

MEMORANDUM

TO: Board of City Commissioners
Department Heads
Media

FROM: W.C. Wocken, City Administrator

DATE: August 19, 2014

SUBJECT: Special Meeting



SPECIAL MEETING
Board of City Commissioners
Monday, August 25, 2014
7:30-8:30 AM

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

AGENDA – 2015 BUDGET REQUEST

- Employee Salary Adjustment
- Base Budget Adjustments
- Priority Initiatives
- Fees & Changes
- 2015 Mill Levy
- Capital Improvement Projects
- Other Budget Issues

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

**City of Bismarck
2015 Budget Request
August 25, 2014**

1. Employee Salary Adjustment
2. Base Budget Adjustments
3. Priority Initiatives
4. Fees & Charges
5. Mill Levy
6. Capital Improvement Projects
7. Other Budget Issues

City of Bismarck
2015 Budget Request
Employee Salary Adjustment

#1

The market salary plan and survey for City employees was updated for the 2015 budget. The study recommendation includes a 5% market adjustment and .58% adjustment to bring employees to the minimum of the salary range of their assigned position class. The Human Resources Director is recommending an adjustment of 2.5 % based on increased cost of living and cost of living and local job market. The Budget Committee also considered recommendations that may be identified in the Compensation/Classification system review that is in process.

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

| FUNDS | 1% |
|--|---------|
| General Funds | 202,168 |
| MPO | 998 |
| Special Revenue Funds | |
| Government Grants & Activities | |
| Community Development | 463 |
| Police | 2,492 |
| Public Health | 2,796 |
| Roads & Streets | 18,435 |
| Street Lights & Traffic Signals | 3,775 |
| Vision Fund | 926 |
| Internal Service Fund | |
| Fleet Services | 4,236 |
| Enterprise Funds | |
| Airport Administration, Buildings & Operations | 10,685 |
| Civic Center | 9,419 |
| Public Works Service Operations | 16,144 |
| Public Works Utility Operations | 29,467 |
| Grand Total | 302,004 |

The Budget Committee is recommending a 5.58 % salary adjustment including the adjustment for range minimum and an additional 1% to assist with recommendations of the Compensation/Classification Study anticipated to be completed by 2015.

| | |
|------------------------|-----------|
| General Funds | 1,330,265 |
| MPO | 6,565 |
| Special Funds | 190,079 |
| Internal Services Fund | 27,871 |
| Enterprise Funds | 432,399 |

Commission consideration:

5.58 % Salary Adjustment and 1% for Compensation/Classification Study for 2015

* Note: Salary adjustments are based on performance

**City of Bismarck
2015 Budget Request
Base Budget Adjustments**

For 2015 the base budgets for the General Fund departments were adjusted for the workers compensation premium. The base premium includes a salary base increase from \$31,800 to \$33,600 and rate adjustments in all categories. The projected 2015 total City premium for workers compensation is \$274,576, an increase of \$16,219 from 2014. The projected premium assumes a 50% dividend credit, a 15% safety discount and a 2.5% experience surcharge for an overall increase of 6.28%. The premium changes vary by category by department. The overall net increase for the General Fund is \$4,170 with \$3,210 attributed to Fire and Police.

Blue Cross/Blue Shield, (BC/BS), has estimated 9.7% increase in the suggested funding level for the 2014 health insurance family premiums. Based on the current level of expenditures and cash balance, the Budget Committee recommends no premium increase for 2015. The Budget Committee is recommending the current monthly rates of \$990.76 for dependents and \$401.62 for single coverage be continued for 2015.

The Employee Insurance Fund also pays the fees associated with the Affordable Health Care Act (ACA). The \$1 fee per covered member was paid in 2013 and the proposed \$5.25 monthly reinsurance fee will be paid in 2014.

Since the cash reserve in the fund is more than sufficient to 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 2015 annual costs are an estimated to be \$115,000. The reserve is reviewed each year during the budget process, so any payment changes would be authorized by annually by the Commission.

The General Fund base budgets total \$33,129,788 which includes \$24,003,004 for salaries and benefits and \$9,126,784 for operations. The department allocations for the 2015 budget are attached for your information.

Commission Considerations:

**Base adjustments for workers compensation for the General Fund Departments
Disability insurance continue to be funded by Employee Insurance Fund**

**City of Bismarck
2015 Recommended Base Budget Allocation**

8/13/2014

| General Fund | 2015 Salaries* | 2015 Hlth/Life Ins/WC* | 2015 Oper/Mnt | 2015 Total Budget |
|--------------------------------|---------------------------|-----------------------------------|--------------------------|------------------------------|
| Administration | 338,329 | 29,141 | 40,692 | 408,162 |
| Commission | 72,193 | 210 | 55,641 | 128,044 |
| Special Projects | - | - | 121,000 | 121,000 |
| Salary & Benefit Adjustments | - | - | 38,134 | 38,134 |
| Public Information | 62,452 | 4,976 | 15,052 | 82,480 |
| Building Maintenance | 210,193 | 44,924 | 421,463 | 676,580 |
| Cable TV Promotions | - | - | 312,143 | 312,143 |
| Attorney | 395,289 | 60,147 | 23,796 | 479,232 |
| Combined Communication Center | 1,021,273 | 250,693 | 765,057 | 2,037,023 |
| City Emergency Management | 62,028 | 12,046 | 14,000 | 88,074 |
| Engineering | 1,521,751 | 288,993 | 190,878 | 2,001,622 |
| Finance | 2,011,587 | 369,694 | 626,918 | 3,008,199 |
| Fire Department | 4,702,056 | 1,001,618 | 1,134,273 | 6,837,947 |
| Leafy Spurge/Weed Control | 36,807 | 10,402 | 26,354 | 73,563 |
| Fire Truck Equipment & Reserve | 1 | - | 41,000 | 41,000 |
| Human Resources | 270,468 | 52,995 | 30,101 | 353,564 |
| Employee Training/Wellness | - | - | 43,400 | 43,400 |
| Municipal Court | 311,369 | 41,164 | 104,278 | 456,811 |
| Community Development | 971,423 | 192,214 | 158,492 | 1,322,129 |
| HUD | 2 | 68,054 | 4,987 | - |
| Metropolitan Planning Org | 2 | 124,706 | 23,337 | - |
| Police Department | 6,712,239 | 1,378,451 | 2,217,704 | 10,308,394 |
| Public Health | 1,136,088 | 208,707 | 414,195 | 1,758,990 |
| Equipment Reserve | 3 | - | - | - |
| Non-Departmental | - | - | 2,332,213 | 2,332,213 |
| Total General Fund | 20,028,305 | 3,974,699 | 9,126,784 | 33,129,788 |

1 - Reserve Funding

2 - Oper/Maint determined by grant funds

3 - Based on dept. requests

Please note the salary, health/life insurance and workers compensation reflect the amount in the 2015 Department Base Budgets in .NET. It does not include part-time, over-time or other fringe benefits.

| City of Bismarck | | | | | | | | #2 | |
|-------------------------------------|-------------|---|-------------|-----------------------|-----------------|---------------|-----------------------|--------------------|-------------------|
| Adjustments to Base for 2015 Budget | | | | | | | | | |
| | | | | | | | | 8/13/2014 | |
| Department | 2014 Budget | | Realignment | 2015 Budget Realigned | 2015 WC Adjust. | 2015 Salaries | 2015 Hlth/Life Ins/WC | 2015 Base Oper/Mnt | 2015 Total Budget |
| General Fund | | | | | | | | | |
| Administration | 415,220 | 1 | (7,070) | 408,150 | 12 | 338,329 | 29,141 | 40,692 | 408,162 |
| Commission | 128,020 | | | 128,020 | 24 | 72,193 | 210 | 55,641 | 128,044 |
| Special Projects | 121,000 | | | 121,000 | | - | | 121,000 | 121,000 |
| Salary & Benefit Adjustments | 47,095 | 2 | (8,961) | 38,134 | | - | | 38,134 | 38,134 |
| Public Information | 82,472 | | | 82,472 | 8 | 62,452 | 4,976 | 15,052 | 82,480 |
| Building Maintenance | 678,177 | 2 | (1,335) | 676,842 | (262) | 210,193 | 44,924 | 421,463 | 676,580 |
| Building Construction | 1,018,000 | 3 | (1,018,000) | - | | - | | - | - |
| Cable TV Promotions | 312,143 | | | 312,143 | | - | | 312,143 | 312,143 |
| Contingencies | 825,000 | 3 | (825,000) | - | | - | | - | - |
| Centennial Beach | - | | | - | | - | | - | - |
| Attorney | 491,856 | 2 | (12,642) | 479,214 | 18 | 395,289 | 60,147 | 23,796 | 479,232 |
| Combined Communications | 2,029,693 | 4 | 7,416 | 2,037,109 | (86) | 1,021,273 | 250,693 | 765,057 | 2,037,023 |
| City EM | 88,066 | | | 88,066 | 8 | 62,028 | 12,046 | 14,000 | 88,074 |
| Engineering | 2,030,789 | 4 | (29,847) | 2,000,942 | 680 | 1,521,751 | 288,993 | 190,878 | 2,001,622 |
| Finance | | | | - | | | | | - |
| Assessing | 692,591 | 2 | 5,910 | 698,501 | 41 | 527,683 | 113,284 | 57,575 | 698,542 |
| Fiscal Services | 980,046 | 4 | (28,974) | 951,072 | 29 | 685,524 | 123,126 | 142,451 | 951,101 |
| Information Technology | 974,767 | 4 | (18,143) | 956,624 | 86 | 644,265 | 104,218 | 208,227 | 956,710 |
| GIS | 240,868 | 4 | 13,285 | 254,153 | 23 | 154,115 | 29,066 | 70,995 | 254,176 |
| Common Software | 147,670 | | | 147,670 | | - | | 147,670 | 147,670 |
| Total Finance | 3,035,942 | | (27,922) | 3,008,020 | 179 | 2,011,587 | 369,694 | 626,918 | 3,008,199 |
| Fire Department | | | | | | | | | |
| Fire Administration | 6,600,708 | 2 | (56,090) | 6,544,618 | 1,234 | 4,468,253 | 953,437 | 1,124,162 | 6,545,852 |
| Environmental Health | 292,064 | | | 292,064 | 31 | 233,803 | 48,181 | 10,111 | 292,095 |
| Total Fire & Administration | 6,892,772 | | (56,090) | 6,836,682 | 1,265 | 4,702,056 | 1,001,618 | 1,134,273 | 6,837,947 |
| Leafy/Weed Control | 73,620 | | | 73,620 | (57) | 36,807 | 10,402 | 26,354 | 73,563 |
| Fire Truck & Equipment | 41,000 | | | 41,000 | | - | | 41,000 | 41,000 |
| Human Resources | 339,425 | 1 | 14,139 | 353,564 | - | 270,468 | 52,995 | 30,101 | 353,564 |
| Employee Training/Wellness | 43,400 | | | 43,400 | | - | | 43,400 | 43,400 |
| Municipal Court | 463,888 | 1 | (7,071) | 456,817 | (6) | 311,369 | 41,164 | 104,278 | 456,811 |

| City of Bismarck | | | | | | | | #2 | |
|--|-------------|---|-------------|-----------------------|-----------------|---------------|-----------------------|--------------------|-------------------|
| Adjustments to Base for 2015 Budget | | | | | | | | 8/13/2014 | |
| Department | 2014 Budget | | Realignment | 2015 Budget Realigned | 2015 WC Adjust. | 2015 Salaries | 2015 Hlth/Life Ins/WC | 2015 Base Oper/Mnt | 2015 Total Budget |
| Community Development | | | | | | | | | - |
| Planning & Development | 554,647 | 4 | (11,778) | 542,869 | 28 | 389,240 | 64,000 | 89,657 | 542,897 |
| Building Inspections | 784,043 | 4 | (4,976) | 779,067 | 165 | 582,183 | 128,214 | 68,835 | 779,232 |
| HUD | 90,639 | 5 | | 69,297 | (5) | 68,054 | 4,987 | | 73,041 |
| Metropolitan Planning Org | 1,089,949 | 5 | | 153,144 | 50 | 124,706 | 23,337 | | 148,043 |
| Total Community Develop | 2,519,278 | | (16,754) | 1,544,377 | 238 | 1,164,183 | 220,538 | 158,492 | 1,543,213 |
| Police Department 8,364,043 | | | | - | | | | | |
| Police Administration | 1,397,283 | | | 1,397,283 | 15 | 141,001 | 24,400 | 1,231,897 | 1,397,298 |
| Police Field Services | 6,285,870 | 4 | (32,018) | 6,253,852 | 2,146 | 4,864,962 | 963,158 | 427,878 | 6,255,998 |
| Park Patrol | 14,000 | | | 14,000 | | - | | 14,000 | 14,000 |
| Animal Control Facility | 193,093 | | | 193,093 | 73 | 111,171 | 29,610 | 52,385 | 193,166 |
| Police Support Services | 2,527,235 | 4 | (90,139) | 2,437,096 | (258) | 1,595,105 | 361,283 | 480,450 | 2,436,838 |
| Match for Grant | 11,094 | | | 11,094 | | - | | 11,094 | 11,094 |
| Police Total | 10,428,575 | | (122,157) | 10,306,418 | 1,976 | 6,712,239 | 1,378,451 | 2,217,704 | 10,308,394 |
| Public Health | 1,793,884 | 4 | (35,067) | 1,758,817 | 173 | 1,136,088 | 208,707 | 414,195 | 1,758,990 |
| One-time Operations/Equipment | 2,616,698 | 5 | (2,616,698) | - | - | - | | - | - |
| Equipment Reserve | 254,302 | 5 | (254,302) | - | - | - | | - | - |
| Non-Departmental | 2,262,496 | 1 | 69,717 | 2,332,213 | - | - | | 2,332,213 | 2,332,213 |
| Total General Fund | 39,032,811 | | (4,947,644) | 33,127,020 | 4,170 | 20,028,305 | 3,974,699 | 9,126,784 | 33,129,788 |
| 1 - Adjust for health insurance/benefits | | | | | | | | | |
| 2. Adjust for salary | | | | | | | | | |
| 3 - Reserve Funding | | | | | | | | | |
| 4 - Adjust for salary & health insurance | | | | | | | | | |
| 5 - Oper/Mnt funding to be determined | | | | | | | | | |

**City of Bismarck
2015 Budget Request
Priority Initiatives**

Consistent with the process utilized in the past, the Departments have submitted priority initiatives requests for additional funding in the 2015 budget. For the General Fund Departments, these requests are in addition to the 2015 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 \$2,598,608 for New Employees/Labor (30 FTE), \$150,429 for Operations and Maintenance and \$6,380,975 for One-time Expenditures. Please note that the one-time includes \$1,500,000 for Police for the replacement of CAD/RMS to be funded with grants.

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 and provided a brief summary to Mayor Seminary. The recommendations and funding source are reflected on the attachment and presented to the Commission for their consideration.

The total funding recommendations are identified as follows:

| | |
|----------------------------|---------------------------------------|
| New Employees/Labor | \$ 838,717 General Fund Base |
| | 188,536 Civic Center |
| | 43,542 35% County Funded |
| | 107,081 Grants/BPS Match |
| | 79,175 Police Grant |
| | 27,080 Grants: MPO |
| | 187,737 PWS Utilities Operations |
| | 179,600 PWS Service Operations |
| | <u>338,875 General Fund Cash Bal.</u> |
| Total | 1,990,343 |
| | 23 FTE |

| | |
|-------------------------------------|---|
| Operations & Maintenance | 50,819 General Fund Base |
| | 28,000 Department Reallocation |
| | <u>71,610 General Fund Cash Balance</u> |
| Total | 150,429 |

| | |
|------------------------------|-----------------------------------|
| One-time Expenditures | 6,020 General Fund Base |
| | 2,433,806 General Fund Cash Bal |
| | 2,860 35% County Funded |
| | 6,111 Departments |
| | 81,259 Department Equipment Rsrv |
| | 1,887,200 Grants |
| | 41,400 Library Cash Reserve |
| | 840,374 Civic Center Operations |
| | 228,685 Service Operations |
| | 75,000 TIF |
| | <u>100,000</u> Utility Operations |
| Total | 5,702,715 (includes base) |

In reviewing the new employee requests with the Departments, again it was very clear that many of the requests were again associated with the growth of our City and maintaining the level of service our community has come to expect. Please note that the funding for the additional Inspector position authorized in the February is in the 2015 base budget. Funding for a majority of the new staffing requests is addressed and department priorities were considered in the funding recommendations

The Police requested funding for continuation of the 3 officers funded under the COPS grant. The City is required to retain those officers for one year after expiration of the grant and this is recommended for one-time funding. The funding for continuation of one Police Officer position for OVW grant beyond the grant end date is not recommended. One Officer will be funded under the current grant and the Committee supports the continuance of the OVM activities. The Police also requested grant funding for the COPS grant and the BPS and Parochial match for the new 2 School Resources Officers (SRO). Please note the agreements were approved by the Commission in December of 2013 so the City match is reflected in the 2014 base budget for Police.

There were several reclassifications that are currently in the evaluation process and the recommendations are pending the outcome of the process. Recommendations will be presented to the Commission following those reviews.

Please note the recommended funding for the request for overtime were at levels below the department requests. In the past, the additional overtime has generally not been utilized due to the turnover and vacant positions. The intent of the Budget Committee is to cover additional overtime with the year-end budget adjustments if necessary.

Please note that base and one-time recommendations for Combined Communications are contingent upon County approval of joint funding of 35%. The recommendations include the 2 new dispatcher positions, over-time and the EPD software upgrade and conference registration recommended in the one-time requests.

The Budget Committee has continued to leverage the use of one-time funds to address the changing needs of the City. The recommendations include \$50,000 from TIF to develop a concept plan for the Main Avenue Pilot Project recommended in the Downtown Sub-area Plan. Additional match funding is recommended for three MPO studies. Continued funding for engineering and study consultants is recommended to assist Engineering and also Community Development with the growth in the City

The Budget Committee is also recommending one-time funds for the administrative costs for the phase-out of the HUD grant in 2015. The administrative funding has continued to decline since 2012 so additional General Funds have been recommended as a subsidy for those costs. There is also notification from Department of Commerce that the HOME program dollars and administrative fees will not pass through to the City further reducing the funds available for the program. The program entitlement has been dropping and the continuance of the grant would require funding a consultant to prepare a multi-year application and fair housing study. The phase-out of the grant is consistent with the Commission policy to not provide replacement funding for grant programs or contractual activities.

The Civic Center had a large number of requests, with a majority of them associated with the expansion of the Exhibit Hall. With the increase in space, additional equipment is required for maintenance and the set-up of events as well as furnishing the meeting rooms.

Currently, Forestry is funded by property taxes but the Budget Committee also considered using Roads & Street funding to support the growing needs of Forestry. The use of Roads & Streets funding may be used for the maintenance of public highways and Budget Committee funding recommendations for Forestry are consistent with that allowed use.

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 Services.

Commission Considerations:

Funding levels for Priority Initiatives for employees/labor and operations and maintenance and one-time expenditures

Continue to 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

**City of Bismarck
2015 Budget Request
Priority Initiatives
New Employees/Labor**

8/14/2014

| | FTE | Priority Initiatives | Budget Committee Recommendation | | Funding/Comments |
|--|-----|-------------------------|------------------------------------|----------------|--|
| | | | Base | One-time | |
| Combined Communications | | | | | |
| 2 Dispatcher I | 2 | 115,380 | 119,405 | | City 65%/Co. 35% |
| Overtime Wages | | 10,000 | | 5,000 | City 65%/Co. 35% |
| | | 125,380 | 119,405 | 5,000 | |
| Community Development | | | | | |
| MPO | | | | | |
| MPO-Transportation Planner salary & benefits MPO 80% (63503) & City 20% (15877) Physical, parking, phone, email, printer MPO 80% (689) & City 20% (172) | 1 | 73,544 | - | 5,870 | General Fund Cash Bal MPO (PT 20% GF/80% MPO) |
| | | 861 | - | 27,080 | |
| | | 74,405 | - | 32,950 | |
| Planning Division | | | | | |
| Planner position salary (56,857) & benefits (22,523) Modular Furniture Physical, Travel, Training Computer, printer, software, Kronos, phone | 1 | 68,913 | 71,761 | | General Fund General Fund Cash Bal |
| | | 5,000 | | 5,000 | |
| | | 3,085 | 3,085 | | |
| | | 2,500 | | 2,500 | General Fund Cash Bal |
| | | 79,498 | 74,846 | 7,500 | |
| Engineering | | | | | |
| Project Engineer (\$59,699) and benefits (\$23,046) Reclassify Engineering Aid I to Technician I | 1 | 72,382 | 74,746 | | General Fund General Fund Cash Bal |
| | | 14,406 | | 14,406 | |
| | | 86,788 | 74,746 | 14,406 | |
| Finance | | | | | |
| Reclassify Account Tech II to Accountant | | no cost | recommend | | no impact |
| Fire | | | | | |
| 3 firefighter positions Salary (\$41,579 ea.) and benefits (\$20,545 ea.) Uniforms (\$500 ea.) Fire Gear (\$1,800 ea.) | 3 | 163,419 | 169,653 | | General Fund General Fund Cash Bal |
| | | 6,900 | 1,500 | 5,400 | |
| | | 170,319 | 171,153 | 5,400 | |
| Human Resources | | | | | |
| HR Generalist Outlook & Email | 1 | 79,324 | 68,862 | | General Fund General Fund |
| | | 42 | 42 | | |
| | | 79,366 | 68,904 | | |
| Police | | | | | |
| 3 Police Officers to replace COPS Grant salary/benefits 2 Police Officers for COPS SRO Grant (2014 authorized) 7 Police Officers-Patrol (6) Support Training (1) Uniforms, Equip, Drug/Agility, Physical/Vac, License Continue 2 Police Officers for OVW Grant 1 QuarterMaster Office Equipment Reclassify PYB Worker to PYB Supervisor Field Training Officer increase \$1 Pay rate to train recruits | | 217,260 | | 184,529 | General Fund Cash Bal Grants General Fund (4) General Fund Cash Bal Grants/support activity General Fund General Fund Cash Bal Pending PDQ process |
| | | 107,081 | 107,081 | | |
| | 7 | 506,940 | 246,039 | | |
| | | 71,863 | | 34,104 | |
| | | 152,478 | 79,175 | | |
| | 1 | 67,625 | 59,171 | | |
| | | 3,954 | 80 | 3,852 | |
| | | 15,158 | | | |
| | | 10,000 | - | | |
| | | 1,152,359 | 491,546 | 222,485 | |
| Public Health | | | | | |
| Business Office Manager | 1 | 73,070 | 66,165 | | General Fund |

**City of Bismarck
2015 Budget Request
Priority Initiatives
New Employees/Labor**

8/14/2014

| | FTE | Priority Initiatives | Budget Committee Recommendation | | Funding/Comments |
|---|-----|-------------------------|------------------------------------|----------------|--------------------------------------|
| | | | Base | One-time | |
| Public Health (continued) | | | | | |
| Community Health Services Nurse (previous 1/2 in 1T) | 1 | 73,070 | | 28,492 | General Fund Cash Bal |
| Reclassify Health Tracks Office Assistant II to Medical Billing Specialist | | 2,054 | recommend | | no cost for reclass |
| Reclassify 5 Program Coordinators Pay Grade | | | | | Pending PDQ process |
| Reclassify Community Health Nurse Manager Pay Grade | | | | | Pending Reclass |
| Reclassify Account Tech III to Office Assistant Series | | | | | Pending Reclass |
| | | 148,194 | 66,165 | 28,492 | |
| Municipal Court | | | | | |
| Reclassify Office Assistant II to Office Assistant III | | 4,500 | - | | no cost for reclass |
| Civic Center | | | | | |
| Audio Visual Production Supervisor | 1 | 72,168 | 70,192 | | Civic Center (job to be reviewed) |
| Maintenance Attendant II | 1 | 54,976 | - | | |
| Sales Associate/Event Coordinator | 1 | 64,864 | 64,864 | | Civic Center |
| Assistant Food and Beverage Manager | 1 | 52,941 | 53,480 | | Civic Center |
| Assistant Box Office Supervisor | 1 | 51,518 | - | | |
| | | 296,467 | 188,536 | | |
| Public Works - Service Operations | | | | | |
| Roads & Streets - Forestry - Arborist I (Sal and Ben) | 1 | 58,940 | 53,918 | | Roads & Streets |
| Fleet | | | | | |
| Equipment Mechanic I (Salary & Benefits) | 1 | 60,538 | 65,286 | | Internal Service Funds |
| Equipment Parts Specialist (Salary & Benefits) | 1 | 56,090 | 60,396 | | Internal Service Funds |
| Dept. Impact for Additional Positions General Fund | | | | 51,472 | General Fund Cash Bal |
| PT Mechanic Assistant | | 17,602 | - | | |
| | | 134,230 | 125,682 | 51,472 | |
| Public Works - Utility Operations | | | | | |
| Sanitary Sewer - 2 W/WW Maint. Tech II (Sal & Ben) | 2 | 125,441 | 125,158 | | Utility Funds |
| Storm Water - W/WW Maint. Tech II (Sal & Ben) | 1 | 62,721 | 62,579 | | Utility Funds |
| Water - Reorganization for Customer Service Group | | | | | |
| Customer Service Administrator (position authorized 2013) | | | | | Pending Reclass |
| Service Representative I | | | | | Pending Reclass |
| Service Representative 2 (2 positions) | | | | | Pending Reclass |
| Customer Service Field Lead | | | | | Pending Reclass |
| Field Service Representative (2 positions) | | | | | Pending Reclass |
| Airport | | | | | |
| Reclassify Principle Office Ass't to Account Tech III | | no cost | recommend | | no impact |
| Change Equipment Operator I to Mechanic I | | no cost | recommend | | change in 2014 no impact |
| Total New Employee/Labor | | \$ 2,598,608 | 1,622,638 | 367,705 | |
| New Positions | | | | | |
| | | 30 | 23 | | |
| Funding Summary: | | | | | |
| General Fund | | 1,386,129 | 838,717 | | |
| General Fund Cash Balance | | 90,217 | | 338,875 | |
| City General Fund 65%/County 35% | | 125,380 | 41,792 | 1,750 | |
| Grants: MPO 80% | | 59,524 | - | 27,080 | |

**City of Bismarck
2015 Budget Request
Priority Initiatives
New Employees/Labor**

8/14/2014

| | FTE | Priority Initiatives | Budget Committee Recommendation | | Funding/Comments |
|--|------------|---------------------------------|--|-----------------|-------------------------|
| | | | Base | One-time | |
| Grants: Police | | 152,478 | 79,175 | | |
| Grant Funding with BPS & Private School match | | 107,081 | 107,081 | | |
| Civic Center | | 296,467 | 188,536 | | |
| Public Works - Service Operations Roads & Streets - Forestry | | 58,940 | 53,918 | | |
| Public Works - Service Operations Fleet Services | | 134,230 | 125,682 | | |
| Public Works - Utility - Sanitary Sewer | | 125,441 | 125,158 | | |
| Public Works - Utility - Storm Water | | 62,721 | 62,579 | | |

**City of Bismarck
2015 Budget Request
Priority Initiatives
Operations & Maintenance**

8/11/2014

| | Priority Initiatives | Budget Committee Recommendation | | Funding |
|--|-------------------------|------------------------------------|------------------|------------------------------|
| | | Base | One-time | |
| Building Maintenance | | | | |
| Engineer/Architect Intern | 7,280 | | 7,280 | General Fund Cash Bal |
| Vehicle Rental | 4,740 | | 4,740 | General Fund Cash Bal |
| | <u>12,020</u> | | <u>12,020</u> | |
| Finance | | | | |
| Microsoft Exchange Email KIOSK Accounts | 6,000 | 6,000 | | General Fund |
| Engineering | | | | |
| Conference Registration | 6,000 | 3,000 | | Dept. reallocate Consulting |
| | | | 3,000 | General Fund Cash Bal |
| Police | | | | |
| Computer Service Fees - Outlook & Hard Tokens | 7,019 | 7,019 | | General Fund |
| Ammo | 42,590 | | 42,590 | General Fund Cash Bal |
| | <u>49,609</u> | | | |
| Public Health | | | | |
| Tobacco State Aid Expenses in General Fund (offset by rev) | 25,000 | 25,000 | | Dept. Reallocate from PT Sal |
| Library | | | | |
| Part-time Wages | 11,000 | 11,000 | | Current Mill Budget |
| Public Works - Service Operations | | | | |
| Forestry - Stump Removal Contract Services | 14,000 | | 14,000 | General Fund Cash Bal |
| Dakota Media Access | | | | |
| Operations Increase | 26,800 | 26,800 | | General Fund |
| TOTAL Operations & Maintenance Requests | <u>\$ 150,429</u> | <u>\$ 78,819</u> | <u>\$ 71,610</u> | |
| Funding Summary: | | | | |
| General Fund | 150,429 | 50,819 | 71,610 | |
| Department Reallocation | | 28,000 | | |

**City of Bismarck
2015 Budget Request
Priority Initiatives
One-time Expenditures**

8/19/2014

| | One-time Requests | Budget Committee Recommendation | | Funding |
|--|----------------------|------------------------------------|----------------|---|
| | | Base | One-time | |
| Administration | | | | |
| Volunteer Recognition Program | 3,000 | | 3,000 | General Fund Cash Bal |
| Workforce - Recruitment | 25,000 | | 25,000 | General Fund Cash Bal |
| Workforce - Management Transfer Program | 25,000 | | 25,000 | General Fund Cash Bal |
| Website Improvements | 32,000 | | 32,000 | General Fund Cash Bal |
| Workforce - Planning Program | 50,000 | | 50,000 | General Fund Cash Bal |
| | 135,000 | | 135,000 | |
| Commission Special Projects | | | | |
| Human Relations Committee | 2,500 | | 1,500 | General Fund Cash Bal |
| Single Point of Contact | 16,500 | | 16,500 | General Fund Cash Bal |
| Coalition for Homeless People | 5,000 | | 5,000 | General Fund Cash Bal |
| Main Avenue Pilot Project - Concept Plan | 75,000 | | 75,000 | TIF |
| | 99,000 | | 98,000 | |
| Building Maintenance | | | | |
| City/County Building | | | | |
| City/County Building Parking in New Ramp | 73,800 | | 73,800 | General Fund Cash Bal |
| Entry Door Repairs - East and West Side | 27,000 | | 13,500 | General Fund Cash Bal (West door - ensure it works) |
| Concrete Pavement Repair - East Side | 10,000 | | - | Eng. says not necessary yet |
| Roof Repair - 2nd and 3rd Floor | 25,000 | | 25,000 | General Fund Cash Bal |
| | 135,800 | | 112,300 | |
| Fire Stations | | | | |
| 3 Kitchen Appliances Replaced Headquarters Station | 4,500 | | 3,000 | General Fund Cash Bal (all 3 appliances) |
| Air System Balancing Headquarters Station | 4,700 | | 4,700 | General Fund Cash Bal (if required after warranty check) |
| Patio Door & Kitchen Window Replacement - Firestation 2 | 4,000 | | 4,000 | General Fund Cash Bal |
| Walk-through Doors & Frame Replacement - Firestation 2 | 8,500 | | - | |
| Lighting T12 to T8 Update - Firestation 2 | 15,000 | | 15,000 | General Fund Cash Bal |
| Plumbing Repairs - Firestation 2 | 10,000 | | 2,000 | General Fund Cash Bal (add check valve, fixtures) |
| Paint Interior Walls, Doors, Frames & Exterior Metal - Firestation 3 | 16,000 | | 1,000 | General Fund Cash Bal (purchase paint) |
| Bay Floor Area Refinish - Firestation 3 | 9,000 | | 9,000 | General Fund Cash Bal |
| Lighting T12 to T8 Update - Firestation 3 | 15,000 | | 15,000 | General Fund Cash Bal |
| Wall Heater Replacement in Captains Office - Firestation 3 | 5,000 | | - | |
| Window & Door Adjustments - Firestation 4 | 1,500 | | 1,500 | General Fund Cash Bal |
| Floor at Walkout Door, Lower Level Repair - Firestation 4 | 1,750 | | 1,750 | General Fund Cash Bal |
| | 94,950 | | 56,950 | |
| Public Health Building | | | | |
| Insulated Glass Unit Repairs | 11,000 | | 11,000 | General Fund Cash Bal |
| Roof Repair - Flashing and Detail | 17,000 | | 17,000 | General Fund Cash Bal |
| Heat Pump Replacement | 20,000 | | 20,000 | General Fund Cash Bal |
| Security Cameras | 15,000 | | 15,000 | General Fund Cash Bal (reuse TBaker Room cameras) |
| | 63,000 | | 63,000 | |
| Dakota Media Access | | | | |
| Upgrade HD Playback system | 31,515 | | 31,515 | General Fund Cash Bal |
| Engineering | | | | |
| Candidate Assessments | 2,500 | | - | Dept/Workforce Recruitment |
| Trimble Receiver, Hardware & Network | 30,500 | | 30,500 | General Fund Cash Bal |

**City of Bismarck
2015 Budget Request
Priority Initiatives
One-time Expenditures**

8/19/2014

| | One-time Requests | Budget Committee Recommendation | | Funding |
|---|----------------------|------------------------------------|----------------|---|
| | | Base | One-time | |
| Engineering (continued) | | | | |
| 2 Vehicles (SUV/Pickup) | 53,380 | | 53,380 | 1 General Fund Cash Bal (Fleet bid compact Pick-ups) |
| Engineering consultants | 100,000 | | 100,000 | General Fund Cash Bal |
| Study consultants | 100,000 | | - | (use Engineering Consultant) |
| 2 Engineering Interns | 11,500 | | 11,500 | General Fund Cash Bal |
| Overtime Wages | 20,000 | | 10,000 | General Fund Cash Bal |
| | 317,880 | | 205,380 | |
| Finance | | | | |
| 2 Vehicles (Sedans) | 36,800 | | 36,800 | 1 General Fund Cash Bal |
| Fire | | | | |
| 6 Ipads - 4 Health (3,696) Fire (924) Weeds (924) | 5,544 | | 5,544 | Dept. Equip Reserve |
| 7 Monthly Air Cards - 4 Health (1,920) 2 Fire (960) Weeds (480) | 3,360 | 3,360 | | General Fund |
| 8 SCBA Tank | 11,200 | | 11,200 | General Fund Cash Bal |
| Vehicle (Sedan) for New Fire Marshall Position | 19,500 | | 19,500 | 1 General Fund Cash Bal |
| Siren Installation | 26,000 | | 26,000 | General Fund Cash Bal |
| MDB's Docks and Accessories | 34,740 | | 34,740 | General Fund Cash Bal |
| | 100,344 | | 96,984 | |
| Vector Control | | | | |
| Wages & Benefits | 22,070 | | 22,070 | General Fund Cash Bal |
| Professional Certification | 350 | | 350 | General Fund Cash Bal |
| Drug Testing & Cell Phones | 490 | | 490 | General Fund Cash Bal |
| Safety Supplies | 500 | | 500 | General Fund Cash Bal |
| Small Equip-Computer/Tools | 3,000 | | 3,000 | General Fund Cash Bal |
| Gasoline | 3,000 | | 3,000 | General Fund Cash Bal |
| R/M Equipment/Vehicles & Storage Rent | 5,200 | | 5,200 | General Fund Cash Bal |
| Pesticides | 18,700 | | 18,700 | General Fund Cash Bal |
| 2 Vehicles (Pickups) | 45,370 | | 22,685 | 1 General Fund Cash Bal (1 4x4 Pick-up & as rental) |
| | 98,680 | | 75,995 | |
| Human Resources | | | | |
| Sick Leave Overage | 711 | | 711 | Dept. Reallocation |
| Service Awards Program | 5,255 | 2,660 | | General Fund (move to Employee Training) |
| | 5,966 | | 711 | |
| Community Development | | | | |
| MPO-3 studies/survey | | | | |
| Low Cost Improvements to Existing Roadway Study- MPO 88% (79,200) & City 12% (5,400-1T 5,400 CD) | 90,000 | | 5,400 | General Fund Cash Bal |
| | | | 5,400 | Department |
| Pavement Condition Survey-MPO 88% (138,000) & City 12 % (18,000 1T) | 150,000 | | 79,200 | MPO Grant |
| | | | 18,000 | General Fund Cash Bal |
| MPO Intersection Safety Study-MPO 88% (176,000) & City 12 % (24,000 1T) | 200,000 | | 132,000 | MPO Grant |
| | | | 24,000 | General Fund Cash Bal |
| | | | 176,000 | MPO Grant |
| | 440,000 | | 440,000 | |
| HUD | | | | |
| Administrative Salaries | 3,500 | | 36,348 | General Fund Cash Bal |
| | | | | 50% PT - Phase out to 6/30/15 |
| Administrative Fees | 13,101 | | - | phase out HUD grant 6/30/15 |
| Budget Shortfall | 18,923 | | - | phase out HUD grant 6/30/15 |
| | 35,524 | | 36,348 | |

**City of Bismarck
2015 Budget Request
Priority Initiatives
One-time Expenditures**

8/19/2014

| | One-time Requests | Budget Committee Recommendation | | Funding |
|--|----------------------|------------------------------------|------------------|-------------------------|
| | | Base | One-time | |
| Building Inspections | | | | |
| 2 Vehicles - SUVs | 50,500 | | 50,500 | 1 General Fund Cash Bal |
| Overtime Wages | 40,000 | | 40,000 | General Fund Cash Bal |
| Consultant for Commercial Plan Reviews | 50,000 | | 50,000 | General Fund Cash Bal |
| | 140,500 | | 140,500 | |
| Police Department | | | | |
| Replace T-12 Lamps (from CIP) | | | 8,000 | General Fund Cash Bal |
| Computer Service Fees - Outlook & Hard Tokens | 2,125 | | - | |
| Sidewalk & Concrete Repair | 3,000 | | | 2016 Evaluation |
| Power DMS Accreditation Software Upgrade & Maintenance | 3,200 | | 3,200 | General Fund Cash Bal |
| Towing | 5,000 | | 5,000 | General Fund Cash Bal |
| Wall Repair | 5,000 | | 5,000 | General Fund Cash Bal |
| Leads On-line | 6,688 | | 6,688 | General Fund Cash Bal |
| Cabinet-Evidence Drying | 8,827 | | - | |
| 18 Men's' Lockers | 9,500 | | - | |
| 20 Tasers & 30 Holsters | 10,981 | | 10,981 | General Fund Cash Bal |
| Space Study Consultant | 20,000 | | 11,425 | General Fund Cash Bal |
| Roof Edge Repair | 25,000 | | 25,000 | General Fund Cash Bal |
| Computer Replacement-Rotation | 33,070 | | 33,070 | General Fund Cash Bal |
| 38 Evidence Lockers | 37,600 | | - | General Fund Cash Bal |
| Overtime Wages | 45,000 | | 10,000 | General Fund Cash Bal |
| Equipment Transfer | 50,580 | | 50,580 | General Fund Cash Bal |
| | | | | (RFP bid for services) |
| 20 Computer Replacement-Cars | 116,134 | | 116,134 | General Fund Cash Bal |
| 2 Vehicle for New Officers | 136,652 | | 68,326 | 1 General Fund Cash Bal |
| 2 K-9's, Vehicles, Training, OT | 182,352 | | 91,176 | General Fund Cash Bal |
| Prisoner Care - Jail | 241,391 | | 241,391 | General Fund Cash Bal |
| 9 Vehicles Replace- Patrol (5) Traffic (2) Animal Control(1) PYB (1) | 243,895 | | 243,895 | 1 General Fund Cash Bal |
| | | | | (open for now - Fleet) |
| CAD/RMS System Replacement - Grants | 1,500,000 | | 1,500,000 | Grants |
| | 2,685,995 | | 2,429,866 | |
| Library | | | | |
| Parking Lot Repair | 4,100 | | 4,100 | Library Cash Balance |
| Lawn Care | 5,000 | | 5,000 | Library Cash Balance |
| Special Assessments | 5,200 | | 5,200 | Library Cash Balance |
| Library Café Operating Cost | 6,500 | | 6,500 | Library Cash Balance |
| Windows XP Software Upgrade | 13,600 | | 13,600 | Library Cash Balance |
| Break Room Repair | 18,000 | | 7,000 | Library Cash Balance |
| | 52,400 | | 41,400 | |
| Civic Center | | | | |
| 2 Vacuum Cleaners | 1,800 | | 1,800 | Civic Center Operations |
| 2 Spotlight Platforms | 3,200 | | 3,200 | Civic Center Operations |
| 2 Stand Up Podiums | 3,700 | | 3,700 | Civic Center Operations |
| 2 Wireless Microphone Systems | 4,100 | | 4,100 | Civic Center Operations |
| Scoreboard | 4,200 | | 4,200 | Civic Center Operations |
| 2 - Half Ton Chain Hoist Motor | 4,500 | | 4,500 | Civic Center Operations |
| John Deere Snowblower Attachment | 5,500 | | 5,500 | Civic Center Operations |
| 26 Beltrac's, 3 Beltrac Carts, 5 Beltrac Signs | 6,000 | | 6,000 | Civic Center Operations |
| Bobcat Broom | 6,000 | | 6,000 | Civic Center Operations |
| Clear Com Head Sets-10 Single, 12 Double, 12 Belt Packs | 8,000 | | 8,000 | Civic Center Operations |
| 4 TV Video Monitors | 8,000 | | 8,000 | Civic Center Operations |
| 10 Computers & Monitors | 8,000 | | 8,000 | Civic Center Operations |
| Carpet Extractor | 14,000 | | 14,000 | Civic Center Operations |
| Micros-4.0 Upgrade & Server Migration (2 Server Configurations) | 28,084 | | 28,084 | Civic Center Operations |

**City of Bismarck
2015 Budget Request
Priority Initiatives
One-time Expenditures**

8/19/2014

| | One-time Requests | Budget Committee Recommendation | | Funding |
|---|----------------------|------------------------------------|---------------------|------------------------------|
| | | Base | One-time | |
| Civic Center (continued) | | | | |
| Vehicle (Sports Utility Vehicle - Midsize) | 38,500 | | - | (Fleet Rental) |
| Tricaster | 54,000 | | 54,000 | Civic Center Operations |
| Floor Scrubber - Riding | 65,000 | | 65,000 | Civic Center Operations |
| Stage - 40' x 32' x 4' to 6' height, Steps, Skirting, Guardrail | 77,000 | | 77,000 | Civic Center Operations |
| Tables - 490 assortment with adjustable legs | 107,000 | | 107,000 | Civic Center Operations |
| 2 Stages - Risers (50) 6'x8' & 2 Stairs, Guardrail, Skirting | 128,890 | | 128,890 | Civic Center Operations |
| Chairs -1,000 Padded & 28 Chair Carts | 129,900 | | 129,900 | Civic Center Operations |
| 1' Box Truss & Panels - 400' & 21 Half Ton Motors with Controller | 156,500 | | 156,500 | Civic Center Operations |
| Patch Civic Center Parking Lot E (from CIP) | | | 17,000 | Civic Center Operations |
| | 861,874 | | 840,374 | |
| Public Works - Service Operations | | | | |
| Forestry | | | | |
| Vehicle (1/2 Ton Pickup) | 22,685 | | 22,685 | 1 Roads & Streets |
| Wood Chipper | 28,000 | | 28,000 | General Fund Cash Bal |
| Contract Tree Pruning 601 Trees in SI Districts | 105,175 | | 90,000 | General Fund Cash Bal |
| Contract Tree Pruning 1,000 Trees | 175,000 | | - | (total for SI & BLVD trees) |
| Log Truck Replacement | 206,000 | | 206,000 | Roads & Streets |
| | 536,860 | | 346,685 | |
| Public Works - Utility Operations | | | | |
| Consultant for Sewer System Preventative & Overflow | 100,000 | | 100,000 | Utility Operations |
| ITGC Technology Requests | | | | |
| Consultant to research Work Order Request | 150,000 | | 150,000 | General Fund Cash Bal |
| CAMA System | 75,715 | | 75,715 | 2 2014/2015 Dept. Equip Rsrv |
| EPD Software Upgrade/Maint & Conference Registration | 8,172 | | 8,172 | 65% City/35% Co. |
| | 233,887 | | 233,887 | |
| Non-Departmental | | | | |
| Fuel: Gasoline and Diesel Pool - Fire & Police | 125,000 | | 125,000 | General Fund Cash Bal |
| Utilities: Electricity & Natural Gas Pool | 50,000 | | 50,000 | General Fund Cash Bal |
| TOTAL One-Time Expense Requests | \$ 6,380,975 | \$ 6,020 | \$ 5,696,695 | |
| Funding Summary: | | | | |
| General Fund Base | | 6,020 | | |
| General Fund Cash Bal | 2,622,354 | | 2,433,806 | |
| City General Fund Cash Balance 65%/County 35% | 8,172 | | 2,860 | |
| Department Equipment Reserve | 75,715 | | 81,259 | |
| Grants: MPO | 393,200 | | 387,200 | |
| Grants: Police | 1,500,000 | | 1,500,000 | |
| Department | 5,400 | | 6,111 | |
| Departments - costs to be shared | 150,000 | | - | |
| Library Cash Reserve | 52,400 | | 41,400 | |
| Civic Center Operations | 861,874 | | 840,374 | |
| Utility Operations | 100,000 | | 100,000 | |
| Service Operations- Roads & Streets | 536,860 | | 228,685 | |
| TIF | 75,000 | | 75,000 | |

1. Vehicle purchases by Fleet Services and maintenance by Building Services
2. Subject to Commission review and approval of contracts with Vanguard Appraisals, Inc.

**City of Bismarck
2015 Budget Request
Fees & Charges**

Departments submit rate adjustments for fees and charges to the Budget Committee for consideration during the budget process. The changes include new fees and rate increases. The proposed changes for the 2015 fees and charges are attached. Also attached is a memo from Keith Demke that explains the utility rate increases and provides a cost comparison of 2014 to 2015.

Bismarck-Burleigh Public Health is requesting approval of a new policy to establish a sliding fee scale for client that are unable to pay the full cost of the services. NDCC allows a schedule of fees for services to be established provided that no service is denied due to inability to pay. The staff at BBPH would use the scale as the guideline to help assure and procedures and fees are consistent. Please refer to the attached request further explanation and justification of the proposed policy for sliding fee scale.

The Budget Committee recommends approval of the adjustments for the fees and charges for the 2015 budget as requested by the Departments and the proposed policy for a sliding fee scale as requested by BBPH. Please note the revenues associated with the adjustments are included in the 2015 revenue projections.

Commission Consideration:

**Adjustments for the 2015 fees and charges as requested by the departments
BBPH policy for sliding fee scale**

**CITY OF BISMARCK
DEPARTMENT FEES AND CHARGES
2015 RECOMMENDED CHANGES**

| Department/Service | Current Fee or Charge | Proposed Fee or Charge |
|--|--------------------------------|--|
| Community Development: | | |
| Non-Structural Permit | New | 125.00 |
| Major plat | 900.00 | 1,000.00 |
| Minor plat | 650.00 | 750.00 |
| Plat vacation | 525.00 | 600.00 |
| Zoning change | 550.00 | 650.00 |
| Zoning change - PUD | 700.00 | 825.00 |
| PUD amendment | 475.00 | 550.00 |
| Special use | 300.00 | 350.00 |
| Rural lot splits | 300.00 | 350.00 |
| FARMP amendment w/o plat | 500.00 | 600.00 |
| LUP amendment w/o zoning change | 500.00 | 600.00 |
| Vacation - ROW | 250.00 | 300.00 |
| Vacation - non-access lines | 150.00 | 200.00 |
| Release - Easements | 150.00 | 200.00 |
| Lot Modification | 25.00 | 50.00 |
| Downtown design review | 50.00 | 75.00 |
| Site plan review - landscape plan | 50.00 | 75.00 |
| Variances | 250.00 | 275.00 |
| Engineering: | | |
| Structure Moving Permit | New | 60.00 |
| Police: | | |
| Criminal report | 0.25 pp after 10 pgs + postage | 0.25 pp after 10 pgs, After the first hour a fee of 25.00/hr to locate records and a separate fee of 25.00/hr for redacting the records. 5.00 for photo CD |
| Accident reports | 2.00 front/5.00 full | 2.00 Officer Report, 5.00 for Officer's Narrative, 7.00 for both, 5.00 for photo CD |
| Gaming permit: | | |
| Duplicate | 5.00 | 10.00 |
| Change organization | 5.00 | 10.00 |
| Taxi drivers license: | | |
| Application fee | 5.00 | 10.00 |
| New | 20.00 yr | 25.00 |
| Renewal | 10.00 yr | 20.00 |
| Impounds: | | |
| Animal impoundment other than dogs and cats | 35.00 imp fee/ 14.00 board fee | 35.00 imp fee/ 15.00 board fee |
| Dog impoundment-unlicensed | 35.00 imp fee/ 14.00 board fee | 35.00 imp fee/ 15.00 board fee |
| Dogs under 6 mo/licensed | 15.00 imp fee/ 14.00 board fee | 15.00 imp fee/ 15.00 board fee |
| Cat impoundment | | |
| Cats under 6 mo/licensed cats | 15.00 imp fee/ 14.00 board fee | 15.00 imp fee/ 15.00 board fee |
| Cats over 6 mo/not licensed | 35.00 imp fee/ 14.00 board fee | 35.00 imp fee/ 15.00 board fee |
| Door-to-Door Replacement Badge | N/A | 10.00 |
| MISD Class | N/A | 50.00/person |
| Cog life skills class | N/A | 75.00/person |
| Truancy II | N/A | 50.00/person (deposit) |
| Shoplifting | N/A | 50.00/person |
| Drug and Alcohol | N/A | 50.00/person |
| Public Health: | | |
| Health services/office visits: | | |
| Nursing assessment/med fill per unit (1 unit = 15 mins) | 15.00 | 16.00 |
| Blood draw - 1 unit | 15.00 | 16.00 |
| Cholesterol screening fee | 27.00 | 27.00 |
| Dressing change - 1 unit | 15.00 | 16.00 |
| Ear exam - 1 unit | 15.00 | 16.00 |
| Head lice screening - 1 unit | 15.00 | 16.00 |
| Hearing screening - 1 unit | 15.00 | 16.00 |
| Hemoglobin screening (cost includes finger poke/specimen collection) | 7.00 | 13.00 |
| Injections - 2 units | 30.00 | 32.00 |
| Stitch removal - 1 unit | 15.00 | 16.00 |
| Urinalysis - 1 unit | 15.00 | 16.00 |
| Vision screening - 1 unit | 15.00 | 16.00 |

**CITY OF BISMARCK
DEPARTMENT FEES AND CHARGES
2015 RECOMMENDED CHANGES**

| Department/Service | Current Fee or Charge | Proposed Fee or Charge |
|--|---|---|
| Public Health: | | |
| Health services/office visits (continued): | | |
| Immunizations: | | |
| Flu shots High Dose | 40.00 | 42.00 |
| VFC Vaccine | 15.00 | 20.00 |
| Private Vaccine | Cost of vaccine + administration cost of 25.00 for 1st shot, 15.00 for each additional shot during same appt. | Cost of vaccine + administration cost of 24.00 for 1st shot, 20.00 for each additional shot during same appt. |
| Dietetic Services: | | |
| Nutrition services-initial | 45.00 | 46.00 |
| Worksite wellness (Fee per session-dietician/Includes time & materials) | 25.00 | 30.00 |
| Health Tracks: | | |
| Health Tracks Screening | 198.98 | 201.74 |
| Denver Pediatric Screening | 11.25 | 13.44 |
| Edinburgh Post-natal Depression Screening/PHQ-9 | 14.17 | 16.42 |
| Fluoride Varnish | 23.18 | 25.07 |
| Airport: | | |
| Repetitive Security Violation | New | 250.00-500.00/incidence |
| Civic Center: | | |
| Equipment rental | | |
| Booths | 60.00 ea meeting rms/lobby | 70.00 ea meeting rms/lobby |
| Booths | 60.00 ea exhibit/arena | 70.00 ea exhibit/arena |
| Services | | |
| Tri- Caster | new | 350.00 for initial setup |
| hourly fee for one operator/one camera | new | 80.00/ hour |
| Additional Camera setup | new | 40.00 |
| Water Usage fee | New | 5.00 per unit |
| Arena + all arena meeting rooms | 3,000.00 | Up to 5,000.00 |
| Arena only | 2,000.00 | Up to 3,500.00 |
| Entire building (arena, exhibit hall and all meeting rooms) | 5,500.00 per day | up to 10,000 per/day |
| Public Works-Service Operations: | | |
| Forestry: | | |
| Fee - site plan review | 50.00 | 75.00 |
| Street lights: | | |
| Residential w/lights | 7.22 | 7.29 |
| Residential w/o lights | 1.77 | 1.79 |
| Rental units - apartments | 7.22/1.77 | 7.29/1.79 |
| Commercial - other | 10.74/5.49 | 10.86/5.55 |
| Solid Waste: | | |
| Disposal fees: | | |
| Subtitle D pit | 45.08 ton MSW | 45 ton MSW |
| Fleet Service: | | |
| Mechanic labor | 55.00/hr | 75.00/hr |
| In-field fleet labor | 82.50/hr | 112.50/hr |
| Public Works-Utility Operations: | | |
| Water rates: | | |
| Base rate | 5.50 | 5.70 |
| Rate per 100 cubic feet, 0-400 cu ft | 2.10 | 2.18 |
| Rate per 100 cubic feet, over 400 cu ft | 2.63 | 2.76 |
| Lawn rates | 2.63 | 2.76 |
| Surcharge for service line repairs, residential | 1.50 | 2.00 |
| Sewer rates: | | |
| Base rate | 7.75 | 8.10 |
| Rate per 100 cubic feet, 0-400 cu ft | 1.65 | 1.73 |
| Rate per 100 cubic feet, over 400 cu ft | 2.00 | 2.10 |
| Surcharge for backup coverage, residential | 0.25 | 0.30 |
| Surcharge for backup coverage, commercial | 0.50 | 0.60 |

**CITY OF BISMARCK
DEPARTMENT FEES AND CHARGES
2015 RECOMMENDED CHANGES**

| