through the public door is not visible to staff until they enter the reception desk area. From that desk the entrance, hallway and elevator access are nearly invisible. That allows those who enter to gain access deep into the building without anyone knowing they are present. Issues have occurred with individuals demanding drugs and leaving in an intense state but impossible to determine if they left the building or are hiding intending harm to staff and clients.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Security windows at Entry</u>	<u>\$1,500</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Public Health Priority 11

Goal and Objective: Provide improved monitoring capabilities for visitors by Public Health staff.

Department Action Plan: Renovate waiting and reception area to provide visibility of waiting area to staff at the reception desk for protection of staff and clients.

Justification and Explanation of funding: Currently the waiting area is in a space beyond the reception desk and nearly completely enclosed by walls. The small open wall section is visible only from a small section of the reception desk and it provides limited view of that space. The existing layout does not allow for waiting lines on days of vaccinations to be within the clinic space. Providing for that would allow staff to control the waiting line and better serve the public. It also would allow improved monitoring and control of waiting for better safety and security of clients and staff.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Renovation for Improved Security</u>	<u>\$25,000</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2015 Identify Request Year

Department: Public Health Priority 13

Goal and Objective: Provide a safe pathway to the Public Health Center for clients and staff. Re-stripe and also provide ADA compliant parking spots with the new striping.

Department Action Plan: Have Street Department chip seal parking lot to provide more slip resistant surface for clients and staff. New pavement is very slippery in winter without it. Re-striping will be done following requirements for ADA parking spaces.

Justification and Explanation of funding: The parking lot is a safety issue for clients and staff due to slippery surfaces, especially in winter. Several slips and falls have already occurred. Existing striping does not provide ADA compliant parking spaces, but can easily be corrected when striping is replaced.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	Chip Seal Parking Lot	\$14,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Public Health Priority 14

Goal and Objective: Provide safe access to the building for visitors and staff.

Department Action Plan: Request assistance from Engineering to prescribe a sealer/filler to span the joints that are fairly wide between walkway panels. Also investigate cause of displacement.

Justification and Explanation of funding: Joints between concrete panels of sidewalk area are wide enough to catch a sharp heel or the edge of a shoe. During times of the year there is also vertical displacement that adds to the potential for tripping.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Repair cracks and joints in sidewalk</u>	<u>\$3,000</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2015 Identify Request Year

Department: Public Health Priority 19

Goal and Objective: Maintain the environmental comfort of staff, clients and tenants.

Department Action Plan: Replace heat pumps as needed to maintain performance of heating and cooling system. Pumps will not be replaced until repair is no longer possible due to the potential sale of the building.

Justification and Explanation of funding: When units become problematic to repair, replacement may be needed and cost of individual units will exceed funds available in budget for Maintenance and Repair of equipment.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Heat Pump Replacements</u>	<u>\$22,000</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2015 **Identify Request Year**

Department: Public Health Priority 21

Goal and Objective: Provide a fully ADA accessible and safe access to the facility for all citizens.

Department Action Plan: Have a contractor remove existing stoop and replace with a unit meeting ADA criteria.

Justification and Explanation of funding: The cracks are deepening compromising the intergrity of the system. The ramp is not ADA compliant.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	North Entry Stoop Replacement	\$2,500



City of Bismarck
2017 Budget Request

Base	\$370,251
Increase to Base	10,683
One-time Expenditure	21,945
City of Bismarck	\$402,879

Increase to Base \$10,683

Increase wages (avg. 4%) for staff and part time hrs
Increase to employee benefits (12.5%)
Increase occupancy (rent/utilities)

One-time Expenditure \$21,945 (Bismarck 77%)

Provides funds for the following Production/Playback equipment:

Tightrope Cablecast Server Flex Series \$11,900

Tricaster Mini w/SDI inputs, case, AE software \$16,000

KDAK audio microphones, accessories \$600

Bismarck (77%) Mandan (23%) percentages are based on number of cable subscriber households per Midcontinent Communications.

Dakota Media Access - 2017 Proposed Budget

		2016 <u>Budget</u>	2017 Proposed <u>Budget to Cities</u>
Income			
Mandan		116,447.00	120,340.00
Bismarck		389,843.00	402,879.00
Interest Revenue		200.00	200.00
Public Support		300.00	300.00
Tape / Disk Dubs		2,000.00	1,500.00
Other Income		2,000.00	2,000.00
Film Festival Income		10,000.00	14,000.00
Total Income		520,790.00	541,219.00
Expense			
General & Administrative			
Books / Manuals / Subscriptions		700.00	700.00
Insurance - Liability		3,000.00	3,000.00
Marketing / PR / Web Site		2,200.00	2,000.00
Meeting / Meals		2,300.00	2,300.00
Membership / Dues		2,600.00	2,600.00
Office Supplies / Equipment		8,500.00	5,000.00
Postage / Freight		400.00	400.00
Professional Fees		2,440.00	3,000.00
Travel		7,900.00	7,900.00
Other Expenses		1,100.00	1,500.00
Total General & Administrative		31,140.00	28,400.00
Occupancy Expenses			
Insurance - Property		1,200.00	1,200.00
Office Maintenance		2,700.00	2,700.00
Parking		5,400.00	5,400.00
Rent		21,250.00	21,550.00
Security		250.00	240.00
Utilities		8,000.00	8,300.00
Total Occupancy Expenses		38,800.00	39,390.00
Personnel Expenses			
Wages		320,000.00	334,500.00
Payroll Taxes		25,600.00	27,429.00
Benefits		40,000.00	45,000.00
Insurance - Workforce Safety		500.00	1,000.00
Total Personnel Expenses		386,100.00	407,929.00
Production Expenses			
Production Equipment Supplies		8,000.00	8,000.00
Production Equipment Maintenance		6,500.00	6,500.00
Programs Purchased		750.00	500.00
Tapes / Disks		500.00	500.00
Use Tax		1,000.00	1,000.00
Equipment (one-time expense)		32,500.00	28,500.00
Operations		5,500.00	6,500.00
Total Production Expenses		54,750.00	51,500.00
Film Festival Expenses		10,000.00	14,000.00
Total Film Festival Expenses		10,000.00	14,000.00
Total Expense		520,790.00	541,219.00

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 Identify Request Year

Department: Engineering Priority 1

Goal and Objective: Ensure reliable, safe, and economical department vehicle fleet to reduce expenditures

Department Action Plan: Replace older, high mileage, high maintenance cost vehicles with new more fuel efficient models

Justification and Explanation of funding:

The existing fleet contains 6 vehicles that are over 100,000 miles and 2 that are approaching 100,000 miles and have a high maintenance cost/mile. Our department's overall goal is to replace the existing high cost and high mileage vehicles, reduce the department's maintenance bills for vehicles, provide safe and reliable transportation for daily observation needs and to keep the maintenance costs down. Given our current vehicle status and replacing 2 vehicles per year we could have our fleet completed within 4 years. The additional funds requested are to cover the accessories to outfit the trucks which include: Laptop mount, Bed liner, mud flaps, floor mats, tool box, safety light, first aid kit, fire extinguisher and labor.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-194-064-5020-200	1 - Compact Pickup, SUV, Fullsize Pickup	\$29,325.00
	1 - Fullsize SUV	\$34,825.00
	Additional Parts, Accessories & Labor for installation for 2 vehicles	\$6,500.00
	Total	\$70,650.00

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures

Check if Technology Request
 _____ Identify Request Year

Department: FIRE DEPARTMENT Priority 3 of 17

Goal and Objective: Provide for annual costs of operating training facility

Department Action Plan: Purchase of supplies and materials for burn props and operation of burn facility. Examples are steel for construction of of burn cribs and forceable entry doors, theatrical smoke for simulated fires, straw for fires, and dumpster for disposal of burn debris.

A like amount of money will be needed in the future for repairs and maintenance of the building.

Justification and Explanation of funding: The facility will need annual maintenance and repairs. For the first year, the expense for maintenance and repair are expected to be minimal, but the money is needed for the purchase of initial supplies and the construction of several burn props that were not purchased with the facility because high prices asked by the vendor.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
4510.400	Training Supplies	\$ 5,000.00
4420.300	R/M Equipment	\$ 2,500.00
TOTAL		\$ 7,500.00

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures

Check if Technology Request
 _____ Identify Request Year

Department: FIRE DEPARTMENT Priority 6 of 17

Goal and Objective: Maintain adequate level of emergency response self contained breathing apparatus cylinders.

Department Action Plan: Continue the replacement program of 8-cylinders per year

Justification and Explanation of funding: SCBA cylinders or tanks have a 15-year life. The needs to maintain an inventory of tanks to provide for an adequate reserve for larger and longer incidents. A replacement schedule of 8 per year has been in-place for a number of years and is working well.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
One Time	MSA 4,500 psi SCBA tank; 8 @ 1,400	\$ 11,200.00
TOTAL		\$ 11,200.00

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures

Check if Technology Request
 _____ Identify Request Year

Department: FIRE DEPARTMENT Priority 7 of 17

Goal and Objective: Maintain Updated Personal Protective Equipment

Department Action Plan:
Replace outdated and current style of helmets.

Justification and Explanation of funding: _____

NFPA 1851 Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting 2014 Edition recommend that all firefighting ensembles and ensemble elements be replaced every 10 years.

10.1.2 Structural firefighting shall be retired in accordance with 10.2.1 or 10.2.2, no more than 10 years from the date the ensembles or ensemble elements were manufactured.*

Through normal budgeting we replace out firefighter turn out gear about every 5-7 years, gloves and smoke hoods as needed. We have not routinely replaced our firefighter helmets. We currently have approximately 50 percent of our helmets that are over 10 years old. With replacing helmets to a new style will gain many safety features including:

- New helmets that are NFPA compliant with both primary and secondary eye protection built into the helmet so firefighters do not have to search for and/or remember to take additional eye protection with them during an emergency.
- Newer helmets should have more padding for added comfort during prolonged wear.
- The new helmets should also have an adjustable internal suspension system that will not only adjust to the size of the head but also allow the helmet to sit higher on the head creating a shock absorbing space between the helmet and the top of the head.
- Newer helmets are made of duraglass or fiberglass would be lighter without sacrificing durability or safety and decreasing the risk of neck and upper back strain.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
One Time	Turnouts	\$ 29,500.00
	TOTAL	\$ 29,500.00

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures

Check if Technology Request
 Identify Request Year

Department: FIRE DEPARTMENT Priority 10 of 17

Goal and Objective: To maintain fleet of vehicles

Department Action Plan: Replace department utility vehicle

Justification and Explanation of funding:

For daily operations the department utilizes a number of utility vehicles.

One of the current vehicles is a 1996 model nearing 100,000 miles.

Our request is to replace the unit with a state bid pickup truck.

Fleet services recommends replacement.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
5020-200	Utility Pickup Truck	\$ 28,750.00
TOTAL		\$ 28,750.00

City of Bismarck
 Department Budget Request for 2016
 Priority Initiative
 One-time Expenditures

Check if Technology Request
 _____ Identify Request Year

Department: FIRE DEPARTMENT Priority 12 of 17

Goal and Objective: Provide for health and safety of firefighters

Department Action Plan: Purchase one additional fire gear extractors

Justification and Explanation of funding: _____

To promote firefighter health and safety by providing an extractor to
remove toxic byproducts in fire gear. See attachment for further justification.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
One Time	Extractor	\$ 10,000.00
TOTAL		\$ 10,000.00

Bismarck Fire Department

Attachment for Fire Gear Extractor

In the 2016 budget, the fire department received funding for a one-time project to purchase a firefighter bunker gear extractor. This has been installed and put into service. The bunker gear washing machine has met all of our expectations and the department would like to install additional extractors into the other station. For 2017 the department would like to add one extractor at the Expressway Station.

Below is the justification for the extractors that was included in last year's request.

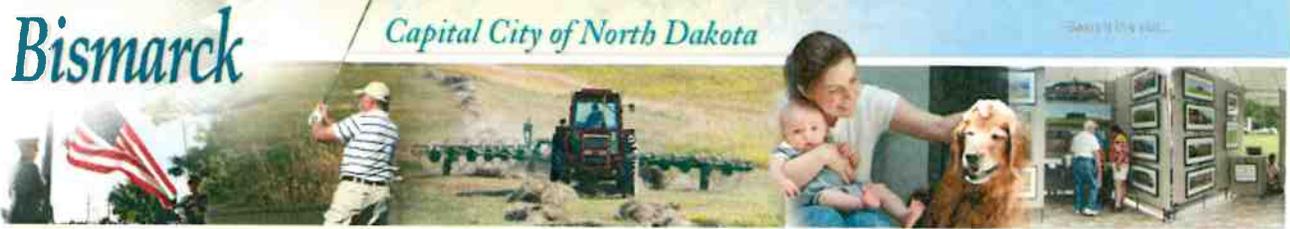
For many years the fire service has known that firefighters are at a greater risk of various diseases because they regularly work in toxic atmospheres. Several changes in firefighting operations at fire scenes have been made to address this issue, such as emphasis on wearing SCBA more and longer, appropriate rehab, providing annual physicals, and increasing fitness. Recently there have been additional concerns about the cleaning of bunker gear. Research has found a firefighter's bunker gear carries the residue from a fire for prolonged period of time. This makes the cleaning of the gear even more important than originally thought. Currently the fire department has the firefighters bunker gear cleaned by a local dry cleaning company. The company is monitored to assure they are following the proper cleaning procedures and are cleaning the gear adequately. However, providing firefighters with an extractor to clean their own gear in the stations in machines made for cleaning bunker gear is desirable for several reasons. First, the turnaround time for cleaning is less. A firefighter can clean their bunker gear, and have it available sooner. Second, it's easier to keep track of all the different pieces of gear especially hoods and gloves. Third, the firefighter can clean the gear and remove the toxic products right after it is dirty. Currently, firefighters must wait until after a weekend or holiday to get the gear cleaned. At these times, with extractors in the fire stations, firefighter could have their gear cleaned and back in service before the weekend is over. As mentioned earlier, another justification for extractors in the fire stations is these machines are specifically made for cleaning bunker gear. Though the local cleaner appears to do a good job of cleaning, there is room for error. Their machines have variable setting and the company has many different types of detergents and cleaners. With an extractor, which is made for cleaning only bunker gear there is much less room for errors that could lead to improper cleaning or damage to the bunker gear.

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Fire Station Locations

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- [Emergency Management](#)
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- [Permits / Code Compliance](#)
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City of Bismarck Capital Improvement Project 2017 - 2021

Department: Fire Project Title: Self-Contained Breathing Apparatus (SCBA) Replacement Priority 1 of 5 | 1st Year: 2016

Description:
To replace the department's SCBA's.

Justification
The SCBA's are critical for firefighting operations and need to be up-to-date in regard to technology and compliancy with standards for firefighter safety. The current units are 15-years old and the safety standards governing SCBA's have significantly changed over that period of time. An attachment to this CIP is provided for further justification.

Scheduling and Project Status
2016: To request permission to apply for a grant to cover 70% of the costs. If successful, the 116,100 will cover the 30% match.
2017-2018: If not successful in the grant application, the remaining dollars will be requested in 2017.

Annual Impact on Income and Operating Costs

Project Costs:	2017	2018	2019	2020	2021	Total
Planning & Preliminary Design						
Engineering/Architectural						
Construction						
Other (specify)	\$116,100	\$270,900				\$387,000
Total	\$116,100	\$270,900				\$387,000
Project Funding:						
City						
Enterprise Construction Reserves						
Motel/Liquor/Restaurant						
Building Construction						
Sales Tax Fund						
Special Assessment Bonds						
Other (specify)	\$116,100	\$270,900				\$387,000
Non-City						
Private/Donations						
Federal Grant						
State Grant						
Total	\$116,100	\$270,900				\$387,000

PREPARER J Boespflug

PREPARER'S PHONE NUMBER 1423

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Municipal Court Priority 2 of 2

Goal and Objective: Interactive Television System

Department Action Plan: Replace the Interactive Television System. The current system will not be compatible with Burleigh County Detention system when they move to the new Detention Center

Justification and Explanation of funding: This system will continue to be used when seeing prisoners. The new jail is adding upgrades to the system. The court will need to purchase the upgraded Interactive system, a monitor and electrical requirements.

A yearly \$800.00 service contract is also needed. This will come out of the Court's yearly budget.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Interactive Television System</u>	<u>5,000</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 **Identify Request Year**

Department: Community Development - MPO Priority 2

Goal and Objective: The goal is to develop studies that are beneficial to to Bismarck and its future transportation needs. Current Community Development budget match for MPO studies is set at \$30,000.
With other MPO studies and products needing Community development match,
the one study, indicated below, needs another source of City match.

Department Action Plan: The plan is to begin a freight study that will benefit Bismarck and be partially paid for with One Time match funding.
The study is a federally mandated freight plan that will be MPO wide. All MPO jurisdictions will pay a prorated portion of the non-federal 20% match.

Justification and Explanation of funding: Currently no MPO jurisdiction, including Bismarck, has a freight plan. The idea is to develop a MPO region wide studythat Bismarck, as well as all other MPO jurisdictions, can use and benefit from, in the wake of ever increasing freight transportation in our area. The plan will address: safety, effeciency, access, social acceptance of increased freight traffic on existing local corridors, and congestion.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>	
		<u>Total</u>	<u>City</u>
	<u>Regional Freight Plan</u>	<u>\$70,000</u>	<u>\$8,400</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 _____ **Identify Request Year**

Department: Community Development - Planning Division Priority Planning 2

Goal and Objective: Acquire iPads for the members of the Planning & Zoning Commission and set up e-mail accounts to reduce paper and copying costs for agenda packets, allow messages to be forwarded to the Planning Commissioners directly or made to them directly for agenda items, and provide them with access to TRAKiT to review additional information.

Department Action Plan: The use of iPads by the Planning & Zoning Commissioners would decrease the amount of paper used; reduce labor costs for compilation, printing and mailing; reduce postage costs; and bring the Planning & Zoning Commission into the digital age.

Justification and Explanation of funding: The use of iPads by the Board of City Commisisoners has been successful. As the advisory board with the largest agenda packets, it makes sense for the Planning & Zoning Commission to be the first advisory board to move to digital distribution of packets and comments from impacted residents.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
4700-500	10 iPads w/cases @ \$700 each (computer small equipment) - Commissioners	\$ 7,000 (one-time)
4700-500	3 iPads w/cases @ \$700 each (computer small equipment) - staff	\$ 2,100 (on-going)
4635-300	10 Exchange Accounts @ 41.88 each - Commissioners	\$ 420 (on-going)
		\$ 9,520

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 _____ **Identify Request Year**

Department: Community Development - Planning Division Priority Planning 3

Goal and Objective: Future TRAKiT customizations

Department Action Plan: The Planning Division would like to pursue several TRAKiT customizations that would facilitate on-line applications and streamline applications made through eTRAKiT by our customers.

Justification and Explanation of funding: Although TRAKiT has streamlined application and review processes within the Planning Division, there are several aspects that are not included in the standard package and will require customization. The first of these is the ability for an eTRAKiT user to select multiple parcels when making an application, which is currently available for staff use but not for applicant use through eTRAKiT. This ability will facilitate applications for nearly all planning activities. The second customization would be the ability to show which representative of the applicant through eTRAKiT is replying to staff comments. This ability would make it much more efficient for staff to respond to the applicant or representatives and would benefit all staff using TRAKiT. Any customizations would still need to be approved by the TRAKiT Implementation Committee.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
4635-300	Software Upgrade/Maintenance	\$ 15,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 _____ Identify Request Year

Department: Community Development Department: Building Inspections Division Priority 2

Goal and Objective: Provide overtime compensation to Inspectors and Plans Examiners in the Building Inspections Division.

Department Action Plan: _____
Due to continued growth of our community and expected levels of service,
we request overtime compensation for Inspectors and Plans Examiners.

