

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
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	\$ 46,840.00