Justification and Explanation of funding: _____
High demand for staff and services throughout the construction industry
continues to be a concern throughout our community. We ask that overtime
wages continue to be offered to the Building Inspections Division.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
4130-000	Overtime Wages	\$ 50,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 _____ **Identify Request Year**

Department: Community Development Department: Building Inspections Division Priority 3

Goal and Objective: Reserve a funding source for future TRAKiT customizations

Department Action Plan: _____

 The Building Inspections Division would like to request the following
 one-time expenditure for the future purchase of approved TRAKiT
 customizations.

Justification and Explanation of funding: _____

 The City of Bismarck is currently using the land management software TRAKiT.
 TRAKiT has streamlined the permitting and inspection process; however,
 some functions of the system are limited. System updates have resolved some
 of our concerns but customizations to the system may still be necessary to
 make the system more user friendly for staff and the public.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
4635-300	Software Upgrade/Maintenance	\$ 10,000

**City of Bismarck
Department Budget Request for 2015
Priority Initiative
One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Police Priority High 4 of 42

Goal and Objective: **Obtain funding for replacement and addition of department vehicles: .**
Patrol (11), Traffic (2), Investigations (3) and PYB (2)

Department Action Plan: **Purchase vehicle under State bid contract if approved.**

Justification and Explanation of funding: _____

The department maintains a rotation cycle for marked patrol cars in order to replace the cars when they have approximately 90,000 to 100,000 miles or based on maintenance history .

In 2017 we are requesting to replace/changeover listed vehicles

Patrol (6): Purchase (4)Ford Police Utility Interceptors & (2) Ford Sedan Interceptors = **\$169,168**

Replace: (#19) 2014 Chevy Impala 109,000 miles (#5) 2015 Ford Utility 114,000 miles, (#6) 2015 Ford Utility 114,000 miles & (#30) 2015 Ford Utility 106,000 miles. #15 2014 Sedan 121,000 miles, #20 2014 Sedan 108,000. 2017 estimated cost of a new Ford Police Utility Interceptor \$28,926.

Traffic (1): Purchase 2017 Ford Police Utility Interceptor = **\$28,926**

Replace (#55) 2012 Dodge Charger 94,000.

Investigations(3): Will replace a 2000 Nissan Maxima 150,000 miles, 2008 Dodge Avenger 56,000 miles, and a 2008 Dodge Avenger with 70,000 miles. =**\$64,032**

Police Youth Bureau (2): Will replace a 2003 Buick Regal 82,000 miles and a 2003 Ford Escape 85,000 miles. = **\$42,688**

In 2017 we are also requesting to add listed vehicles + equipment

Patrol (5): Purchase (5) Ford Police Utility Interceptors and equipment. = **\$373,120**

Traffic (1): Purchase (1) Ford Police Utility Interceptor and equipment. = **\$74,624**

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-5020-200	vehicles for changeover	\$752,558.00

**City of Bismarck
Department Budget Request for 2016
Priority Initiative
One-time Expenditures**

Check if Technology Request
2017 **Identify Request Year**

Department: Police Priority High 5 of 42

Goal and Objective: Obtain funding for equipment & transfer/changeover of equipment for replacement vehicles listed in Priority 1 of 30.

Department Action Plan: Identify funds for needed equipment & transfer/changeover of vehicles so we ensure enough funds will be available to changeover of 12 vehicles.

2013 the city budget committee asked the BPD to identify the Equipment and Transfer/Changeover of equipment for new vehicles in our fleet and assess the costs associated with rotating out these vehicles.

*In 2017 the PD is requesting 12 replacement vehicles that need equipment transfer/changeover based on 2016 Pricing.

Equipment

(6)-Patrol Vehicles = equipment \$60,265+ Installation \$18,960 = **\$79,225**

(1) Traffic Vehicle: equipment \$27,061 + installation \$3160= **\$30,221.**

(3) Investigations Vehicles: Equipment \$18,150 + Installation \$1,500 = **\$19,650**

(2) PYB/SRO Vehicles: Equipment \$12,132 + Installation \$1,000 = **\$13,132.**

Grand Total: \$142,228

Account Number 100-192-162-4710-210 Equipment Transfer/Changeover

\$142,228

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Police Priority 7 of 42

Goal and Objective: To ensure adequate funding to pay for prisoners housed in county jails.

Department Action Plan: One of the primary functions of the Department is to arrest wrong-doers and detention is often times required, an item requiring payment for services rendered. There is really no way to action plan for this item.

Justification and Explanation of funding: Just over 80% of 2016's general fund line item has been expended thus far, but the next month could see the beginning of 2016 one-time money to cover. This amount mirrors the approved amount for 2016.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-4645-100	Prisoner Care - Jail	\$345,000.00

Jail	January		February		March		April		May		June	
	Days	Cost	Days	Cost	Days	Cost	Days	Cost	Days	Cost	Days	Cost
Burleigh*	698	\$ 42,081.48	455	\$ 27,422.76	486	\$ 29,894.51	483	\$ 29,734.23	589	\$ 36,193.45	566	\$ 31,867.47
Morton	1	\$ 65.00			10	\$ 650.00			4	\$ 260.00	15	\$ 975.00
Transition Center		\$ 10,212.00	279	\$ 12,834.00	189	\$ 8,694.00	149	\$ 6,854.00	199	\$ 9,154.00	259	\$ 11,914.00
McLean	222		24	\$ 1,690.00	30	\$ 2,275.00	141	\$ 9,165.00	84	\$ 5,395.00	57	\$ 3,705.00
Month Totals	921	\$ 52,358.48	758	\$ 41,946.76	715	\$ 41,513.51	773	\$ 45,753.23	876	\$ 51,002.45	897	\$ 48,461.47

Jail	July		August		September		October		November		December	
	Days	Cost	Days	Cost	Days	Cost	Days	Cost	Days	Cost	Days	Cost
Burleigh*	566	\$ 34,169.60	568	\$ 30,490.53	474	\$ 28,567.93	487	\$ 28,051.62	517	\$ 31,488.00	531	\$ 31,764.63
Morton	7	\$ 455.00			6	\$ 390.00			8	\$ 520.00	6	\$ 390.00
Transition Center	128	\$ 5,888.00	201	\$ 9,246.00	152	\$ 6,992.00	145	\$ 6,670.00	171	\$ 7,866.00	173	\$ 7,958.00
McLean	44	\$ 2,860.00	46	\$ 3,640.00	17	\$ 1,105.00	10	\$ 650.00				
Month Totals	745	\$ 43,372.60	815	\$ 43,376.53	649	\$ 37,054.93	642	\$ 35,371.62	696	\$ 39,874.00	710	\$ 40,112.63

Costs	Day	Cost - 2015	Cost - 2016
Burleigh	1	\$ 61.50	\$ 63.00
Morton	1	\$ 65.00	\$ 65.00
Transition Center	1	\$ 46.00	\$ 46.00
McLean	1	\$ 65.00	\$ 65.00

2015 Budget - Finished year in red, \$26,926.50		
General fund		\$241,391
One Time		\$261,500
Total		\$502,891
2016 Budget - Ahead of 2015 pace		
General fund		\$261,500
One Time		\$345,000
Total		\$606,500

Totals for 2015**		
	9197	\$ 520,198.21

* Burleigh County deducts recovered Detox fees from our actual billing so the math does not work out evenly for the reported costs and days billed. For example:
February - 455 X
\$61.50=\$27,982.50, \$559.74 recovered fees.

** There is \$9,619.29 unaccounted for in the spreadsheet. I found the accounting difficult to track, billings were late and some may have come later.

**City of Bismarck
Department Budget Request for 2016
Priority Initiative**

One-time Expenditures

Check if Technology Request
2017 Identify Request Year

Department: Police Priority High 11 of 42

Goal and Objective: Obtain funding for (1) police dog (K-9) and maintain four working dogs at the department

Department Action Plan: Purchase (1) Police K-9 and train (1) new handler

Justification and Explanation of funding:

Currently our three (3) teams, Lt. Fetzer, Sgt. Sass and Officer Salander are extremely busy with their K-9 partners. In 2015 Lt. Fetzer had 101 uses with his K-9 and Sgt. Sass had 217. Officer Salander had 85 uses. As of July 1, 2016 all K-9 officers are being used more than in 2015. This not only includes searches while working but getting "called out" when not working. It must also be considered that these numbers are in addition to the other patrol duties the handlers complete; i.e. reports, citations, arrests. Also, using the time frame of January 1, 2016 through July 1, 2016, Lt. Fetzer was called in 6 times and Sass 6 times. Salander so far in 2016 has benn called in 5 times. Being called in means that they were not working and came in to conduct a K9 sniff. If we had an additional K9 team, the amount of searches would be higher as there are times when a shift that doesn't have a K9 would like to use a dog but can't because the handler is sleeping or otherwise not available. (See attachments for testimonials)

Account Number	Item Description	Requested Amount
100-192-162-4500	K-9, Gas, Per Diem, Lodging, Tolls- No training, Sgt. Sinclair will train	11,047.00
100-192-162-4710-200	Concrete Slab, Kennels, and Dog House	3,000.00
100-192-162-4735-400	Equipment needs, Vet services, Food	1,722.00
100-192-162-4130-000	OT Compensation	8,000.00
100-192-162-5020-200	K-9 vehicle 2017 Ford Interceptor Utility	30,145.00
100-192-162-4710-210	Equipment to outfit vehicle	25,696.00
100-192-162-4700-300	Computer Small Equipment	13,980.00
100-192-162-4700-600	Software	5,541.00
100-175-147-4420-400	Labor to install (Above)	2,800.00
100-192-162-4630-300	K-9 Membership Dues	100.00
4510-100	K-9 Certification Fees	300.00
		102,331.00

**City of Bismarck
Department Budget Request for 2017
Priority Initiative
One-time Expenditures**

2017

Check if Technology Request
Identify Request Year

Department: Police Priority 2 of 4

Goal and Objective: To ensure adequate funding for Overtime needs in 2017.

Department Action Plan: Study has indicated that OT usage is most heavy in the Investigations section. Plans will be developed to adjust work hour periods or perhaps even capping OT hours. Call back time, prisoner transports (interstate), and major crime investigations may have to be exempt from from any limiting actions.

Justification and Explanation of funding: In past years, the Department has averaged 8 - 10 openings per year and the unused salary was used to make up shortfalls in the OT line items. 2016 saw us reach authorized strength for the first time in at least 7 years. With the increased crime activity, absences due to training, sick and annual leave, OT usage has decreased in the Patrol section, but increased in other sections. Add to that, \$30,000 to \$35,000 goes to Contract Policing, yet is paid from OT and reimbursement is not replenishing the OT line item. The amounts below reflect a \$15,000 increase in the Field Services side. As of July 15, the general fund item was overspent at 184% or \$68,912.00.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-4130-000	Field Services OT	\$45,000.00
100-192-162-4130-000	Support Services OT	\$15,000.00
		\$60,000.00 Total

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Police Department

Priority 13040

Goal and Objective: Continue to replace outdated Motorola XTS 3000 and functional XTS 5000 Portable Radios with upgraded APX 6000 radios. We have 37 APX 6000 radios in use.

Department Action Plan: Once the funding is obtained the XTS 3000 radios will be taken out of service. We will continue to transition to the APX 6000 Series radio. The XTS 5000 and 6000 Series radios are similar with no training required.

Justification and Explanation of funding: Our agency currently has in operation 5 XTS 3000 portable radios. These are portable radios are not available for repair. 3 radios went non functional in the first 6 months of this year. We have 91 XTS 5000 radios in use or in supply used for replacements. These radios will have firmware upgrades available until year 2019. The State of North Dakota Radio Systems Evolution Study calls for migration to a 800 MHz trunking technology. After year 2019 firmware would not be available to upgarde XTS 5000 radios to 800 MHz trunking technology. XTS 5000 radios would then be obsolete after 2019

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-4710-200	Small tools and Equipment	26,208
	APX 6000 Motorola Radio	\$4059.00
	APX 6000 Charger	\$93.75
	APX 6000 Battery	\$95.25

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Police Priority 140442

Goal and Objective: Consider moving the tow vehicle line item to a revolving account

Department Action Plan: Continue to monitor this program as it is ever evolving.

Justification and Explanation of funding: The vehicle towing budget is a line item that has been very difficult to plan for due to a wide variety of factors that can cause the budget to be spent at a much higher rate than planned. For example, winters in which there is heavy snowfall generally cause a much larger number of vehicles to be towed and these event are impossible to plan for. The city recovers the tow and impound fees from vehicles that are towed and later claimed by the owner. If the vehicle is left unclaimed it is sold at the annual city auction. There has never been a year in which the city has spent more money then it has recovered from the fees of sale of vehicles. I have attached a spread sheet with the previous 5 years information for review.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
4645-500	Towing	\$29,000.00

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Police Priority 15 of 42

Goal and Objective: Acquire more .40 caliber practice pistol ammunition and .223 practice rifle ammunition to allow officers more opportunities to practice shooting to improve their accuracy, consistency, and familiarization of the weapon systems.

Department Action Plan: Once the ammunition is acquired, it will be made available to officers to either take it and practice on their own as well as offering more training days at the range for officers to attend to run through courses of fire with the department's firearms instructors.

Justification and Explanation of funding: Currently, officers are allocated 600 rounds of .40 caliber practice pistol ammo to practice. This averages to 25 rounds per month throughout the year. This allows about one course of fire of practice per month. We would like to double this amount which would increase the number of courses of fire to two, maybe three per month. Currently, we don't practice shooting with the rifles as we do not have enough practice ammo to facilitate this as the ammo we do have is used for yearly in-service. The only time officers shoot our rifles is during yearly in-service. Many officers are not familiar or comfortable shooting the rifles as they do not have many opportunities to practice with it. It is painfully evident with some of our officers that they are not confident with their skills or abilities with the weapon. With the extra practice ammo, we would be able to offer more training opportunities to officers over the course of the year.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
<u>100-192-162-4735-200</u>	<u>Ammo/Weapons</u>	<u>9,887</u>

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures

Check if Technology Request
2017 Identify Request Year

Department: Police Department Priority 116 of 42

Goal and Objective: Replace several older style duty jackets with new Valiant 5.11 blood-borne resistant waterproof jacket. The old style jacket can not be used with the current external carrier that was purchased with Work Force Safety Ergonomics Grant

Department Action Plan: We currently issue the Valiant 5.11 Duty Jacket to new officers. Our agency would like to issue this same jacket to all patrol and traffic officers.

Justification and Explanation of funding: The agency has several different styles of jackets that have been issued over past years. The Valiant 5.11 duty Jacket is a waterproof-breathable, blood-borne resistant, nylon outer shell with a removable light weight softshell liner that can be worn alone. Having two jackets would eliminated the need to issue turtlenecks. The remaining jackets would be purchased from existing uniform funds.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-4705-000	Uniforms	25,650
	90 Jackets at \$279.00 = \$25,110.00	
	360 Patches at \$1.50 = \$540.00	

**City of Bismarck
Department Budget Request for 2013
Priority Initiative
One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Police Priority Medium 21 of 40

Goal and Objective: Goal: Send one (1) Officer to **Polygraph School**. Objective: Plan for a second operator as our other operator left for other employment. The new polygraph examiner will need to be trained up and must apprentice under current polygraph operator. The new operator must sign a three year employment contract with the Bismarck Police Department.

Department Action Plan: Send one (1) sworn officer to be trained in polygraph examinations. Have the newly trained officer apprentice under the current polygraph examiner as required. Utilize the new polygraph operator in conducting polygraph examinations for the department in criminal and officer background matters.

Justification and Explanation of funding: We currently have only one polygraph operator at the BPD. We have always had two in the past, but we recently had an operator go to another agency. It is crucial that we have two trained polygraph operators due to the high volume of background checks we investigate.

All new officers before they start employment with our agency go through a polygraph . Due to the volume of hiring we would be hard pressed not to have two operators.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-4500-100	Lodging (New 2016 never charged before)	\$5,950.00
100-192-162-4500-200	Per-Diem	\$1,475.00
100-192-162-4500-300	Airfare; includes one return trip half way through 10 week training	\$650.00
100-192-162-4500-400	Gas (Will be taking car to training)	\$500.00
100-192-162-4510-100	Registration	\$5,000.00
Total for One Person to Attend Polygraph Training:		\$13,575.00

**City of Bismarck
 Department Budget Request for 2016
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2016 Identify Request Year

Department: Police Priority 24 of 42

Goal and Objective: **Goal:** Mobile device security measures have increased drastically in the last year as technology has advanced. These measures have prevented the acquisition of data from cell phones which, often times, solidifies criminal cases. The goal is to outfit our police department with the training and tools necessary to continue our ability to conduct forensic examinations on mobile devices, such as cellular phones.

Department Action Plan: Upon approval, the Bismarck Police Department will purchase the necessary tools to conduct more intrusive cell phone data extractions. Said tools and methods will drastically increase the success of data acquisitions for criminal cases. Additionally, I will attend training to implement and use these new tools and methods to maximize data acquisition success.

Justification and Explanation of funding: **Please see attached documents for this information.**

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-175-150-4510-100	Advanced JTAG Mobile Forensics Training	3,950
100-175-150-4500-100	Travel, Lodging, Per Diem	2,000
100-175-150-5020-400	JTAG Tools and Workbench Gear	6,350
	Total Expense	12,300
	BCI Funding Assistance (Covers Training, Travel, Lodging, and Per Diem)	-5,950
	Total Bismarck PD Expense for Equipment	6,350

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Bismarck Police Department Priority 25 of 42

Goal and Objective: Replace old outside analog cameras with new IP cameras

Department Action Plan: Replace older cameras with new cameras

Justification and Explanation of funding: The current cameras are based off an analog system. The quality is very poor and hard to see at night.
The new cameras will be digital and will have a much better picture quality and are designed for day/night.
We have upgraded the camera software and have switched some of the cameras in the department.
This is just expanding and replacing the old analog with new digital cameras.
The cost is for the cameras and wire and hardware to mount.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-4420-100	Replace old camers with new	7,000

Axis Outdoor Cameras (State of ND Contract)

Prepared for:

City of Bismarck
 Attn: Jeremy Kjos
 700 S. 9th Street
 Bismarck, ND 58504

Prepared by:

High Point Networks, LLC
 Jason Herner
 Direct: 701-214-5914
 Jason@Highpointnetworks.com



Hardware

Qty	Item	Description	Price	Ext. Price
10	0624-001	AXIS P1427-E Network Camera - Network CCTV camera - outdoor - weatherproof - color (Day&Night) - 5 MP - 2592 x 1944 - auto iris - vari-focal - 10/100 - MPEG-4, MJPEG, H.264 - PoE	\$634.00	\$6,340.00

Subtotal: \$6,340.00

Quote Summary

Description	Amount
Hardware	\$6,340.00

Total: \$6,340.00

For questions related to your quotation, please contact us using the information above. By signing below, the undersigned accepts High Point Networks Master Service Agreement and represents that he or she is authorized to execute the agreement on behalf of the customer. Acceptance of the quote online is considered acceptance of an offer and binding. All quotes are subject to shipping costs that may not be listed on the quote. Prices quoted are valid for 30 days from Quotation Date. Limitation of Liability for Consequential Damages. High Point Networks, LLC shall not be liable for any indirect, incidental, consequential, exemplary, or punitive damages of any kind or nature. All IP Telephony and projects exceeding 10 hours of service will require a 50% down payment of the total project due upon acceptance of the quotation and the remainder due within 30 days of completion. Payment for all other orders are due in 30 days subject to credit approval. Credit card usage as a form of payment may be accepted on pre-approval basis and may be subject to a convenience fee. "Optional" items on the above quote are not included in the total pricing at the bottom of the quote. Note: Once product is ordered and shipped there is NO right of return and may be subject to a restocking fee. Product cannot be returned if ordered in error. Product cannot be returned if next generation product has been released.

Signature _____

Date _____

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

**Check if Technology Request
 2017 Identify Request Year**

Department: Bismarck Police Department Priority 26 of 40

Goal and Objective: Update/Upgrade phone recorder at Police Department

Department Action Plan: Replace current phone recorder with new phone recorder

Justification and Explanation of funding: The current phone recorder is 11 years old and is outdated for the new phone system that the City of Bismarck has. During the last year we started to have issues with the phone recorder and was told that is would be better to upgrade than to keep repairing the current recorder. This is due to the age and the issues of finding replacement parts for the current system. Upgrading the phone recorder will also give us more options for recording VOIP phone instead of just ananlog lines.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-5020-100	Phone Recorder	10,600



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Site 1

Generated By NICE Proposal Designer

Opportunity Name: Bismarck PD
 Customer Name: Bismarck PD
 Contact Name: Jeremy Kjos
 Solution Engineer: James Harpner
 Description:
 Project Name:

Opportunity Number: S-007375
 Quote number:
 Date: 26-Feb-16
 Valid Until: 14-Jun-16
 Sales Representative: James Harpner

Note: All prices quoted in USD \$.

Server 1 - NICE Inform 7 Essential - New
 This server contains: Inform, Satellite, Core, CTI Servers.

Part Number	Description	Quantity	Unit List Price	Extended Price	Total Discount	%/\$	Unit Net Price	Total Net Price
Software								
PS-INFRM-ESNT-SITE2	Inform Essential Software Package inc. 1 NICE Recording Core Server, MySQL lic and NICE Inform Lite Server lic	1	\$500.00	\$500.00	0	%	\$500.00	\$500.00
PS-INFRM-ESNT-1CH	1 Channel Audio Recording license, inc Inform Essential application support (excludes CTD, telephony CDR, CTI and ANI/ALI support)	8	\$425.00	\$3,400.00	0	%	\$425.00	\$3,400.00
PS-INFRM-ESNT-RCON-1CC	NICE Inform Essential Reconstruction concurrent user license	1	\$1,000.00	\$1,000.00	0	%	\$1,000.00	\$1,000.00
Total Software - Server 1:								\$4,900.00
Hardware								
PS-NR-ANALOG-FULL	Analogue board (w/o BT) for up to 8 channels, 10m cable (full length PCI-E slot required)	1	\$1,250.00	\$1,250.00	0	%	\$1,250.00	\$1,250.00
	Abeedeen 4u server with Raid 1 Dual Power Supply	1	\$2,999.00	\$2,999.00		%	\$2,999.00	\$2,999.00
Total Hardware - Server 1:								\$4,249.00
Total Software, Hardware - Server 1:								\$9,149.00

Site 1 - Professional Services

Part Number	Description	Quantity	Unit List Price	Extended Price	Total Discount	%/\$	Unit Net Price	Total Net Price
PS-TEC-IEIP-01-PS	Tech Implementation (Install and PM) First Recording System, up to 48 channels. Install quote reflat installation with Expert Install	1	\$500.00	\$500.00	0	%	\$500.00	\$500.00
Total Professional Services:								\$500.00

Site 1 - Maintenance

Part Number	Description	Quantity	Total Price for Maintenance	Total Net Price
Maintenance				
	Public Safety Maintenance Agreement for NICE products for Business Partners, Standard package SLA including software assurance for 1 year			\$750.00
Total Maintenance:				

**City of Bismarck
Department Budget Request for 2016
Priority Initiative
One-time Expenditures**

Check if Technology Request
Identify Request Year _____

Department: Bismarck Police Priority 27 of 42

Goal and Objective: Goal: To obtain necessary supplies and equipment. Objective: To perform our duties and responsibilities more efficiently with better results on solving crimes.

Department Action Plan: Upon approval, training will be minimal as all training will be conducted within the section. All members of the department as well as the citizens of our community will benefit with this new equipment.

Justification and Explanation of funding: See Attached.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
<u>100-175-150-4710-200</u>	<u>investigations office small equipment</u>	<u>8,566</u>

Item	Quantity	Amount	Total Request
			\$ -
1) Crime Scene Barriers	2.00	\$ 2449.00	\$ 4898.00
2) Consumable invest. Supplies	1.00	\$ 500.00	\$ 500.00
3) HD conceal Micro Camera	1.00	\$ 249.00	\$ 249.00
3) Micro pinhole camera and power supply	1.00	\$ 117.00	\$ 117.00
3) Covert Micro high resolution camera	1.00	\$ 299.99	\$ 299.99
3) Micro DVR	1.00	\$ 795.00	\$ 795.00
4) Game/trail camera	1.00	\$ 300.00	\$ 300.00
5) Photo evidence numbers #'s1-99	1.00	\$ 139.00	\$ 139.00
6) ESP tracking devices	2.00	\$ 450.00	\$ 900.00
7) Aluminum convertible cart	1.00	\$ 200.00	\$ 200.00
3) Car Air Freshener camera with audio	1.00	\$ 169.00	\$ 169.00
Total Request			\$ 8566.99

The following are number in order of importance.

1) **Crime scene barriers:** Each one comes with 2 three foot walls that are stackable. We do have an overhead canopy but no barrier walls. As of June of 2016, the BPD has processed/investigated (3) unattended deaths where the body was discovered outdoors. On outdoor crime scenes it's crucial to protect the scene from the elements (wind/rain/snow) and onlookers/media. The most recent homicide this year we had an issue with the media zooming in with their cameras and posting photos of the deceased online. The product I researched is very portable to transport and appears to be durable and can be assembled by one person.

2) **Consumable Investigative Supplies:** swabs/boxes, latent print lifters, super glue, ninhydrine etc..These supplies are needed in order for us to process scenes and collect evidence.

3) **-Pinhole/Micro cameras:** These would replace the pinhole cameras we have on hand that are over 15 years old. Technology evolves every year. Our old cameras are large compared to today's standards. The current cameras are twice as small making it easier to conceal them and less of a chance of them being seen, stolen or damaged.

-Micro DVR for covert/pinhole cameras: The DVR's we have now are out dated, large/cumbersome and hard to conceal. This Micro DVR would be much easier to conceal in a smaller location.

- Car Air Freshener camera with audio: This could be utilized in a variety of ways but definitely used in bait car stings which we would like to start conducting as the motor vehicle thefts have increased from 54 last year (2015) to 103 this year (2016) (Jan-July). A 103.7% increase from last year.

4) **Game/trail camera:** We use these in a variety of outdoor applications to include stalking cases. We had two but currently have one left. The last stalking case we had two cameras set up in a yard of a stalking victim's residence. The suspect eventually located both cameras and stole one of them and attempted to remove the other camera. He was only successful in stealing one of the them. However, because we had another camera with video, he was arrested, charged and waiting for trial.

5) **Photo evidence numbers: (1-99):** We have a set but they only go to 15. In the last couple of homicides we could have used many more numbers.

6) **ESP tracking devices:** This was budgeted for in 2016 but it was not approved. The price last year was \$400.00 per unit. The device is now \$450.00 each. This device is a product of 3SSecurity systems. ESP (Electronic Satellite Pursuit). It is a GPS tracking device that is smaller in size than a smart phone. The company has sold some tracking devices to the Verizon store in Bismarck. When this product is sold to a business the local law enforcement receives a link and training in order to track the product if it is stolen. Local law enforcement also receives a hand held RF tracking device to aid in the final phases of a track; at no charge to the LE agency (we currently have one). These tracking devices are also available to law enforcement to purchase to be used in a variety of applications; from tracking stolen heavy equipment to smaller stolen products. The business claims to have over a 70% apprehension rate and over an 80% cash recovery rate. It is anticipated in the near future some local banks will purchase the tracking devices to aid in the apprehension of bank robbery suspects. I believe there is a number of ways these tracking devices would be helpful in investigations of internal thefts, thefts, burglaries etc...

7) **Aluminum cart:** This would be used to haul evidence from major crime scenes or scenes with a large amount of evidence to be collected.

**City of Bismarck
 Department Budget Request for 2016
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 **Identify Request Year**

Department: Bismarck Police Department Priority 28 of 42

Goal and Objective: Acquire Plate Carriers and two rifle stopping Level III Plates for each department vehicle. This will give officers the ballistic protection against most rifle rounds that could be fired against them while responding to emergency calls and active shooters. We currently have no rifle stopping ballistic protection for each officer.

Department Action Plan: Once acquired, all officers will be trained in the capabilities of the plates carriers and plates and when to utilize them. The officers will be shown how to properly fit them and wear them when the call they are responding to requires higher ballistic protection.

Justification and Explanation of funding: Please See Attached

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-4710-200	Small Tools and Equipment	14,000

Justification and Explanation of funding: Currently only SWAT Operators have ballistic plates that stop rifle rounds. Not a single Police Officer (Patrol Officers, Traffic Officers, Detectives, School Resource Officers) has any ballistic protection against rifle ammunition, just handgun ammunition. Our state has a high number of deer hunters who own high powered rifles and it is very easy here to purchase a rifle. Active shooters have frequently been using rifles which our soft body armor does nothing to stop. These Level III Plates stop .308 and 7.62 caliber ammo. These are two of the most common and widespread calibers of ammunition used in the sniper rifles and AK-47 rifles.

Officers would be able to more safely perform their duties knowing a suspect has a rifle if they were able to wear these ballistic plates. Officers would be able to take more aggressive positions on calls and much more quickly extract wounded officers, civilians, and victims on calls. They would not have to wait as long to enter a hostile area with a suspect with a rifle. Currently our officers should wait for a vehicle escort or the Armored Bearcat vehicle, positioned at the station, to provide the ballistic coverage from the suspect. Now officers would be able to more safely enter these areas to save wounded people or children during an active shooter incident.

I found plate carriers and plates that I was quoted at a very reasonable price and come with a 10 year warranty. 90% of companies only offer 5 year warranties on plates. This alone saves us 50% as we are only going to have to replace them half as often.

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

**Check if Technology Request
 2017 Identify Request Year**

Department: Bismarck Police Priority 29 of 39

Goal and Objective: To obtain a fume hood which will enable safe handling of drugs, especially Fentanyl which is deadly in very small amounts.

Department Action Plan: This is part of a new action plan to deal with the increasing danger from handling drug evidence including drugs that have been laced with Fentanyl.
In addition to the fume hood, Evidence section has changed handling procedures for drugs, Personal Protection Equipment has been obtained, and Narcan (an opiate binder) has been ordered for officers and Evidence Technicians for use in case of an accidental ingestion.

Justification and Explanation of funding: The fume hood that has been requested is appropriate for handling airborne toxins. It would allow officers and Evidence Technicians to safely handle drugs laced with Fentanyl in order to conduct field tests, and package the drugs without fear of accidental ingestion. Fentanyl is a fine powder and can become airborne extremely easily. There have been incidents all over the country of law enforcement having this accidental exposure due to a lack of proper handling facilities which include a fume hood. The MSDS (Material Safety Data Sheet) for Fentanyl lists use of a fume hood as well as Personal Protective Equipment as a necessary precaution when handling Fentanyl. Avoidance of drugs laced with Fentanyl is not possible and the exposure of law enforcement and Evidence Technicians is continuing to increase due to the increase of these drugs in our community.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
<u>100-192-162-5020-100</u>	<u>Machinery/Equipment</u>	<u>6,047</u>



388 Newburyport Turnpike
 Rowley, MA 01969
 P:(800) 964-4434
 F:(978) 948-3354

Quote

Quote Number: JM-063016-02
 Date: 07/13/2016
 Sales Person: Julie McClung
 Sales Rep Email: jmclung@erlab.com
 Valid Until: 09/30/2016
 Payment Terms:

Bill To	Ship To
Donna Blauvelt	Donna Blauvelt
Bismarck Police Department	Bismarck Police Department
700 South 9th Street	700 South 9th Street
Bismarck, ND 58504	Bismarck, ND 58504

Quantity	Quoted Line Item	Unit Price	Ext. Price
1	<p>Captair 321 Smart Captair Smart ductless fume hoods are designed with advanced carbon filtration, Flex Technology and a simple, innovative way to keep you safe. Each unit comes with Smart Technology – an exclusive set of tools that consists of Smart-Light Communication, chemical sensors (optional), real-time status, and the eGuard app. Smart Technology gives you an easily identifiable method of communication regarding containment, performance and filter efficiency via a soft, LED band of light called Smart-Light.</p> <p>*Guarantee user safety by adhering to the most stringent safety standards; AFNOR NFX 15-211, ANSI Z9.5 2012, and ASHREA 110. *Protected by our lifetime warranty (Subject to compliance with operating conditions) *Erlab Safety Program and customer support: Erlab provides its' customers with a dedicated safety specialist ensuring satisfaction and safety.</p> <p>*Processed Air Flow: 129 CFM *Number of Fans: 1 - Brushless & Sparkless *Air Face Velocity: 79-118 FPM *Voltage Frequency: 90-240 V / 50-60 Hz</p> <p>All Units require filters in order to operate and must be selected according to individual applications approved via Erlab's Valiquest Chemical Questionnaire. Erlab's proven filtration guarantees the lowest cost of ownership.</p>	\$3,399.00	\$3,399.00
1	<p>Pre Filter M - Eliminates particles > 0.3 microns to optimize the performance of the HEPA H14 filter - Prefilter for Captair Smart (321, 391, 481, 632, 834, 1634), Captair Flex S&M, and Captair Store 834/1634</p>	\$39.00	\$39.00
2	<p>GF4 HEPA - H14 HEPA filter for powders & particles for: All Captair Smart, Captair Flex, Captair Flow, Captair Bio, & Captair Store 834/1634 - Traps particles larger than 0.1 microns with 99.995% efficiency, according to the MPPS method set forth in the EN 1822-1 standard</p>	\$473.00	\$946.00
1	<p>321 Smart Resin Work Surface -Made of phenolic resin with built in spill tray -Ergonomic arm rest to work comfortably -High chemical & mechanical resistance</p>	\$409.00	\$409.00
1	<p>321 Smart Benchcap -Fixed metal work bench -Equipped with 4 height adjustment jacks -Worktop required when purchasing a benchcap</p>	\$719.00	\$719.00

1	ESP (Eriab Safety Program) -Valiquest – Laboratory application review and validation -Independent Government Test Report -Live Customer Service -Worry free filter lifetime monitoring	\$0.00	\$0.00
1	EWP (Extended Warranty Program) -Limited lifetime warranty on all mechanical parts available -Exclusively with the use of genuine Captair filters	\$0.00	\$0.00
1	AFNOR NFX 15-211 All Captair Hoods and Filtering Storage Cabinets meet the AFNOR NFX 15-211 standard as referenced in the ANSI Z95 standard. Documentation and a published list of approved chemicals authorized for the use under Captair filtering columns, will be provided to the customer.	\$0.00	\$0.00
1	Shipping Estimate -To be determined upon request of customer and will be PP&A, if not stated otherwise. If you would like a quote for shipping, please request one from your sales representative. Quotes are valid for 7 days and are only an estimate. - Please notify your sales representative if there is a loading dock at the facility. If there is not a loading dock: lift gate delivery, inside delivery, or any other special accommodations must be noted on the Purchase Order or to the sales representative prior to sending the Purchase Order. - If shipping via FedEx, there will be a \$5.00 fee charged per box in addition to the regular shipping charges.	\$535.00	\$535.00

Subtotal:	\$6,047.00
Tax:	\$0.00
Shipping:	\$0.00
Total:	\$6,047.00

PURCHASING AGREEMENT

ORDERS: A Purchase Order Number or Credit Card in the form of US Dollars is required for all purchases. Each purchase order is subject to all of the following terms and conditions. Orders will not ship until a formal Purchase Order is received by email, US mail or fax. Purchase Orders are not cancelled without penalty. A 15% re-stocking fee, plus freight charges will be applied for all cancelled shipments.

PAYMENT TERMS: Net 30 with receipt of a company Purchase Order. Interest shall be chargeable on any amounts overdue at the monthly rate of two percent (1.5 %). The amount charged will be pro-rated according to the date that full payment is received. All new customers are required to provide three (3) credit references with the Purchase Order. Products will be shipped upon credit approval or when payment is received in full. Credit Cards and Wire Transfers (with applicable fees) are welcome. All prices provided are reflected from Erlab Incs most current published price list. The transfer of ownership is postponed until the date that full payment is received by Erlab Inc.

Massachusetts Tax will be charged to all instate customers. Tax liability outside of Massachusetts is the responsibility of the purchasing company.

FREIGHT TERMS: F.O.B. Rowley, MA / Shipping Point
PPD and added to invoice, or Freight Collect.

Free on board at point of origin. Under these terms the purchaser must pay all transportation and handling costs. The receiver must assume responsibility to inspect the merchandise for damage before accepting the shipment. If the shipment shows any signs of damage, it is the responsibility of the receiver to refuse the shipment, or have the carrier note the damage at the time of delivery on bill of lading

DELIVERY: Filter orders are shipped within 48 hours upon receipt of approved order. All other products are shipped within two (2) weeks for in stock items.

*Orders are shipped by best means available. If a preferred carrier is desired, customer must specify on the Purchase Order.

WARRANTY: A Limited Lifetime Warranty is valid on all Captair products with regards to mechanical parts as long as genuine Erlab parts and filters are used in compliance with the Captair Brand specifications. Consumable items (including filters) and Captair Pyramid remain under warranty only until the first use. Erlab Inc. is the Sole US Distributor of Captair products and is not responsible for damage that occurs as a result of failure to follow instructions that are included with the original product. This Limited Lifetime Warranty does not apply from the result of an accident, misuse, abuse, contamination, modification, normal wear and tear or other external causes. This section constitutes Clients sole and exclusive remedy and Erlab Incs sole and exclusive responsibility with respect to any alleged breach of this limited warranty.

RETURNS: Captair Products are non-returnable. All sales are final.

(04/2009)

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Bismarck Police Department Priority 31 of 42

Goal and Objective: Install office furniture into new office

Department Action Plan: Intall new office furniture for evidence technicians if new office is built

Justification and Explanation of funding: If the new office is built for the evidence technicians, we will need to purchase office furniture for them to use.

The current desks that are used are small due to the size of the current room they are working in. This will give them the adequate room to work off of.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-4700-200	Evidence room furniture	3,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Police/ Animal Control Priority 33 of 42

Goal and Objective: Purchase ballastic vests and uniform shirts for the animal control wardens. The animal control wardens have been more frequently called into situations that are dangerous and have the possibility of firearm involvement. They have become concerned for their safety due to this issues.

Department Action Plan: the animal control wardens would be issued a ballistic vest similar to that being worn by the patrol officers with an external carrier. The carrier would be clearly marked to show that the animal control wardens are not police officers to avoid any possible confusion with patrol officers

Justification and Explanation of funding: As stated previously, the animal control wardens have been sent to several incidents in which firearms where being used or the threat of firearm use was discovered, often after the arrival of the animal control wardens. Whether from a lack of information from the initial caller of from the lack of that information from dispatch, the animal control wardens are often at the scene and have felt threatened several times in the last several years.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-175-147-149-4705-000	Body armor (3)	\$3,150.00
100-175-147-149-4705-000	Uniform Polo shirts LS (15)	\$735.00
100-175-147-149-4705-000	Uniform Polo Shirts SS (15)	\$585.00
		\$4,470.00

**City of Bismarck
Department Budget Request for 2017
Priority Initiative
One-time Expenditures**

Check if Technology Request
2017 **Identify Request Year**

Department: Police/ Animal Control Priority 38 of 42

Goal and Objective: Purchase Getac computers (2) for the animal control vehicles. They are currently using the older Panasonic toughbooks. If repair or service is necessary there is a limited chance that they will be fixed. I was informed that IT staff would no longer support the version.

Department Action Plan: the Getac computer are the same that are currenly in use in the patrol vehicles. Softward and harware support would be available from IT staff. The computer have proven to make the animal control wardens more efficient in their duties

Justification and Explanation of funding: The request is for two (2) Getac computers and the necessary hardware to install them in the animal control vehicles. By making this purchase the animal control wardens will have the same system as the patrol vehicles and II support would be more readily available.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-175-147-149-4700-300	Getac computers (2)	\$6,850.00
100-175-147-149-4700-300	Docking station	\$1,430.00
100-175-147-149-4700-300	adapater, charger, mounting bracket, warranty	\$1,410.00
100-175-147-149-4700-300	instalation/ Labor	\$400.00
		\$10,090.00

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Police Priority 39 of 42

Goal and Objective: Obtain another Decatur Onsite 300 meter speed trailer. We currently utilize the speed trailer in numerous locations throughout the city. This has given us good statistical data to provide concerned citizens, and BPD staff of speed trends in neighborhoods.

Department Action Plan: We would utilize this the same way we currently utilize the one we have. It would be placed in numerous locations throughout the city to provide data relating to speed.

Justification and Explanation of funding: When implemented, the speed trailer would be placed at locations throughout the city and allow us to have more data of the traffic patterns in the targeted areas.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
175-150-4700-300	Computer Small Equipment	\$6,229.00

**City of Bismarck
 Department Budget Request for 2016
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

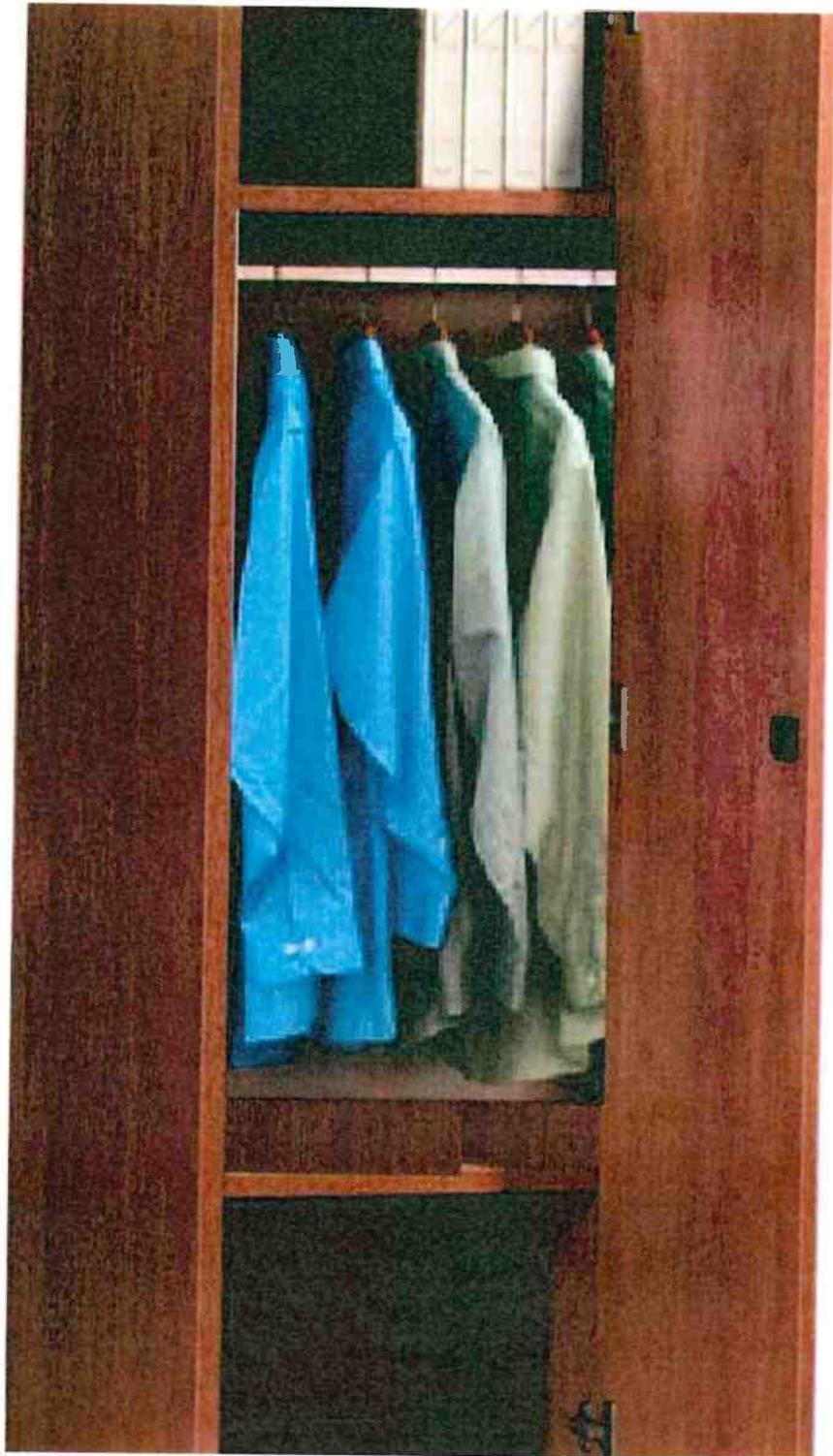
Department: Police Priority 41 of 42

Goal and Objective: Obtain armoires for personnel assigned to an office that do not perform uniformed duties on a daily basis so they may keep their uniforms and duty equipment in them. We can then assign their lockers to patrol and traffic personnel that don't have an office.

Department Action Plan: If this request is granted we will order and purchase the armoires following current purchasing guidelines. The armoires will then be issued to the officers assigned to an office that do not perform their duties in uniform on a daily basis. This will free up space for the officers assigned to daily uniformed duties.

Justification and Explanation of funding: Due to an icrease in personnel over the years and the hope of additional personnel being added to our department, the locker rooms have become very crowded and we are quickly running out of lockers. Adding Armoires to some offices of sworn or non sworn employees will help free up some space in the locker rooms for future growth.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-5020-300	Furniture/Fixtures (12)	3,480



City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures

Check if Technology Request
2017 Identify Request Year

Department: Public Health - Environmental Health Vector Program Priority: 1 of 2

Goal and Objective: To maintain the City of Bismarck's vector control program which monitors mosquitos that may carry diseases such as West Nile Virus, encephalitis, etc. This program's objective is to reduce human exposure to moquitos and educate the public regarding mosquitos and the diseases they carry.

Department Action Plan: Funding will be utilized for the vector control program and employ seasonal staff that will perform mosquito control duties for the City of Bismarck. Funding will also cover supplies, and expenses related to vector control.

Justification and Explanation of funding: This budget is to sustain the present level of service/operations for our vector control program. There is a need to continue efforts of this program to reduce the incidence of mosquito activity thus reducing exposure to West Nile Virus and other diseases to the citizens in our community.

<u>Account Number:</u>	<u>Item Description:</u>	<u>Requested Amount:</u>
100-192-082 4120-000	Part Time Salaries	28,000
4240-100	Workers Comp-Premium	509
4210-100	FICA	2387
4210-200	Medicare	454
4300-300	Professional Certification	450
4420-300	Rpr/Mtce Equipment	2,000
4420-400	Rpr/Mtce Vehicles	2,000
4430-100	Rental-Buildings (Storage for Pesticides/Vector Spraying equipment, etc.)	1,200
4605-200	Cell Phones	300
4610-100	Advertising/Promotions	150
4655-300	Drug Testing/Recruitment	250
4700-300	Small Tools/Equipment	1,100
4710-200	Pesticides	20,000
4715-100	Gasoline	2,000
4725-100	Safety Supplies	500
TOTAL REQUEST		61,300

**City of Bismarck
Department Budget Request for 2017
Priority Initiative
One-time Expenditures**

Check if Technology Request
2017 **Identify Request Year**

Department: Public Health - Environmental Health Priority 2 of 2

Goal and Objective: Replace vehicle for Environmental Health Specialist that is due for replacement in 2017.

Department Action Plan:
Replace vehicle for Environmental Health Specialist as recommended by Public Works Fleet replacement plan.

Justification and Explanation of funding:

According to the department equipment replacement plan provided to us by the Fleet Division at Public Works, unit #9036 is due to be replaced in 2017.

Unit #9036 is a 2003 Chevy Malibu. We are requesting replacement with an SUV due to it being the best fit for the EHS that will be using this vehicle to perform work while on duty.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-072-5020-200	Replace unit 9036 with SUV	\$ 26,300.00

City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures

Check if Technology Request
2017 Identify Request Year

Department: Library Priority 1 of 4

Goal and Objective: Replace Ejector Pump #2

Department Action Plan: If request is approved, we will get the pump replaced in Spring 2017.

Justification and Explanation of funding: This machine would get funded via the Library's general fund. Quote obtained by H.A. Thompson & Sons. Cost includes: removing and disposing of existing ejector pump, installing 2-Liberty LE 104M3-2 1 hp 440-480 volt 2.5 amp 3" discharge pump, valves, floats, and Liberty AE34-4-141 duplex alternating control panel. Total includes contingency in case of price increase. This ejector pump is 30 years old. The main ejector pump was replaced ~5 years ago. This ejector pump is noisy, it is difficult to find parts for repairs, and the pump is wearing out. It takes too long to pump down the sewage, which could cause a major sewage backup in the building.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
210-210-210-5020-100	Machinery/Equipment	\$8,100

H. A.
Thompson
& SONS

Since 1908

Mechanical Contractors

CORPORATE OFFICE:

911 SOUTH 9TH STREET
P.O. BOX 1195
BISMARCK, ND 58502-1195
PHONE: (701) 223-3393
FAX: (701) 223-1517

April 20, 2016

Veterans Memorial Library
Attn: Lynn
515 N 5th St.
Bismarck, ND 58501

Re: replacement of ejector pumps in basement

Thank you for the opportunity to provide you with this quote:

We propose to furnish all material and labor to:

- Remove existing ejector pumps and dispose of.
- Install 2-Liberty LE 104M3-2 1hp 440-480 volt 3ph. 2.5 amp 3" discharge pumps.
- Install 2-check valves.
- Install 2-ball valves.
- Install 3-new floats. Lead, lag and alarm.
- Provide (installed by electrician) Liberty AE34-4-141 duplex alternating control panel 208/240/480 3ph. NEMA 4x

Note: This does not include electrical hook up. This will have to be ordered.

Total Price of \$ 7,857.00

If you have any questions, please feel free to call me.

Sincerely,



Dan Thiel
Plumbing Service Manager
H.A. Thompson & Sons

Please Note: This proposal may be withdrawn by us if not accepted within 30 days.

❖ PAYMENT IS DUE UPON RECEIPT OF INVOICE

Acceptance of Proposal

Date of Acceptance: _____ Signature: _____

Library One-Time Priority 1 of 3 - Replace Ejector Pump #2



City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures

Check if Technology Request
 2017 Identify Request Year

Department: Library Priority 3 of 4

Goal and Objective: Purchase Snow Sweeper

Department Action Plan: If funding is approved, we will purchase snow sweeper in January 2017, so we can start using it right away.

Justification and Explanation of funding: This project would get funded via the Library's general fund. Quote obtained from RDO Equipment, Inc. for John Deere X739 snow sweeper (\$9,291.72) with John Deere 52RB power broom (\$2,847.95) and John Deere CPCAB cab (\$4,489.70). Total includes contingency, in case of price increase. Our current snow sweeper is six years old. It is meant for residential use, and does not meet the needs of the Library grounds. Because it is meant for the residential use, the belts break on a regular basis. The snow sweeper is used in between removal and clears all sidewalks, parking lots, and plaza.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
210-210-210-5020-100	Machinery/Equipment	\$18,000



Investment Proposal (Quote)

RDO Equipment Co.
2000 Industrial Drive / PO Box 1098
Bismarck ND, 58502
Phone: (701) 223-5798 - Fax: (701) 223-2819

Proposal for:
BISMARCK VETERANS MEMORIAL PUBLIC LIBRARY
515 NORTH FIFTH STRE
BISMARCK, ND, 58501
(701) 391-7430

Investment Proposal Date: 4/19/2016
Pricing Valid Until: 5/19/2016
Deal Number: 865451
Customer Account#: 7430026
Transactional Account Manager: Greg Brekhus
Phone: (701) 471-2783
Fax: (701) 223-2819
Email: GBrekhus@rdoequipment.com

Equipment Information

Quantity	Serial Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	1M0X739AHFM040145	0	New 2016 JOHN DEERE X739	\$9,201.72
1	1M052RBXLF0021804	0	New 2015 JOHN DEERE 52RB	\$2,847.96
1	TBD	0	New 2016 JOHN DEERE CPCAB	\$4,489.70
			Outside Parts and Labor Heater Quick Disconnect - BM25094	\$189.87
			Outside Parts and Labor Heater - BM25033	\$480.86
			Outside Parts and Labor Mirror Kit - BM25062	\$111.29
Equipment Subtotal:				\$17,211.39

Purchase Order Totals

Balance: \$17,211.39
Sales Tax Total: \$0.00
Sub Total: \$17,211.39
Cash with Order: \$0.00
Balance Due: \$17,211.39

Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	1M0X739AHFM040145	2016 JOHN DEERE X739	None
1	1M052RBXLF0021804	2015 JOHN DEERE 52RB	None
1	TBD	2016 JOHN DEERE CPCAB	None

City of Bismarck
Department Budget Request for 2017
 Priority Initiative
One-time Expenditures

Check if Technology Request
2017 Identify Request Year

Department: Library Priority 4 of 4

Goal and Objective: Install brush mat/carpet in Library's lobby.

Department Action Plan: The brush carpet in the Library entrance was installed several years ago by Interiors by France. Due to constant heavy foot traffic (360,000 visitors annually), it is worn out and necessitates removal of old carpet/installation of new carpet. We received funding to replace the brush carpet in the first half of the Library entrance; we would like to finish the other half in 2017. If request is approved, we will coordinate installation of brush mat/carpet in early Summer 2017.

Justification and Explanation of funding: This project would get funded via the Library's general fund. Quote obtained from Interiors by France for new OBEX entry mat with Radius carpet; cost includes labor.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
210-210-210-5020-100	Machinery/Equipment	\$8,000

Proposal



Interiors by France of Bismarck, Inc.

Phone: 701-223-8818

322 North 26th St., Bismarck, ND 58501

Fax: 701-258-6215

PROPOSAL SUBMITTED TO	Bismarck Veterans Memorial Public Library	PHONE	701.355.1482	DATE	05.18.15
STREET	515 N 5th St,	DESIGNER	RaeAnn Preskey		
CITY, STATE, ZIP	Bismarck, ND 58501				
ATTENTION	Christine	PREPARED BY	RP	Page	1 of 1

To Furnish the Following:

Entry Mat: SW entrance first mat only

Replace carpet only – using existing mat
 Radius (FOR98-27)
 Installed

\$11,024.19

New OBEX Entry Mat: SW entrance first mat only

Radius (FOR98-27)
 New mat installed

\$10,145.22

Entry Mat: SW entrance second mat only

Replace carpet only – using existing mat
 Radius (FOR98-27)
 Installed

\$3,408.45

New OBEX Entry Mat: SW entrance second mat only

Radius (FOR98-27)
 New mat installed

\$7,215.83

There are no returns, refunds or exchanges on special order items. Any prep work or unforeseen furniture moving will be billed at \$50.00 per man per hour plus materials. Any Milliken overage will be billed up to 5%.

Dollars (\$ _____)

Payment to be made as follows:

50% down upon order, an additional 25% upon material delivery and payment in full upon completion of installation. Applicable tax not included. A 3% surcharge will be added if payment is made with credit/debit cards.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry, fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature RaeAnn Preskey

Note: This proposal may be Thirty (30) days withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. **FINANCE CHARGE** is computed by a 'periodic rate' of 1½% per month which is an annual percentage rate of 18% applied to the previous balance without deducting current payments and/or credits.

Signature _____

Signature _____

Date of Acceptance _____

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

**Check if Technology Request
 2017 Identify Request Year**

Department: Bismarck Event Center Priority 1 of 21

Goal and Objective: Replace current copy machine

Department Action Plan: Replace current existing copy machine with a new digital multifunction machine

Justification and Explanation of funding: Our current copy machine was purchased in 2009. We have made a total of 84,085 copies per year. The last year and a half eight service calls have been required. Our current copy machine quit working during several settlements late at night when we couldn't call in a repair service but needed copies for the promoter. We ended up e-mailing their copies. Visiting with the service technician he informed us that parts are becoming harder to find and our current machine has out lived its life expectancy.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>One Digital Multifunction Copy Machine capable of printing 40 copies per minute.</u>	<u>\$11,000.00</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Event Center Priority 2 of 21

Goal and Objective: Cool down the Sound Studio in the Arena manage temperature. Over heating 85 degs +

Department Action Plan: Install AC in the Sound Studio.

Justification and Explanation of funding: The sound studio has been getting more equipment and is having trouble cooling the equipment down. When all equipment is on, it is starting to overheat, which puts a lot of stress on the equipment and will lead to equipment failure. The equipment in this room is expensive.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Install a split unit AC to maintain a temperature.</u>	<u>\$7,000</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

**Check if Technology Request
 2017 Identify Request Year**

Department: Bismarck Event Center Priority 3 of 21

Goal and Objective: Purchase an Electric Riding 26" Auto-Scrubber

Department Action Plan: Purchase a ride on battery operated 26" riding auto-scrubber with batteries,
 charger and brushes

Justification and Explanation of Funding This scrubber would be the replacement of our present scrubber which we
 are currently using to scrub the food court, arena lobby and arena
 concourses.
Our current scrubber was purchased in 2008 and is used four to five times
 a week. We have had to do many repairs in house to keep it operational

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Purchase an Electric Riding 26" Auto Scrubber</u>	<u>\$14,250.00</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 _____ **Identify Request Year**

Department: Event Center Priority 4 of 21

Goal and Objective: Foot Traffic Reader Board

Department Action Plan: Purchase foot traffic reader boards.

Justification and Explanation of funding: Remodel current flag pole signage at A1 entrance to include two (2) electronic reader boards and update Event Center signage. The electronic reader boards would direct foot traffic to appropriate entrances. The electronic reader boards will solve the recurring problem of directing patrons to the correct entrances. This is especially critical on days when multiple events are being held in the Arena and the Exhibit Hall. Additionally, it will be beneficial in "re-training" long-time patrons who are accustomed to only entering through the original A1 entrance. This project will also allow for updating of the old Civic Center signage to the current Event Center logos.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	Two (2) Foot Traffic Reader Boards	43,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Event Center Priority 5 of 21

Goal and Objective: Emergency lighting needs to be added in dressing rooms and restrooms.

Department Action Plan: _____

Justification and Explanation of funding: Adding emergency lighting would provide safety for performers or any users.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Arena emergency lighting in dressing rooms /restrooms</u>	<u>\$15,000</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

**Check if Technology Request
 2017 Identify Request Year**

Department: Bismarck Event Center Priority 6 of 21

Goal and Objective: Purchase Pallet Racking

Department Action Plan: Purchase Pallet Racking

Justification and Explanation of Funding _____

With indoor football starting in 2017 and us being responsible for storing of the
 turf,dasher pads, hockey boards, goal posts, box seats and misc. netting we estimate
 we'll need an area approximately 33' x 25' to store all this equipment. To come up
 with the square foot need we'll need to pallet rack part of the new storage area to
 store some of our tables.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Purchase Pallet Racking</u>	<u>6,000</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 **Identify Request Year**

Department: Bismarck Event Center - Sidewalks and Sealant Priority 7 of 21

Goal and Objective: The sidewalks by the Event Center need to be repaired and sealed.
 Cracked sections need to be replaced.

Department Action Plan: Request budget dollars for the next 3 years

Justification and Explanation of funding: The cracks in the sidewalk are a tripping hazard for anyone traveling on them.
 The sealant needs to be replaced to protect the integrity of the pavement.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	Repair Sidewalks at Event Center	\$15,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

**Check if Technology Request
 2017 Identify Request Year**

Department: Bismarck Event Center Priority 8 of 21

Goal and Objective: Camera Security System

Department Action Plan: First of a two year expence to purchase a camera security system

Justification and Explanation of Funding With the completion of the expansion project and the fact our current security system is outdated and parts can no longer be purchased we no longer have adequate security for our building. With security being an issue at larger gatherings we feel it necessary to start updating our system to help us monitor people in and around the building without having to confront them. The new system is designed to record and store recorded information up to 30 days.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	First of two year expence to purchase a camera security system. Total cost is	42,000
	expected to cost 80,000.00	

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Bismarck Event Center Priority 9 of 21

Goal and Objective: With the continuation of the computer replacement project, 8 existing computers/monitors will need to be updated. Also, if the request for new positions is approved, 1 new computer/monitor will need to be purchased.

Department Action Plan: Continue in 2017 replacing the computers as part of the IT Department plan. Replace 8 computers/ monitors along with 1 new computer and monitor, if requested new positions are approved.

Justification and Explanation of funding: It is the IT department's recommendation to go with a three year rotation plan in updating our existing computers. In continuation of that plan, 8 existing computers will need to be updated this year. Also, if approval is received for the new positions, 1 of the new employees will need a computer.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>(9) PCs with 500GB disk, 8 GB memory, CDR-DVD Rom, Intel Core i5-4590,</u>	
<u>630-035-000-4700-300</u>	<u>Windows 10 operating system, Standard User @ \$650</u>	<u>\$ 5,850.00</u>
<u>630-035-000-4700-300</u>	<u>(9) 22" LCD Montiors @ \$100</u>	<u>\$ 900.00</u>
<u>630-035-000-4635-300</u>	<u>(9) New Microsoft Office Professional @ \$425</u>	<u>\$ 3,825.00</u>
	<u>Total</u>	<u>\$10,575.00</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 **Identify Request Year**

Department: Event Center Priority 10 of 21

Goal and Objective: The chilled water supply and Cooling Tower
Arena Chilled Water Chemical feed pumps

Department Action Plan: _____

Justification and Explanation of funding: There is a potential for system problems or failure if not fixed
Arena Chilled Water Chemical feed pumps and piping needs to be
repaired and or replaced to prevent corrosion to the cooling system.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Arena Chilled Water Chemical feed pumps and piping replacement</u>	<u>\$5,500</u>

City of Bismarck
 Department Budget Request for 2017
Priority Initiative
One-time Expenditures

Check if Technology Request
2017 Identify Request Year

Department: Bismarck Event Center Priority 11 of 21

Goal and Objective: Purchase 7 Altman Spectra-200 stage lights for the Belle

Department Action Plan: Purchase 7 Altman Spectra-200 stage lights for the Belle

Justification and Explanation of funding: These lights would replace the Cyc lights we are currently using. The lights each draw 200 watts per light compared to 3000 watts our current lights are using. There would be no gel paper costs. These lights are LED and can mix whatever color is needed.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Purchase 7 Altman Spectra-200 stage lights</u>	<u>19,000</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 _____ **Identify Request Year**

Department: Event Center Priority 12 of 21

Goal and Objective: Scoring Graphics for Daktronics system

Department Action Plan: Scoring Graphics for Daktronics system

Justification and Explanation of funding: Purchase hardware and software to enable Daktronics scoreboard information to be visible on the arena concourse monitors. We currently accomplish this by shooting the scoreboard with a video camera. This will be a problem for indoor football because the netting that covers the scoreboard will be visible in the video. This new system can display all of the scoreboard information automatically and can also be used to build player line-ups, player cards, etc.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Scoring Graphics for Daktronics system</u>	<u>25,000</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

**Check if Technology Request
 2017 Identify Request Year**

Department: Event Center Priority 13 of 21

Goal and Objective: The emergency lighting in the Concessions area and meeting rooms
 needs to be upgraded so that it is code compliant.

Department Action Plan: _____

Justification and Explanation of funding: Safety is compromised when emergency lighting is not up to code.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
_____	<u>Emergency lighting</u>	<u>\$20,000</u>
_____	<u>Arena - Concession / Meeting Rooms Should be \$20,000</u>	_____
_____	_____	_____
_____	_____	_____

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

**Check if Technology Request
 2017 Identify Request Year**

Department: Bismarck Event Center Priority 14 of 21

Goal and Objective: Purchase a portable Geni Lift

Department Action Plan: Purchase a portable Geni Lift

Justification and Explanation of Funding

This past winter there were several times when we need a geni lift in both the arena and in the exhibit hall at the same time. Neither events were happy having to share one lift. By having another geni lift would prolong the usage of our present lift and give us the availability to supply a lift in each building.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Purchase a portable Geni Lift</u>	<u>10,000</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 **Identify Request Year**

Department: Event Center Priority 15 of 21

Goal and Objective: Control valves need to be added to the cooling tower lines to manage temperature fluctuations.

Department Action Plan: _____

Justification and Explanation of funding: Maintenance is currently compromised. Without the valve, there is great difficulty accommodating temperature fluctuations in the spring and fall.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	Exhibit Hall install cooling tower water supply control valves should be \$9,000	\$9,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 **Identify Request Year**

Department: CIVIC CENTER Priority 16 of 21

Goal and Objective: Arena - Domestic Hot Water Storage Tank Insulation

Department Action Plan: Replace Insulation

Justification and Explanation of funding: Sections of insulation are missing on the storage tank and piping to tank. Fiberglass fibers are caused to be air born from the unsealed open areas. These fibers are being inhaled when working in the area where the tank is located. Replacing the insulation will eliminate the health hazard, prevent being burned from the exposed metal tank, and improve efficiency.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Arena - Domestic Hot Water Storage Tank Insulation</u>	<u>8,000</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 2017 Identify Request Year

Department: Bismarck Event Center Priority 17 of 21

Goal and Objective: Purchase a mid size SUV

Department Action Plan: Purchase a mid size SUV

Justification and Explanation of funding: With the event centers new focus on fund raising and increasing building rental the event center staff has been asked to make more cold calls, and sales presentations, attend conferences both in and out of state. This will require substantial travel. This should also cut back on some airline travel.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Purchase a mid size SUV</u>	<u>24,000</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

**Check if Technology Request
 2017 Identify Request Year**

Department: Bismarck Event Center Priority 18 of 21

Goal and Objective: Purchase towable man lift

Department Action Plan: Purchase towable man lift

Justification and Explanation of funding: With our current equipment we have no way to get to some of ceilings to
 replace ceiling tile or light bulbs. This lift can also be used outside to replace
 parking lot and outside building perimeter lights.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Purchase towable man lift</u>	<u>28,500</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Event Center Priority 19 of 21

Goal and Objective: Callouts are needed for three elevator cars.

Department Action Plan: _____

Justification and Explanation of funding: Adding callouts would improve safety for patrons and staff.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Three elevator callouts -Arena Northwest passenger, Southwest passenger and Southeast freight</u>	<u>\$7,500</u>

City of Bismarck
Department Budget Request for 2017
Priority Initiative
One-time Expenditures

Check if Technology Request
2017 **Identify Request Year**

Department: Event Center Priority 20 of 21

Goal and Objective: Elevator callouts need to be added to the elevator.

Department Action Plan: _____

Justification and Explanation of funding: There is compromised safety to patrons and staff without the callout buttons.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Belle Mehus elevator car callout buttons</u>	<u>\$2,000</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 **Identify Request Year**

Department: Event Center Priority 21 of 21

Goal and Objective: Exhibit Hall - Callouts are needed for 2 elevator cars.

Department Action Plan: _____

Justification and Explanation of funding: Adding callouts would improve safety for patrons and staff.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
	<u>Exhibit Hall elevator callouts -Passenger, and Freight Elevator</u>	<u>\$4,000</u>

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2012 **Identify Request Year**

Department: Forestry Priority 1

Goal and Objective: Suppliment the City street tree pruning with a contract pruning to keep on track with the seven year pruning rotation.

Department Action Plan: Advertise and bid street tree pruning in the 2017 rotation. City forestry crews will continue to prune to help get back on schedule. The cost of contract pruning has increased, decreasing the number of trees pruned at the original funding level. The contractor used to prune 1000 trees per year. We need to increase funding levels to match the contractor price per tree for 1000 trees to be pruned.

Justification and Explanation of funding: Due to increases in the street tree population of over 4,000 trees in the last 4 years, extreme growth in the trees due to higher than normal moisture, the forestry division has fallen behind in pruning street trees. Due to our innability to get caught up, our city street trees are low over streets, causing increased insurance claims against the city due to vehicle damage and numerous public complaints. The contract price for street tree pruning has increased from \$20/tree in 1993 to \$175/tree in 2014.

The street trees are a major infrastructure asset to the road network in Bismarck, and should utilize the revenue from the state for roadway and infrastructure maintenance.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
250-260-253-254-4640-300	Contract Street Tree Pruning	\$90,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 Identify Request Year _____

Department: Fleet Services Priority 1

Goal and Objective: Enlarge the fuel island at Public Works and add a diesel digital pump. This will reduce wait times at the pumps for heavy equipment and reduce the time waiting, less waiting means more time working in the streets during a shift.

Department Action Plan: Replace in spring of 2017

Justification and Explanation of funding: _____

Payback for this upgrade would be done with a small fee increase on the fuel price paid by all users.
Cash reserve would be used for expense in 2017. \$225,262.44 was the ending cash balance as of December 2015.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
705-705-000-4420-300	Public Works Fuel Island redesign	131,900

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Customer Service Priority 2 of 4

Goal and Objective: Redesign the water bills for better customer service and to have the ability to produce an electronic file of the water bills to outsource printing and fulfillment of the billing.

Department Action Plan: _____

Justification and Explanation of funding: _____
 Currently the New World system is not set up to export the water bill as an electronic file. Our department prints the bills to be picked up by a mailing service. The last few years we have not received multiple quotes for the mailing service. The change in programming would allow exporting an electronic file which could be printed and mailed from any location and allow more opportunities to get competitive bids for the service.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
665-680-669-4330-200	NWS programming to produce electronic file of bills for outsourcing fulfillment	\$25,000.00

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Customer Service

Priority 30FY

Goal and Objective: To improve handling of online bill payments by electronic file of bill payment rather than receipt and processing of paper checks. If this initiative is handled more universally across the city, then this funding would be used to assist in the city wide effort.

Department Action Plan:

Justification and Explanation of funding:

Currently customers are able to pay on line, however the bank uses the information to issue a paper check that still must be handled manually.
With this initiative, the customer's on line the payment will be handled with an electronic file and paper checks will not need to be processed.
Once a system is set up, it is expected there would be a recurring cost based on number of payments made electronically.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
665-680-669-4330-500?	Receive electronic file of customer online bill pay payments	\$20,000.00

**City of Bismarck
Department Budget Request for 2017
Priority Initiative
One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Police Priority 17 of 42

Goal and Objective: Goal: Obtain Dragon Naturally Speaking Software and speech microphones for dictation purposes for our personnel.

Objective: Complete the dictation process in a more timely and efficient manner. Currently there is too long a turnaround from when an officer dictates

supplemental reports until the report is transcribed by a transcriptionist and then corrected for accuracy by the officer that submitted the dictation. Court issues have arisen due to this fact and this new process will address the issues.

Department Action Plan: We have already performed an initial product test by three of our personnel. The initial test was satisfactory and

we have determined it is time to move forward. IT will be consulted in the implementation of the full product but their time should be limited both at installation

and in the future as maintenance and support will be purchased and the company from which the system is purchased is local and able to help with problems.

We will keep our current system/process until all issues with implementation have been identified and addressed.

Justification and Explanation of funding: Please See Attached Documents.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-162-5020-100	Machinery/Equipment (116 Personnel)	\$83,398.00
100-192-162-5020-100	Machinery/Equipment (68 Personnel)	\$52,440.00
100-175-150-4635-300	Software Maintenance Base Increase Needed for 2018 FYI Only at this time	\$14,500.00

Dragon Naturally Speaking Justification and Explanation

Currently the BPD utilizes several Office Assistants to perform the transcribing duties for the department. This request will focus on the needs of the department as they relate to our patrol section. However, all sworn personnel could eventually benefit from this request. The current process works but needs to be updated due to changing time requirements by both the State's Attorney Office and the Court System.

The process we use now requires an officer to record supplemental report information on a digital recorder. The recording is then uploaded through a personal computer to the currently used product called "Winscribe". One of several office assistants is then able to see through the Winscribe software that a transcription job needs attention. Upon completion of the transcription a hard copy is made for the case file, which the Officer's commander must review and the officer that submitted the dictation must review and correct. In order to avoid confusion, only the copy that has been corrected and reviewed is forwarded to the City Attorney (CA) and State's Attorney (SA). Due to scheduling issues, such as days off, vacation, sick leave etc., the review by the officer submitting the dictation may not be completed for several days. In the past this was an inconvenience for many people but it could be worked around. That is not the case now however.

Due to a more demanding case load by the District Court, the SAs need police report information almost immediately when someone is being held in jail. An affidavit is completed by the arresting officer and can stand alone for some time to hold the arrestee but getting the corrected and reviewed supplement to the CA and SA as quickly as possible is the best practice.

We believe the "Dragon Naturally Speaking" system will help us with the above issues and also help us with staffing issues over time. By using Dragon Naturally Speaking, the submitting officer would be able to see his/her dictation as soon as it was complete and review it for errors before submitting it to his/her supervisor for review. It will take time for the officers to learn the Dragon system but in the long term the benefits will be worth the effort. We will also save staff time and effort by not having to make a hard copy of the dictation for the submitting officer and the report submitted to the CA and SA should not change as the corrections will have already been made by the submitting officer.

We feel this system will eventually allow our current office assistants to concentrate on their core duties more fully, hopefully delaying the need for additional support staff to accommodate the transcription needs of our growing sworn personnel staff. We are nearly fully staffed with sworn personnel. This has never happened before and when it does, the workload for transcription will increase.

Once this system is fully implemented and correctly working for our patrol personnel, we could easily add our other sworn personnel to the system. This request contains enough licenses to do that but the first priority will be to get the system working for the patrol personnel as they are the largest group of users and have the greatest effect on the above listed issues.

We anticipate only requiring one to two licenses for our current Winscribe system which will save some maintenance fees which can be applied to the Dragon system. I am not able to provide exact figures at

this time but approximately \$2,000.00 from the maintenance fees of the Winscribe system could be applied to the anticipated \$14,500.00 yearly maintenance fees of the Dragon system (Maintenance fees would begin in 2018).

The attached quote is for all sworn personnel to have access to the Dragon system. The most important group of personnel to receive this system would be our patrol officers. If it is more feasible, we could split this request over two years and start with our patrol officers. Fully staffed, our Patrol Section is currently authorized 56 Officers, 8 Sergeants and 4 Lieutenants for a total of 68 personnel. An estimate of cost for just the Patrol Section would be \$52,440.00.

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditure**

Check if Technology Request
2015 Identify Request Year

Department: Building Maintenance Priority 1

Goal and Objective: Improve building system performance, building security and energy performance. Move staff from reactive technicians to proactive system managers, preventing issues rather than simply responding to problems. Installing software, hardware, connections and in some cases digital controls where previously there were pneumatic controls to HVAC, lock systems, camera systems and light systems will accomplish that. Connecting City/County and Fire Station 1 to this system will allow them to separate from Public Health, which is currently the server for all three.

Department Action Plan: Review and define detailed needs with City of Bismarck building technicians. Review results with a consultant for perspective, particularly for HVAC control systems. RFQ for Engineering support services in fourth quarter 2016. RFP preparation and publication

Implementation by second quarter 2017 through remainder of 2017, connecting City/county and Fire Station 1. Follow-on implementation through 2021.

Justification and Explanation of funding: Moves Building Maintenance from reactive to proactive, preventing issues rather than responding to failures. Repairs at least cost and improves comfort and reliability while reducing energy consumption. Improves flexibility in responding to varying schedules in major meeting rooms and the possibility of adjusting based on occupancy for large meetings. Allows improved security with multi-building lock-down possible quickly in case of emergency. Monitoring effectively requires access to see what is happening in real time. That is a challenge with the limited systems that exist as data is available only at a fixed site, near the equipment. Since all Building Maintenance Staff monitor multiple buildings, that is difficult to review routinely. Some controls are limited and dependent on 3rd party private vendors who are not always responsive to our needs. Staff time can be focused on preventive measures and identifying problems well before they compromise the work environment for other staff.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-102-002-4420-300	Building Management System and Connection to C/C, PHC and FS 1	\$170,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 **Identify Request Year**

Department: Police Priority _____

Goal and Objective: Obtain Crash Data Retrieval system in order to investigate crashes involving serious bodily injury or death. Currently the only agency that has this system is the ND Highway Patrol. To download the data from a vehicle arrangements have to be made with a Highway

Patrol trooper to use their equipment.

Department Action Plan: This system allows the user to download data from a vehicle's "black box" and will show the speed, braking, throttle position, seatbelt usage and the g forces from a vehicle that has been involved in a collision. This system would greatly improve the investigation of collisions by the Traffic section.

Justification and Explanation of funding: When implemented the Crash Data Retrieval system allows the investigator to download vital information from a vehicle that has been involved in a collision. The ability to use this information verifies the speed and dynamics of a vehicle and is especially usefull when the collison results in a fatality in which the driver cannot provide any information regarding the collision. When we investigate these collisions currently we have to make arrangements with the Highway Patrol to ask for assistance. This can sometimes take several days and is dependent of the scheduling of the Highway Patrol trooper that has the equipment. This can be problematic if the information is vital to an investigation, and it takes three to five days to get the information. Additioanlly, this product could be a vital tool to determine if speed was a factor in a crash. Currently, it is very difficult to determine if skid marks are not present, or vehicles have been moved from the scene.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
175-150-4700-300	Computer Small Equipment (CDR DLC Tool Kit shown below)	\$3,499.00
175-150-4635-300	Software Maintenance (Will need base increase in 2018)	\$899.00
175-150-4500-100	Lodging	\$1,000.00
175-150-4510-100	Conference registration	\$800.00
175-150-4500-300	Airfare	\$900.00
175-150-4500-200	Per Diem	\$600.00
Total		\$7,698.00

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2017 Identify Request Year

Department: Special Deficiency - Special Assessments Priority 1

Goal and Objective: To replace the current AS400 program with a new software program for special assessments.

Department Action Plan: To prepare an RFP for the solicitation and selection of a new software program for property special assessments
this fall with the purchase and implementation of the system in 2017.

Justification and Explanation of funding: The Land Records Management Study included a recommendation to replace the current AS400 special assessment program. The initial implementation plan did include a custom program to make specials an integral part of TRAKiT. With unexpected turnover of the special assessment analyst, the implementation was placed on hold due to the challenges faced by the new analyst. The need to replace and upgrade the system continues. The number of districts and property assessments has grown to over \$32 million in assessments in 2015. We need to be able to maintain a history of the assessments and calculate cash flow for the bonds which are features not in the current system. The budget estimate is based on the costs initially identified for the custom TRAKiT program. Funding is available from special deficiency budget for the new program.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
290-290-000	Computers & Software	150,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Department: Non-departmental Priority 3

Goal and Objective: Provide adequate funding for fuel cost for the General Fund vehicles

Department Action Plan: Budget Committee is recommending that a pool of funds be continued for the General Fund vehicles to provide funding for fuel rate increases once the 2017 fuel budgets in the General Fund Departments are expended. For the 2017 budget the General Fund Departments will be expected to maintain their allocation for fuel at the minimum of 2005 budget levels and the 2014 levels for Police and Fire. Once this budget level is expended, the eligible department could request funding from the pool.

Justification and Explanation of funding: The estimated 2017 cost per gallon is \$3.00 unleaded gas and \$2.80 for blended which replaces diesel #1 and #2. Due to the decrease in the fuel prices, the pool was not utilized in 2015. With the potential volatility of the oil prices and the fact that the essential Public Safety services cannot be retracted if prices do increase, the request is to continue the pool with the recommended funding level of \$75,000. The pool concept was established in 2006 and has been used to address fluctuations in fuel rates and utilization.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-026-4725-100	Gasoline	70,000
100-192-026-4725-200	Diesel fuel	5,000
	Total	75,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

**Check if Technology Request
 Identify Request Year**

Department: Non-departmental Priority 2

Goal and Objective: Provide adequate funding for building utilities cost for the General Fund facilities

Department Action Plan: Budget Committee is recommending that a pool of funds be continued for the General Fund buildings to provide funding for utility costs including natural gas electricity once the 2017 utility budgets in the General Fund departments are expended. For the 2017 budget General Fund departments are required to maintain their allocation for these utilities at the minimum of 2003 budget. Once the budget is expended, the eligible department could request additional funding from the pool.

Justification and Explanation of funding: The potential rate increase in 2017 is 3.5% for electricity and for 1% for natural gas. The 2015 expenditures exceeded the departments total budgets by \$6,000 for electricity and \$3,246 for natural gas. Based on the utilization and projected increases, the recommended pool is \$25,000. The pool concept was established in 2004 and has been used to address increases in rates and utilization.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-000-4400-500	Natural Gas	10,000
100-192-000-4400-200	Electricity	15,000
	Total	25,000

**City of Bismarck
 Department Budget Request for 2017
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 _____ **Identify Request Year**

Department: Non-departmental Priority 1

Goal and Objective: Provide adequate funding for vehicle maintenance and repair for the General Fund
Departments

Department Action Plan: Budget Committee is recommending that a pool of funds be continued for
repair of General Fund vehicles. The General Fund departments would be
required to maintain their 2014 budget level for the maintenance of the vehicles.
Once their budgets are expended, eligible departments could request additional
funding from the pool.

Justification and Explanation of funding: In 2015, the Commission authorized \$51,472 as a pool of funds for the repair of General fund
vehicles to help address a rate change at Fleet. Police also started insuring their vehicles to
help reduce repair costs. For other departments, it becomes more difficult to budget for major
repairs but necessary when a vehicle is out of service. The 2015 actual expenditures were
\$74,831 which exceeded the pool with Commission approval at year end. The pool was
continued in 2016 to help fund the increase in number and cost of repairs. The request is to
continue the pool with a funding level of \$100,000. The pool would be available if the 2014
budget level of funding is maintained and that budget is exceeded for required repairs.

<u>Account Number</u>	<u>Item Description</u>	<u>Requested Amount</u>
100-192-000-4420-400	Vehicle Repair & Maintenance	100,000



FINANCE DEPARTMENT

DATE: August 6, 2016
FROM: Sheila Hillman *SH*
ITEM: 2017 Budget Request: Fees & Charges

REQUEST

Consider approval of the Budget Committee Recommendations for the departments' changes in the fees and charges

Please place this item on the August 15, 2016 City Commission meeting.

BACKGROUND INFORMATION

Departments submit rate adjustments for fees and charges to the Budget Committee for consideration during the budget process. The changes include new fees, deleting fees, rate increases and also the basis of the fee. The proposed changes for the 2017 fees and charges are attached. Please note Public Health is requesting a change in the basis for Environmental Health fees and charges to align with similar entities across North Dakota. Please refer to the attached memo from Renae Moch to further justification of the changes. Also attached is a memo from Michelle Klose that explains the utility rate increases, outlines the proposed uses, and provides a cost comparison of 2016 to 2017 for users. Please note that the rate increases help provide sufficient funding of bond payments and reserve requirements and for future construction projects required by a 2003 Administrative Consent Agreement for sanitary sewer.

The Budget Committee recommends approval of the adjustments for the fees and charges for the 2017 budget as requested by the Departments. Please note the revenues associated with the adjustments are included in the 2017 revenue projections.

RECOMMENDED CITY COMMISSION ACTION

Approve the adjustments for the 2017 fees and charges as requested by the departments

STAFF CONTACT INFORMATION

Sheila Hillman: shillman@bismarcknd.gov or 355-1600

**CITY OF BISMARCK
DEPARTMENT FEES AND CHARGES
2017 RECOMMENDED CHANGES**

Department/Service	Current Fee or Charge	Proposed Fee or Charge
Community Development:		
Mechanical/fuel gas licensing program		
Class A application fee	35.00	0.00
Class B application fee	35.00	0.00
Class C application fee	15.00	0.00
Administrative fee	125.00	0.00
Year of exemption fee	125.00	0.00
Exam fee	New	125.00
Planning Division:		
Application Fees:		
Major plat	1,100.00	0.00
Major plat resubmittal fee	50.00	0.00
Preliminary major plat	New	475.00
Preliminary major plat resubmittal fee	New	50.00
Final major plat	New	850.00
Final major plat resubmittal fee	New	50.00
Minor plat	800.00	900.00
Plat vacation	700.00	800.00
Zoning change	700.00	825.00
Zoning change - PUD	900.00	1,000.00
PUD amendment	700.00	775.00
Special use	400.00	500.00
Rural lot splits	350.00	500.00
FARMP amendment w/o plat	700.00	850.00
LUP amendment w/o zoning change	700.00	850.00
Vacation - ROW	300.00	400.00
Vacation - non-access lines	200.00	275.00
Release - easements	200.00	275.00
Lot modification	50.00	100.00
Site plan review	75.00	125.00
Variances	275.00	350.00
Engineering:		
Project plans:		
11x17 sheet set	New	100.00
1 to 5 sheets	25.00	0.00
6 to 15 sheets	30.00	0.00
16 to 25 sheets	35.00	0.00
26 to 40 sheets	40.00	0.00
41 to 55 sheets	45.00	0.00
56 to 70 sheets	50.00	0.00
70+ sheets	60.00 + 0.50 per sheet above 70	0.00
24X36 sheet set	New	150.00
1 to 5 sheets	25.00	0.00
6 to 15 sheets	35.00	0.00
16 to 25 sheets	40.00	0.00
26 to 40 sheets	50.00	0.00
41 to 55 sheets	60.00	0.00
56 to 70 sheets	70.00	0.00
70+ sheets	75.00 + 1.00 per sheet above 70	0.00
Project spec book	65.00 ea	0.00, included in plan fee
CD copy of spec book	5.00	10.00
Structure moving permit	25.00	65.00

**CITY OF BISMARCK
DEPARTMENT FEES AND CHARGES
2017 RECOMMENDED CHANGES**

Department/Service	Current Fee or Charge	Proposed Fee or Charge
Finance:		
Information Technology:		
Computer fees:		
Dial in access	25.00 monthly	0.00
GIS:		
Maps:		
Standard		
City street map (30"x30")	New	21.00 ea
City base/zoning (45"x36")	5.00 ea	23.00 ea
ETA base/zoning (45"x36")	5.00 ea	23.00 ea
Metro area base/zoning (50"x36")	5.00 ea	0.00
Colored		
City zoning (45"x36") size change to (84"x84")	20.00 ea	46.00 ea
ETA zoning (72"x36") size change to (84"x84")	20.00 ea	46.00 ea
Metro area zoning (50"x36")	20.00 ea	0.00
City/County zoning (60"x42")	20.00 ea	0.00
Data sales:		
Ortho photos - hard copy (11"x17")	5.00 ea	0.00
Ortho photos - hard copy (24"x36")	12.00 ea	0.00
Ortho photos - hard copy (36"x45")	20.00 ea	0.00
Fire:		
Fire permits not listed	25.00	40.00
Central Dakota Communications Center:		
E911 Tariff	1.00 per subscriber minus 31% to other obligations 69% of all E911 taxes to budget 70% of Morton County collection minus 15% to enhancement	1.00 per subscriber (Burleigh) minus 25% to other obligations 75% of all E911 taxes to budget 70% of Morton County collection minus 15% to enhancement
Electro-watchman Inc	6.00 mo/per alarm	0.00
Public Health:		
Health services/office visits:		
Ear wash - impacted wax		
instrument removal bilateral (both ears)	70.00	105.00
Ear wash - impacted wax		
irrigation removal unilateral (one ear)	New	20.00
Ear wash - impacted wax		
irrigation removal bilateral (both ears)	New	30.00
Injections		
QuantiFERON-TB gold (blood test) (includes venous blood collection)	38.00 New	40.00 25.00
Immunizations:		
Private vaccine	Cost of vaccine + administration cost of 28.00 for 1st shot, 20.00 for each additional shot during same appt.	Cost of vaccine + administration cost of 30.00 for 1st shot, 20.00 for each additional shot during same appt.
Health Tracks:		
Denver pediatric screening	12.22	14.29
Edinburgh post-natal depression screening/PHQ-9	15.93	16.41
Environmental Health Division:		
Public (food establishment/restaurants)	225.00 annual	Food establishment - (depending on menu) Level 2 250.00 + 1.00 per seat or Level 3 350.00 + 1.00 per seat
Hospitals	100.00 annual	Institution - Type 2 250.00

**CITY OF BISMARCK
DEPARTMENT FEES AND CHARGES
2017 RECOMMENDED CHANGES**

Department/Service	Current Fee or Charge	Proposed Fee or Charge
Environmental Health Division: (continued)		
Bakeries	150.00 annual	Food establishment - (depending on menu) Level 1 150.00 + 1.00 per seat or Level 2 250.00 + 1.00 per seat
Bar/Tavern	75.00 annual	Food establishment - Level 1 150.00 + 1.00 per seat
Vending machine:		
Vending machine (temperature/date controlled foods)	25.00/unit annual	Food establishment - Level 1 150.00 + 1.00 per seat
Frozen dessert street vendors (ice cream truck)	20.00	Now falls under Temporary food permit 75.00
Childcare facility with foodservice	100.00 annual	Institution - Type 1 150.00
Childcare facility without foodservice	50.00 annual	Now falls under Environmental health assessment 50.00
Limited food service (reheating commercially processed food)	150.00	Food establishment - (depending on menu) Level 1 150.00 + 1.00 per seat or Level 2 250.00 + 1.00 per seat
Vendor (frozen foods)	100.00	Food establishment - Level 1 150.00 + 1.00 per seat
Food Processing: (caterers/manufacturers)		
Less than 5,000 sq ft	75.00 annual	Food establishment - (depending on menu) Level 2 250.00 + 1.00 per seat or Level 3 350.00 + 1.00 per seat
More than 5,000 sq ft	100.00 annual	Food establishment - (depending on menu) Level 2 250.00 + 1.00 per seat or Level 3 350.00 + 1.00 per seat
Retail Food Market:		
No food processed on-site	150.00 annual	Food establishment - Level 1 150.00 + 1.00 per seat
Food processed on-site	200.00 annual	Food establishment - (depending on menu) Level 1 150.00 + 1.00 per seat or Level 2 250.00 + 1.00 per seat
Non-Food Permits:		
Tattoo/body art	135.00 annual	150.00
Tanning permit (1-10 beds)	100.00 annual	100.00 (1-5 beds)
Tanning permit (11 or more beds)	125.00 annual	150.00 (6 or more beds)
Swimming pools: semi-public/public operation		
Year round pool - per body of water	New	200.00
Seasonal pool - per body of water	New	150.00
Year round spa/whirlpool - per body of water	New	100.00
Seasonal spa/whirlpool - per body of water	New	75.00
Year round splash pad/spray ground- per body of water	New	100.00
Seasonal splash pad/spray ground - per body of water	New	75.00
Environmental health assessment	New	50.00
Special pet	20.00	75.00
Airport:		
Equipment rental rates: (2 hr min for OT)		
Shop supplies	4% repair labor	5% repair labor
Bucket truck (de-icer)	70.00/hr + cost of fluid and cost of fuel	75.00/hr + cost of fluid and cost of fuel

**CITY OF BISMARCK
DEPARTMENT FEES AND CHARGES
2017 RECOMMENDED CHANGES**

Department/Service	Current Fee or Charge	Proposed Fee or Charge
Airport: (continued)		
Grove 66' telescoping lift	124.00/hr plus cost of fuel or LP	125.00/hr plus cost of fuel or LP
Skyjack scissor lift	206.50/hr	125.00/hr
Airport/terminal user fees:		
Jetway use gates 1 & 4 (signatory)	50.00/use	PFC bridge/actual O & M
Jetway use gate (sched chtr) gates 1-4	55.00/use	PFC bridge/actual O & M
Event Center:		
Equipment Rental:		
Internet:		
Secure hardline	50.00 per event	Up to 100.00 per event
25 unique codes	50.00 per day	Up to 100.00 per day
Public Works-Service Operations:		
Street Lights:		
Residential w/lights	7.36	7.43
Residential w/o lights	1.81	1.83
Rental units - apartments	7.36/1.81	7.43/1.83
Commercial - other	10.97/5.61	11.08/5.67
Solid Waste:		
Fluorescent lamps less than 4 ft in length	0.25	0.35
Fluorescent lamps 4 ft and over in length	0.41	0.45
U-shaped and circular fluorescent lamps	0.41	0.50
High intensity discharge lamps	0.90	1.20
Compact fluorescent lamps with ballasts	1.00	0.50
PCB ballasts	0.80	0.85
PCB capacitor	1.15	3.25
Oxidizers (Class I & II)/pound	0.50	0.52
Organic peroxides (Class I)/pound	0.50	0.52
Flammables (including solvent, aerosol)/pound	0.82	0.87
Flammables (oil-based paint/stain)/gallon	1.10	1.15
Corrosives/pound	0.82	0.87
Toxics/pound	0.82	0.87
Paint (water based)/gal	0.75/gal	0.80/gal
Electronics/pound	0.15	0.07
Collection fees:		
Residential-96 gallon container	12.31mo ea 1.65 disposal	13.00mo ea 0.40 disposal
Recycling	3.81	4.07 recycling
Dumpsters - 1X		
	1 cu yd-44.77	1 cu yd-47.28
	1.5 cu yd-47.87	1.5 cu yd-50.55
	2 cu yd-51.05	2 cu yd-53.91
	3 cu yd-57.25	3 cu yd-60.46
	4 cu yd-63.45	4 cu yd-67.00
	6 cu yd-76.01	6 cu yd-80.27
	8 cu yd-88.49	8 cu yd-93.45
Dumpsters - 2X		
	1 cu yd-75.03	1 cu yd-79.23
	1.5 cu yd-81.30	1.5 cu yd-85.85
	2 cu yd-87.51	2 cu yd-92.41
	3 cu yd-100.06	3 cu yd-105.66
	4 cu yd-111.71	4 cu yd-117.97
	6 cu yd-137.50	6 cu yd-145.20
	8 cu yd-162.53	8 cu yd-171.63

**CITY OF BISMARCK
DEPARTMENT FEES AND CHARGES
2017 RECOMMENDED CHANGES**

Department/Service	Current Fee or Charge	Proposed Fee or Charge
Public Works-Service Operations: (continued)		
Dumpsters - 3X	1 cu yd-126.00	1 cu yd-133.06
	1.5 cu yd-138.18	1.5 cu yd-145.92
	2 cu yd-149.60	2 cu yd-157.98
	3 cu yd-175.09	3 cu yd-184.90
	4 cu yd-196.57	4 cu yd-207.58
	6 cu yd-248.83	6 cu yd-262.76
	8 cu yd-299.05	8 cu yd-315.80
Fleet Service:		
Mechanic labor	75.00/hr	78.00/hr
Public Works-Utility Operations:		
Water Rates:		
Rate per 100 cubic feet, 0-400 cu ft	2.18	2.29
Rate per 100 cubic feet, over 400 cu ft	2.76	2.90
Lawn rates	2.76	2.90
Water trunk line fee - special assessment		
Base rate, residential single family	500.00	525.00
Duplex zoning < 10,000 square feet	500.00	525.00
Duplex zoning >10,000 & < 20,000 sq ft	1,000.00	1,050.00
Duplex or higher zoning & >20,000 sq ft per 10,000 sq ft	500.00	525.00
Sewer Rates:		
Rate per 100 cubic feet, 0-400 cu ft	2.11	2.41
Rate per 100 cubic feet, over 400 cu ft	2.56	2.92
Surcharge for backup coverage, residential	0.40	0.45
Surcharge for backup coverage, commercial	0.80	0.90
Sanitary sewer trunk line fee-special assessment		
Base rate, residential single family	500.00	525.00
Duplex zoning < 10,000 square feet	500.00	525.00
Duplex zoning >10,000 & < 20,000 sq ft	1,000.00	1,050.00
Duplex or higher zoning & >20,000 sq ft per 10,000 sq ft	500.00	525.00
Storm sewer operation and maintenance:		
Resident	2.20	2.42
Commercial per 10,000 sq ft of lot	4.40	4.84
Multifamily-first unit	2.20	2.42
ea additional unit	0.44	0.49
Unannexed area surcharge:		
Resident	0.50	1.25
Commercial per 10,000 sq ft of lot	0.50	1.25
Multifamily-first unit	0.50	1.25
ea additional unit	0.10	0.25
Wastewater:		
High strength (over 250mg/L) surcharge for industrial users		
Per 1,000 lbs BOD	117.00	129.00
Per 1,000 lbs SS	117.00	129.00
Non sewer waste hauled to system	55.00/1,000 gal	60.00/1,000 gal
Reinstatement service fee (Mon-Fri 8am-4pm)	50.00	55.00
Reinstatement service fee (after hours)	100.00	110.00
Water service calls - connect/disconnect		
Next day service	15.00	17.00
Same day service	21.50	24.00
Install/remove lawn meters	43.00	48.00
Repair frozen meters (per hour plus materials)	42.00	46.00

**CITY OF BISMARCK
DEPARTMENT FEES AND CHARGES
2017 RECOMMENDED CHANGES**

Department/Service	Current Fee or Charge	Proposed Fee or Charge
Public Works-Utility Operations (continued):		
Hydrant hookups	43.00	47.00
Sale of water from hydrant hookup (per gallon)	0.005	0.006
Hydrant meter rental (3-inch meter) per day	5.00	5.25
Hydrant meter rental (5/8-inch meter) per day	1.00	1.10
Bulk water sales to fill tanks per gallon:	0.006	0.007
Minimum monthly charge (bulk water)	5.00	6.00
Testing		
Dairy product testing:		
Coliform test	10.00	20.00
Standard plate count	10.00	17.00
Swimming pool testing	16.00	22.00
Meter sales w/installation:		
3/4" - 1" meters (plus 125% of meter & ERT cost)	40.00	42.00
1 1/2" to 2" meters (plus 125% of meter & ERT cost)	40.00	42.00
3" to 6" meters (plus 125% of meter & ERT cost)	69.00	72.00
Meter sales w/installation:		
Taps up to 1"	52.00	55.00
1 1/2" tap	62.50	65.00
2" tap	99.00	104.00
3" tap (plus labor & materials)	85.00	89.00
4" tap (plus labor & materials)	110.00	115.00
6" tap (plus labor & materials)	180.00	189.00
8" tap (plus labor & materials)	225.00	236.00
10" tap (plus labor & materials)	300.00	315.00
12" tap (plus labor & materials)	350.00	368.00
Sewer Taps		
4" (plus labor & materials)	44.00	48.00
6" (plus labor & materials)	66.00	72.60
8" (plus labor & materials)	108.00	119.00
10" (plus labor & materials)	163.00	180.00
12" (plus labor & materials)	260.00	286.00
Storm water & erosion control permit		
Residential	50.00	55.00
Commercial	100.00	110.00
added cost if more than 20,000 sf disturbed (per sq ft)	0.005	0.005
Residential reissuance after 180 days	25.00	27.50
Commercial reissuance after 180 days	50.00	55.00



Bismarck-Burleigh Public Health

MEMO

TO: Bismarck Board of City Commissioners
FROM: Renae Moch, Director of Public Health
DATE: August 5, 2016
RE: Environmental Health Fees & Charges – 2017 Budget

Environmental Health Fees and Charges were revamped for the 2017 budget to align Bismarck's Environmental Health Division with similar entities across the state of North Dakota. Upon comparing fees and charges for our services to fee schedules from Fargo, Grand Forks, Minot and the ND Department of Health, it was determined that a revision was necessary.

The main changes to the fees and charges are summarized below:

Food Service:

- Implementing “levels” for establishments to classify the facilities by risk factors which contribute to foodborne illness such as the types of food served, preparation steps involved, amount of food prepared and the population to whom it is being served. The FDA utilizes levels to categorize establishments by risk which what this new model would follow.
- Incorporating a rate that includes a flat fee plus a per seat charge for the food establishments. Larger facilities require more time to complete the inspection process which justifies fees per seat.

Swimming Pools/Spas

- Current fees reflect a flat fee per facility regardless of how many bodies of water they have. Water samples and testing are being done per body of water and often operate on separate plumbing systems. Testing each body of water which requires additional staff time and lab fees. Charging per body of water would help recoup some of these costs.

Miscellaneous

- Environmental Health Assessments require staff time to visit facilities such as a group home or waste facility for health and sanitation inspections. These assessments are currently done at no cost upon request. We are proposing the implementation of a fee to help cover the cost of staff time involved doing these assessments.

Please feel free to contact us with further questions or clarification if needed.



Bismarck-Burleigh Public Health, Renae Moch, MBA, FACMPE, Director
Phone: 701-355-1540 • Fax: 701-221-6883 • 500 E Front Avenue, Bismarck, ND 58504
Website: www.bismarcknd.gov/publichealth • Email: bbph@bismarcknd.gov



MEMO

TO: Honorable Board of City Commissioners
FROM: Michelle Klose, P.E., Director of Utility Operations *MK*
RE: Proposed Water, Sewer and Stormwater rate changes for 2017 Utility Bill
DATE: August 9, 2017

We have updated the financial analysis of projected revenues and operating and capital expenditures over the 2017-2021 capital improvement planning period for the water, sanitary sewer, and stormwater utilities. This analysis indicates that revenue bonds (or low interest loans) continue to be the best method to finance the large capital improvement projects that are needed in the next five years. By financing these projects, rate increases can be controlled and costs spread to future users who will benefit from the improvements. Although we have used this method to provide moderation in rate increases, this year we will need to propose a larger rate increase in the utilities to cover bond payments and reserve requirements.

Water

The proposed water rate increase is to assist in meeting current bond payments and reserve requirements and to address increased chemical treatment costs. A proposed rate with no increase to base cost and a 5% increase to the usage rate would raise the monthly residential water bill around \$0 to \$2.68.

The residential curb stop repair fee is proposed to remain unchanged at \$2 per month. This fee is a significant value to our customers with the average cost of a curb stop repair in the range of \$5,000-6,000. We will continue to monitor annually for adjustments that may be necessary.

Sewer

The proposed sanitary sewer rate increase is to address treatment process improvements required in the 2003 Administrative Consent Agreement 03-554. The 2002 Notice of Violation occurred during the time the City had already initiated a Master Plan for improvement at the wastewater treatment plant. The 2003 Administrative Consent Agreement references completion of the corrective actions identified in the Master Plan and noted "This improvement schedule needs to be formatted to allow flexibility in its implementation, but also rigid enough to confirm that the City maintains NDPDES permit compliance, compliance with the Clean Water Act and compliance with all conditions of this Consent Agreement." A large portion of the construction

projects within the 2003 master plan have been completed, however the remaining ones need to be evaluated, scheduled and constructed to close the administrative consent agreement. A proposed rate with no increase to base cost and a 14% increase to the usage rate combined with backup surcharge discussed below would raise the monthly residential sewer bill around \$0.05 to \$3.41.

The proposed sanitary sewer back-up surcharge fee increase is needed to balance the reserve fund. This reserve fund continues to decline, the June 2016 balance of \$104,979 is below the June 2015 balance of \$158,987, and the June 2014 balance of \$181,251. Our recommended minimum balance has been \$200,000 for this reserve fund. A proposed fee increase for residential customers from \$0.40 to \$0.45 per month and commercial customers from \$0.80 to \$0.90 per month is included in the monthly residential sewer bill in the paragraph above.

Stormwater

The proposed stormwater rate increase is to address an active stormwater maintenance program. We have new maintenance responsibilities on a fourth pump station and growing residential concerns following storm events. The stormwater maintenance activities are guided by requirements under the State MS4 permit for our stormwater system. We will keep priority maintenance and water quality activities at the forefront, including more attention toward erosion control permits, compliance and residential concerns. A proposed operation and maintenance fee increase of 10% combined with the surcharge fee in the following paragraph would raise the monthly residential stormwater bill around \$0.97.

The stormwater surcharge fee is held in a reserve account to finance the smaller portions of regional stormwater improvements that are attributable to currently unannexed areas. The payments made by this reserve account are spread over a longer period of time. Annexed properties that benefit from these regional improvements are assessed stormwater costs which are returned to the reserve. This method is used with the master planning of stormwater development for the city to proactively address conveyance of stormwater that affects drainage within the city. The fee and the returned assessments are not able to cover payments at this time and the proposed residential increase is from \$0.50 to \$1.25 per month, and the proposed commercial increase is from \$0.50 to \$1.25 per month per 10,000 square foot of lot.

Summary

The proposed water, sewer and stormwater rate and surcharge changes are summarized in the attached table, which illustrates the impact on a variety of customers' utility bills. The table shows an overall 4.9% to 9.6% increase in the total bill for water, sewer, and stormwater.

With the completion of the new meter installations in 2016, and the startup of Water Analytics that is able to monitor water use, our water utility is better able to track water usage. We plan to evaluate this data along with water system costs to propose rate structure adjustments in 2018.

I am available to answer any questions or provide more information about the proposed changes or any other rate issues.

Cc: Keith Hunke
Jason Tomanek
Sheila Hillman

City of Bismarck
Water, Sewer, and Stormwater Utilities
2016 - 2017 Rate Comparison

	Proposed		Minimum Bill		Residential Summertime use (6 units water, 4 units sewer)		Residential Summertime use (20 units water, 10 units sewer)		Commercial/ Industrial User (120 units, 40,000 SF lot)	
	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017
Water (0% base, 5% rate)										
Base	\$5.70	\$5.70	\$7.70	\$7.70	\$21.94	\$22.66	\$60.58	\$63.26	\$334.58	\$351.26
Rate/unit, 0-4 units	\$2.18	\$2.29		0.0%		3.3%		4.4%		5.0%
Rate/unit, > 4 units	\$2.76	\$2.90		\$0.00		\$0.72		\$2.68		\$16.68
Curb Stop Repair Charge	\$2.00	\$2.00								
Sewer (0% base, 14% rate)										
Base	\$9.88	\$9.88	\$10.28	\$10.33	\$18.72	\$19.97	\$34.08	\$37.49	\$316.08	\$359.14
Rate/unit, 0-4 units	\$2.11	\$2.41		0.5%		6.7%		10.0%		13.6%
Rate/unit, > 4 units	\$2.56	\$2.92		\$0.05		\$1.25		\$3.41		\$43.06
Residential Backup Surcharge	\$0.40	\$0.45								
Commercial Backup Surcharge	\$0.80	\$0.90								
Stormwater										
Residential O&M	\$2.20	\$2.42	\$2.70	\$3.67	\$2.70	\$3.67	\$2.70	\$3.67	\$19.60	\$24.36
Residential unannexed surcharge	\$0.50	\$1.25		35.9%		35.9%		35.9%		24.3%
Commercial (per 10,000 SF of lot) O&M	\$4.40	\$4.84		\$0.97		\$0.97		\$0.97		\$4.76
Commercial (per 10,000 SF of lot) unannexed surcharge	\$0.50	\$1.25								
			<u>\$20.68</u>	<u>\$21.70</u>	<u>\$43.36</u>	<u>\$46.30</u>	<u>\$97.36</u>	<u>\$104.42</u>	<u>\$670.26</u>	<u>\$734.76</u>
Sum of Water, Sewer and Stormwater, % change				4.9%		6.8%		7.3%		9.6%
Sum of Water, Sewer and Stormwater, \$ change				\$1.02		\$2.94		\$7.06		\$64.50

1 unit = 100 cubic foot of water = 748 gallons of water



FINANCE DEPARTMENT

DATE: August 6, 2016
FROM: Sheila Hillman *SH*
ITEM: 2017 Budget Request: Mill Levy

REQUEST

Consider approval of the Budget Committee Recommendations for the mill levy for property taxes

Please place this item on the August 15, 2106 City Commission meeting.

BACKGROUND INFORMATION

The estimated value of a mill for the 2017 budget is \$351,555 as compared to the actual value of \$324,137 in 2016. This represents an increase of \$27,418 or 8.46 % from the prior year with 4.51% of the average increase attributed to growth. The Budget Committee developed the tentative 2017 budget request with a mill levy of 56.92 with a reduction of 2.15 mills. This includes funding for salary policy, the recommended priority initiatives and General Fund capital improvement projects. A brief summary of the level of the mill was shared with Mayor Seminary in conjunction of the review the recommendations for the budget.

The recommended mill levy of 56.92 provides a 4.51% increase in revenue. The goal was to try to limit the recommended funding increase to the average increase in the 2016 mill that was attributed to growth from new tax base and to also consider the impact to property tax. The 2.15 mill reduction equates to \$1.86 increase on a home valued at \$200,000 that was adjusted for a 4.14% increase in value. The 4.14% is the average increase in market value for residential property. This mill reduction represents only the City's portion of the property taxes which is 24.25% of the total for 2016. The levy for the 2017 budget also assumes that 25 mills will continue to be funded from Sales Tax. This represents an 8.56% increase in tax relief which is attributed to the increase in the value of the mill.

Attached is the 2016 mill levy that reflects the recommended levies for the 2017 General and Special Funds.

The General Fund mill changes reflect an increase of 4.86 mills and a decrease of 5.67 mills for Building Construction for a total decline of .81 mills. The Building Construction mill was 9.99 in 2016 but it was reduced to help fund the General Fund priority initiative requests and salary policy. The mill levy of 4.32 will provide funding for the capital improvement projects in the 2017 and provide some funding for the future building plans for the City/Co. Building, Public Health, Police and Combined Communications. The estimated costs for future building renovations and new construction range from \$22 million to \$48 million over the next five years. The Budget Committee noted that these are also priorities that will need to be addressed in future budgets.

Please note that with the consolidation of the mills in 2016, the mill levy for Forestry and Weed/Leafy Spurge was combined with the General Fund mill. This is equivalent to 2.14 mills which will be transferred to Roads & Streets – Forestry for those expenses in 2017. In 2016 the Budget Committee recommended that the cost of social security and pension for the Special Funds be paid by those departments. This change made the funding the same as the Enterprise and Internal Service Funds that fund all of those employee benefit costs. With the projected decrease in motor fuel tax revenue tax for Roads & Streets in 2017, the Committee is recommending that the social security and pension costs for Roads & Streets be funded again by the mill. This change amounts to \$282,035 and is reflected in the General Fund mill. The revenue will be transferred to Roads & Streets to fund those employee benefit costs.

The General Fund mill includes the City pension contribution of 10.4% for the City plan of the General Fund Departments and 14.53% for Police and Fire based on actual pay of the covered pension salaries. The General Fund also includes the funding for the recommended priority initiatives and salary and benefit adjustments. The overall decrease of .81 mills is attributed in part to the increase in the value of the mill, Sales Tax for 25 mills and the decrease in the mills for Building Construction.

In Special Funds 2 mills are recommended for Special Deficiency to help fund the City's share of Special Assessment projects which totals an estimated \$945,000 in 2017. The mill levy did not change for E/H Transit and the revenue increase represents the increase in the value for the authorized mills. The .34 mill decrease in Library reflects the increase in the value of the mill and a funding increase for a 3% salary increase for all employees.

RECOMMENDED CITY COMMISSION ACTION

Approve the mill levy of 56.92 for the 2017 budget

STAFF CONTACT INFORMATION

Sheila Hillman: shillman@bismarcknd.gov or 355-1600

City of Bismarck
Recommended Levies for 2017 Budget

8/4/2016

	Actual 2015	Est 2016
Value of Mill	324,137	351,555
Value of Mill change	33,368	27,418
% of value change	11.49%	8.46%
% of value change attributed to growth	4.64%	4.51% *
% with Zero Mill Increase	4.81	4.64%

	<u>2015 Levy</u>		<u>2015 Amount</u>		<u>2016 Levy</u>		<u>2016 Amount</u>		<u>Change</u>	
									Levy	Amount
General:										
General Fund	62.09	20,117,627	66.95	23,536,607	4.86	3,418,980				
Building Construction	9.99	3,238,125	4.32	1,518,718	(5.67)	(1,719,407)				
General Fund Subtotal	72.08	23,355,752	71.27	25,055,325	(0.81)	1,699,573				
Less 25 Mills/Sales Tax	(25.00)	(8,095,400)	(25.00)	(8,788,600)	-	(693,200)				
General Fund Total	47.08	15,260,352	46.27	16,266,725	(0.81)	1,006,373				
Special Revenue:										
Special Deficiency	3.00	972,410	2.00	703,110	(1.00)	(269,300)				
E/H Transit	3.00	972,410	3.00	1,054,665	-	82,255				
Library	5.99	1,941,578	5.65	1,986,286	(0.34)	44,708				
	11.99	3,886,398	10.65	3,744,061	(1.34)	(142,337)				
Total	59.07	19,146,750	56.92	20,010,786	(2.15)	864,036				
Amount % Change						4.51%				

Total change for growth per State Tax Dept. definition of zero increase mills is 56.989.

* Commercial growth is 7.02% and Residential growth is 3.13%



FINANCE DEPARTMENT

DATE: August 6, 2016
FROM: Sheila Hillman *SH*
ITEM: 2017 Budget Request: Capital Improvement Projects

REQUEST

Consider approval of the Budget Committee Recommendations for the Capital Improvement Projects

Please place this item on the August 15, 2016 City Commission meeting.

BACKGROUND INFORMATION

Attached are the 2017 Capital Improvement Program projects and projected costs requests. The Budget Committee reviewed all the projects with the Departments. The Committee also considered the funding source for a number of requests and the funding for those projects are recommended as follows:

Arena AC/Ice Making Compressor Replacement	50,000 Event Center Revenue
Arena HVAC Replacement in E. Dressing Room	50,000 Motel, Liquor, Restaurant Tax
Arena Food Court Renovation	100,000 Motel, Liquor, Restaurant Tax
Library Roof & Clerestory Windows (additional Funds)	300,000 Building Construction
Police Evidence Storage Heating & Cooling (additional funds)	80,000 Building Construction
Police Parking Lot Security Fence	87,000 Building Construction

The Budget Committee also discussed the construction of a new EOC. The design phase has been completed but recommendations were delayed until after the consolidation with Mandan. The plan is to have the recommendations for the design and funding presented to the Commissions this fall for further consideration. The Committee reviewed the Event Center projects and is recommending funding from the Hotel, Liquor Restaurant Tax for the Arena HVAC replacement and food court renovations projects and department funding for the Arena AC replacement.

The Committee considered the Fire station projects and delayed any funding recommendations with the focus to complete the current projects for the Burn Building and new Fire station. The search for land for future fire stations was authorized with funding to be determined.

The Committee is recommending additional Building Construction funds for the 2016 Roof & Window project but did not recommend funding the HVAC Upgrade Project at the Library.

The Budget Committee considered the request of the Police Department for the Building Expansion and Renovation and the Replacement of the Masonry Wall Panels but did not recommend funding. The Committee is recommending additional funding from Building Construction to complete the 2016 Evidence Storage Building and the Parking Lot Security Fence project.

Due to the decrease in motor fuel tax revenue for Roads & Streets, the Budget Committee is not recommending approval of the request for the purchase of land for a future north satellite station. The land purchase, however, may be considered in the future.

The Budget Committee recommends funding from Solid Waste for MSW Subtitle D Cell Closure, the Inert Waste Pit Closure, and the purchase of the County Shop.

The six projects identified for replacement of traffic signals, video cameras, whiteway conductors and feed points, and the street light LED relamping programs are recommended as requested by Public Works Service Operations for Street Lights & Signals.

The recommended 2016 funding for the Street & Highway Projects is \$22,751,000 with \$10,148,500 from Sales Tax, \$50,000 from HUD, and \$12,552,500 from special assessments and deficiency. The Sales Tax funding includes \$900,000 for the street projects design and ROW at 43rd Avenue North from State Street to Montreal. It also includes \$50,000 for funding special road projects authorized by the Commission, \$64,000 for the design of highway safety improvement projects and \$200,000 for the first phase to create a fiber optics network through-out the City for traffic signals and other communications needs. This will done be in conjunction with the feasibility study authorized for the network in 2016. The recommended funding for Special Assessments is \$8,934,500 from Sales Tax. The Budget Committee recommends that Sales Tax continued to be considered as a funding pool for the annual projects. This would allow the funds to be allocated within the project categories to address changes in bid estimates and quantities. Projects include \$192,500 for the maintenance and repair of concrete streets, \$2,843,500 for the cost to replace the last year for hard surfaced streets with permanent full depth asphalt pavement, \$1,771,000 for street reconstruction and subbase drainage system, \$2,667,500 for the annual chip seal project and \$1,460,000 for the Rural Upgrade projects. This is used fund the cost of rural upgrades that are held in abeyance until the property is annexed. The Sales Tax will provide funding consistent with the subsidies authorized by the Commission for the annual Special Assessments.

The Committee considered the funding requirements presented by the Airport for the major Runway Project. The total estimated cost of the project is \$66,784, 000 for 2017-2019. The requirements were discussed with the Finance Director and the following fund plan was developed for Committee consideration:

	2017	2018	2019	Total
Federal Funds	12,000,000	13,179,300	10,820,700	36,000,000
State Funds	1,500,000	1,573,500	601,150	3,674,650
Airport Cash Reserves	6,248,000	-	-	6,248,000
Revenue Bond	3,543,000	6,457,000	-	10,000,000
Funds to be identified	-	10,260,200	601,150	10,861,650
Total	23,291,000	31,470,000	12,023,000	66,784,000

The Federal Funds include the authorized additional FAA funds of \$10,000,000 for three years for the project which is in addition to the annual entitlement funds of \$2,000,000 for the three years. The State funds are from the State FAA projected funding for the project. The Airport plans to dedicate their construction reserves to the project but also maintain a \$1 million of the reserve for operating cash flow. This process was used when the terminal was built and is a good policy to continue. The revenue bond will be funded by from the annual Passenger Facility Charge (PFC). The Budget Committee is recommending the following funds to provide the additional funds:

	2018	2019
NPCC cash balance	5,800,000	
Motel, Liquor, Restaurant Tax	2,460,000	601,150
HUB Funds	2,000,000	

There would still be a cash balance of funds in both the NPCC and Motel, Liquor, Restaurant Tax funds but the total allocation HUB funds would be utilized. The bids will be received in September and associate funding reviewed. Any additional funds received from the Federal or State FAA will be used to decrease the amount of the additional funds and used to preserve the Airport operating cash reserve. Please note that with the proposed funding plan, the Airport will have to delay numerous other projects and only do those that are essential to continue operations.

The Street Lights & Signals, Solid Waste, Water, Sanitary Sewer, and Storm Water projects are funded with reserves, special assessments, and revenue bond reserves and are recommended for approval as requested:

Solid Waste	286,850	Reserves
Street Lights & Signals	619,773	Reserves
Sanitary Sewer	17,443,000	Reserves/Bond Reserve
Storm Water	5,775,000	Reserves & Special Assessments
Water	1,386,000	Reserves

The Budget Committee continues the clarification that all funding recommendations are specific to the projects authorized and Commission approval is required for any change in use of that funding.

RECOMMENDED CITY COMMISSION ACTION

Approve the following:

2017 Recommended Funding for Capital Improvement Projects

Sales Tax Funding Pool for the annual Special Assessments street projects

All funding recommendations are specific to the projects authorized and Commission approval is required for any change in use of that funding.

STAFF CONTACT INFORMATION

Sheila Hillman: shillman@bismarcknd.gov or 366-1600

CAPITAL IMPROVEMENT PROGRAM PROJECTED COST FOR YEAR 2017

Areas shaded not recommended by Budget Committee		City Costs						Non City Costs		
		Enterprise Constr. Reserves	Motel/Liq Tax	Building Constr.	Sales Tax Fund	Special Assess.	Other	Private Donate	Federal Grant	State Grant
	Cost									
ADMINISTRATION										
Emergency Operation Center (EOC) Expansion	TBD						TBD ¹			
Administration Total										
AIRPORT										
Rehabilitate Runway 13-31 (Reconstruction) 1st Year	23,291,000	6,248,000					3,543,000 ²		12,000,000	1,500,000
Plans & Specifications for 2018 Rehabilitate Runway 13-31	500,000	25,000							450,000	25,000
Airport Total	23,791,000	6,273,000					3,543,000		12,450,000	1,525,000
EVENT CENTER										
Exhibit Hall Upgrade the Pneumatic Controls	112,500		112,500							
Arena Video Camera's and Cabling	153,750		153,750							
Arena AC/Ice Making Compressors Replacement	50,000		50,000							
	50,000	50,000								
Arena East Dressing Rooms HVAC Replacement	50,000		50,000							
Exhibit Hall Door Hardware Replacement	75,000		75,000							
Arena Food Court Renovation	100,000		100,000							
	541,250		541,250							
FIRE										
Tyler Parkway Fire Station Addition	17,000			17,000						
Fire Station #1 Replace Boiler	165,000			165,000						
Purchase Land for Future Fire Stations	TBD						TBD ³			
	182,000			182,000						
¹ To Be Determined (Pending Funding)										
² Revenue Bonds										
³ To Be Determined										

CAPITAL IMPROVEMENT PROGRAM PROJECTED COST FOR YEAR 2017

Areas shaded not recommended by Budget Committee		City Costs						Non City Costs		
		Enterprise Constr. Reserves	Motel/Liq Tax	Building Constr.	Sales Tax Fund	Special Assess.	Other	Private Donate	Federal Grant	State Grant
	Cost									
WWTP-Trickling Filter	9,290,000						9,290,000 ⁶			
WWTP-Consent Agreement	200,000	200,000								
Wastewater Treatment Total	9,490,000	200,000					9,290,000			
SCADA	400,000	400,000								
Valve and Hydrant Replacement	110,000	110,000								
Watermain Replacements	418,000	418,000								
Pipeline Extensions	320,000	320,000								
Water Distribution Total	1,248,000	1,248,000								
Water Treatment Plant Security	88,000	88,000								
Water Treatment Plant Bulk Lime Storage	50,000	50,000								
Water Treatment Plant Total	138,000	138,000								
Water & Sewer Utility Projects Total	20,771,000	6,521,000					4,960,000	9,290,000		
⁶ 2015 Revenue Bonds										
CITY TOTAL	72,846,873	13,080,850	541,250	3,986,000	10,248,500	17,142,500	13,822,773		12,500,000	1,525,000
Budget Committee Recommendation	68,886,623	13,130,850	150,000	467,000	10,148,500	17,142,500	13,822,773		12,500,000	1,525,000



FINANCE DEPARTMENT

DATE: August 6, 2016
FROM: Sheila Hillman *SH*
ITEM: 2017 Budget Request: Other Funding Issues

REQUEST

Consider approval of the Budget Committee Recommendations for the other funding issues

Please place this item on the August 15, 2016 City Commission meeting.

BACKGROUND INFORMATION

The Budget Committee also discussed the following issues during the development of the 201 budget:

- Over the last several years, the Budget Committee has provided an update on Sales Tax revenue. The 2015 actual revenue was \$17,436,203 which was above the 2014 revenue by \$198,189 for 1.1% increase. We have seen a decline in revenue for 2016 so the projected amount of \$17,000,000 was used in the five year projections. This level of funding continues to provide the match for the scheduled highway construction and improvement projects and the City street maintenance projects as well as the 25 mills for property tax relief and snow gate activities required by City ordinance for 2017 and 2018. Starting in 2019, however, the revenue is not sufficient to fund the projected expenditures. The shortfall would be \$8.6 million in 2019 and the deficit increases thereafter. Please note the Commission would never approve a funding plan with a deficit. The lack of federal funding has a major impact on Sales Tax and the City's ability to respond to growing demands for street improvements. This is not a new issue but continues to be a policy discussion for the Commission to either consider reductions in the subsidy for special assessments, street projects or identification of additional funds. Attached is the five year projected cash flow statement for Sales Tax that is used for budget discussions. This is provided for illustration purposes only since each year the Commission authorizes the level of funding from Sales Tax each year. The Budget Committee continues to recommend that the projected future funding deficit of highway construction and improvement projects be a policy discussion for the City Commission.

The Budget Committee is providing recommendations for the following funding issues:

- In 2009 the Commission dedicated 85% of the 2% Motel/Hotel Tax to the CVB with the balance of the funds for Event Center promotions and events. The Budget Committee recommends that the funding plan be continued for 2017 with the balance of the revenue to be used to fund events. The estimate for 2017 for is \$1,000,000 with \$850,000 for CVB and \$113,450 for the Event Center which includes \$20,000 designated for CVB events. The Budget Committee is also recommending that the funding of the designated funds be discussed with CVB in 2018.
- Since 2012, 25% of the car rental tax has been allocated to the Airport and 75% of the tax allocated for event funding at the Event Center. The Budget Committee recommends continuing the allocation in 2017. Based on revenue estimates for 2017, the allocation would be \$16,250 to the Airport and \$48,750 to the Event Center.
- The Budget Committee reviewed the operating budget and other budget requests for the Event Center. The recommended priority requests and CIP will be funded by projected Event Center operating revenue and the additional allocation from the tax revenue referenced above so no operating subsidy is recommended for 2017.
- The Budget Committee considered the reduced motor fuel tax revenue of \$1,264,291 for Roads & Streets in 2017. This is the key funding source for the Department so the decline has a major impact on the Department. The Budget Committee discussed the major impacts with Jeff Heinz and based on those discussion is recommending the following funding proposal for to help alleviate the impact to the level of services provided in 2017:

Continue to maintain 3 vacant positions	(188,418)
Delay the distributor replacement	(75,000)
Delay replacement of 2 sweepers	(378,000)
Fund social security and pension with the mill	(282,035)
Increase transfer from SW Disposal Fee	(200,000)

The Committee is also recommending that the conditions, terms and cost analysis of a lease option for the sweepers be reviewed. Sweepers with rear mounted dumps will also be considered to save on some labor time. If the leasing is recommended, \$122,000 in funding is recommended from the General Fund cash balance.

The proposed funding from the mill for employee benefits is reflected in the recommended mill levy for the General Fund. Currently Solid Waste Disposal transfers \$1 per ton of the solid waste tipping fee to assist in funding the associated maintenance of the streets. The proposal would increase the transfer to \$3 per ton. Streets will continue to monitor the level of service and update the Commission on any changes in service due to the vacant positions.

RECOMMENDED CITY COMMISSION ACTION

Commission policy discussion for Sales Tax Funding
Approve the Event Center from Hotel/Motel Tax
Approve the allocation of Car Rental Tax to Airport and Event Center for event funding
Approve the funding proposal for Roads & Streets

STAFF CONTACT INFORMATION

Sheila Hillman: shillman@bismarcknd.gov or 355-1600

**City of Bismarck
Sales Tax
Projected Cash Flow**

8/8/2016

	<u>Year 2016</u>	<u>Year 2017</u>	<u>Year 2018</u>	<u>Year 2019</u>	<u>Year 2020</u>	<u>Year 2021</u>
Beginning Cash Balance	11,204,545	5,177,468	2,799,592	946,584	(8,563,069)	(18,443,630)
Revenue:	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
1% Sales Tax	17,000,000	17,000,000	17,000,000	17,000,000	17,000,000	17,000,000
Interest	63,100	25,887	13,998	4,733	-	-
Total Revenue	<u>17,063,100</u>	<u>17,025,887</u>	<u>17,013,998</u>	<u>17,004,733</u>	<u>17,000,000</u>	<u>17,000,000</u>
Total Revenue Plus Cash Balance	28,267,645	22,203,355	19,813,590	17,951,317	8,436,931	(1,443,630)
Budgeted Expenditures:						
Economic Development	-	-	-	-	-	-
25 Mill Reduction & Administration	(8,155,924)	(8,846,208)	(9,288,518)	(9,752,944)	(10,240,592)	(10,752,621)
Audit Fees	(500)	(400)	(400)	(400)	(400)	(400)
Highway Construction	(5,110,000)	(1,164,000)	(2,964,000)	(9,900,000)	(9,250,000)	(13,750,000)
Commission Special Road Projects	(150,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Snow Gate Activities	(332,753)	(408,655)	(429,088)	(450,542)	(473,069)	(496,723)
Facility Rehab/Repair	-	-	-	-	-	-
Concrete Pavement Street Repairs & Maintenance	(426,000)	(192,500)	(165,000)	(220,000)	(220,000)	(220,000)
Rural Roadway Upgrades	(1,460,000)	(1,460,000)	(1,460,000)	(1,460,000)	(1,570,000)	(1,660,000)
Special Assessments: Hard Surface Streets	(2,117,500)	(2,843,500)	-	-	-	-
Special Assessments: Annual Street Maintenance	(1,130,000)	(2,667,500)	(2,585,000)	(2,447,500)	(1,842,500)	(1,677,500)
Special Assessments: Street with Subbase Drainage S	(4,207,500)	(1,771,000)	(1,925,000)	(2,233,000)	(3,234,000)	(1,848,000)
Total Budgeted Expenditures	<u>(23,090,177)</u>	<u>(19,403,763)</u>	<u>(18,867,006)</u>	<u>(26,514,386)</u>	<u>(26,880,561)</u>	<u>(30,455,244)</u>
Projected Ending Cash Balance	5,177,468	2,799,592	946,584	(8,563,069)	(18,443,630)	(31,898,874)

Assumptions:

2016 reflects budgeted expenditures and revenue adjusted to reflect projected based on YTD revenue

Sales Tax Revenue remains level of the projected 2016 revenue

Interest is based on .5% of the beginning cash balance starting in 2017

Economic Development reflect a reduction to "0" starting in 2012

25 Mill Reduction increases by 5% per year after 2018

Highway Construction reflects CIP for Street & Highways

Commission Special Road Projects is reduced to \$50,000 in 2017 and then remains stable at \$50,000

Snow Gate Activities for 2017 are based on 2017 budget and increase by 5% per year after 2017

Facility Rehab/Repair reflects "0" starting in 2011

Special Assessment Street funds reflect CIP through 2021

City of Bismarck

2017 Budget Request

Supplemental Budget Information



Genuine Dakota

June 29, 2016

Keith Hunke, City Administrator
City of Bismarck
221 N. 5th Street
Bismarck, ND 58501

Dear Keith:

Enclosed is a copy of the 2017 CVB Budget. It was first reviewed and approved by our Executive Committee on June 7. We presented it to our full Board at a June meeting and it was unanimously approved on June 28.

Randy Hansen and Launa Moldenhauer, who represent the City Visitors Committee, are also on our Board. Both were present at our meeting and both approved the 2017 Budget.

Please let me know if you have any questions.

Sincerely,

Sheri J. Grossman, CDME
CEO/Executive Director

2017 Income

Account No.	Account Name	2015 Actual	2016 Budget	2017 Budget
501/02/04	Dues	\$ 76,922.70	\$ 67,000.00	\$ 77,000.00
506	Bismarck Room Tax	\$ 1,055,928.75	\$ 1,075,645.00	\$ 950,400.00
507	Mandan Room Tax	\$ 50,692.74	\$ 67,385.00	\$ 45,625.00
508	CVB Services	\$ 223.81	\$ 12,000.00	\$ 1,000.00
512	Tourism/Leisure Marketing	\$ -	\$ 2,500.00	\$ 2,500.00
517	Miscellaneous	\$ 8,400.00	\$ 8,400.00	\$ 8,400.00
521	Interest	\$ 814.61	\$ 600.00	\$ 700.00
522	Sales Co-op	\$ 3,514.15	\$ 2,000.00	\$ 3,000.00
523	Annual Meeting	\$ 780.00	\$ 1,500.00	\$ 1,500.00
524	Gaming	\$ 564,113.53	\$ 325,000.00	\$ 325,000.00
526	VIC Income	\$ 49,223.95	\$ 39,000.00	\$ 45,000.00
	TOTAL	\$ 1,810,614.24	\$ 1,601,030.00	\$ 1,460,125.00

2017 Expenditures

Account No.	Account Name	2015 Actual	2016 Budget	2017 Budget
701	Salaries	\$ 540,646.60	\$ 671,814.00	\$ 613,660.00
702	Employee Benefits	\$ 114,086.68	\$ 127,110.00	\$ 128,680.00
703	Payroll Taxes/Workers Comp.	\$ 44,020.29	\$ 53,000.00	\$ 50,320.00
704/05/06/09	Occupancy Expenses	\$ 120,354.78	\$ 64,900.00	\$ 68,850.00
707	Telephone Service	\$ 14,430.37	\$ 17,000.00	\$ 15,000.00
720	Contractual Services	\$ 66,514.27	\$ 72,084.00	\$ 80,100.00
740	Furniture & Equipment	\$ 25,997.12	\$ 17,000.00	\$ 17,000.00
741	Equipment Repair & Service	\$ 7,010.59	\$ 2,000.00	\$ 3,000.00
750	Membership Services	\$ 7,673.94	\$ 5,000.00	\$ 6,500.00
752	Convention Services	\$ 63,651.11	\$ 88,665.00	\$ 62,895.00
756	Motorcoach Marketing	\$ -	\$ 1,200.00	\$ -
757	Meeting/Convention Sales & Mktg.	\$ 252,906.70	\$ 174,400.00	\$ 167,200.00
759	Tourism Marketing	\$ 256,757.48	\$ 117,407.00	\$ 57,070.00
760	Office Supplies & Expenses	\$ 5,260.00	\$ 5,000.00	\$ 5,500.00
761	Printed Materials	\$ 10,603.63	\$ 14,850.00	\$ 16,850.00
762	Postage and Shipping	\$ 18,707.17	\$ 29,000.00	\$ 28,000.00
780	Miscellaneous	\$ 73,586.37	\$ 11,000.00	\$ 11,000.00
781	Interest	\$ -	\$ -	\$ -
791	Dues/Registrations/Fees	\$ 33,005.41	\$ 32,500.00	\$ 31,900.00
793	Travel	\$ 78,102.78	\$ 80,500.00	\$ 80,000.00
794	Sales Co-op	\$ 4,004.87	\$ 2,000.00	\$ 2,000.00
796	Notes/Lease Payable	\$ 17,148.65	\$ 8,600.00	\$ 8,600.00
798	VIC Expenses	\$ 12,395.51	\$ 6,000.00	\$ 6,000.00
TOTAL		\$ 1,766,864.32	\$ 1,601,030.00	\$ 1,460,125.00

2017 Bismarck Event Center Rentals Committed by the CVB

ND Safety Council	February 20-23, 2017	\$2500
ND Home School	February 23-25, 2017	\$1000
Music Educators	March 23-25, 2017	\$3200
Class A Boys & Girls Basketball	March 9-11, 2017	\$3200
FBLA	April 2-4, 2017	\$3000
Emergency Medical Services	April 5-8, 2017	\$4000
ND Long Term Care	May 2-5, 2017	\$4000
Total Civic Center Rentals Committed for 2017		\$20,900

Bismarck and Burleigh County
Victim/Witness Assistance Program

Charles C. Whitman
City Attorney

Richard J. Riba
State's Attorney

DATE: July 15, 2016

TO: William Wocken
City Administrator

FROM: Heather Wanner 
Victim/Witness Program Coordinator

RE: 2017 Budget Proposal

Enclosed is the Victim/Witness Assistance Program budget proposal for 2017. I am again requesting \$10,000 from the City of Bismarck for continued funding to support our Program. Salary and fringe benefits have not been adjusted, the actual increase will be determined by the Burleigh County Commission this fall. We have received our VOCA and CVA award letters. I have indicated the amount awarded for each grant source for years 2016 and 2017 on the attached Budget Proposal. As you can see, we were awarded a larger amount in the year 2017. However, we are requesting to add a Legal Secretary position to the Victim Witness Program to alleviate some of the support duties from the Coordinators caseloads to allow us more direct time with victims of crime.

Thank you for your continued support of the Program. Feel free to call me at 250-7783 with any questions that you may have.

2017 BUDGET PROPOSAL

<u>INCOME:</u>	2017 (Requested)	2016
City of Bismarck	(10,000)	10,000
Victim Assistance Fee	475	475
Burleigh County	(139,092)	106,260
Victim Assistance Fee	55,000	55,000
CVA State Grant Funds	4,373	3,480
VOCA Federal Grant Funds	85,000	55,000
TOTAL	\$293,930	\$229,215

EXPENDITURES:

Salaries	187,304
Fringe Benefits	89,166
Travel	4,000
Telephone	2,500
Organizational Dues	400
Office Supplies	5,360
Postage	250
Computer Services	600
Furniture/Equipment	2,850
Continuing Education	1,500
TOTAL	\$293,930



Dakota West Arts Council
400 East Front Avenue
Bismarck, North Dakota 58504

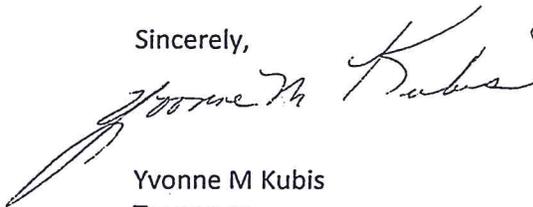
July 7, 2016

Bismarck City Commissioners
Bismarck City Coordinator
221 North 5th Street
Bismarck, ND 58501

Enclosed please find a list of grants awarded by Dakota West Arts Council and other expenses from City funds in the amount of \$74,821.85. The grants awarded were \$46,840 with an awards recognition celebration at the Heritage Center for a cost of \$2,981.85 and the operational expenses were salary \$23,000.00 and \$2,000.00 in payroll taxes. The funds expended were \$31,355 from the carryover from our prior fiscal year and \$43,466.85 from our current fiscal year. \$21,533.15 will be carried over to be used for grants in our next fiscal year

I am enclosing a copy of a schedule sent to our members listing the grants provided to them. This is for your information. If you have any questions, please call me at 223-2929 or call Eileen Walsh, our director at 222-6640. Thank you for your support. We have tried to spend the city funding wisely to further promote the community.

Sincerely,



Yvonne M Kubis
Treasurer

Enc.

Dakota West Arts Council

City Regranting

<u>Applicant</u>	<u>Funding</u>
Artists Celebrating Christ	1,410.00
Bismarck Art & Galleries Association	1,370.00
Bismarck Cancer Center Foundation	1,080.00
Bismarck Mandan Civic Chorus	3,420.00
Bismarck Mandan Orchestral Assoc.	2,560.00
BisMarket	2,400.00
Capital Quilters Guild	1,280.00
Capital Shakespeare	2,990.00
Central Dakota Children's Choir	3,560.00
Cottonwood Bluegrass Band	1,740.00
Dakota Media Access, Inc.	2,580.00
Dakota Stage, Inc.	3,070.00
Downtown Business Assoc. of Bismarck	2,080.00
Flickertail Woodcarvers	1,740.00
Gallery 522	760.00
Missouri River Community Band	940.00
Missouri Valley Chamber Orchestra	1,550.00
Northern Plains Dance	3,180.00
Sleepy Hollow Summer Theatre	3,060.00
Theo Art School	3,240.00
Urban Harvest	1,270.00
URL Radio	1,560.00
	<hr/>
	\$ 46,840.00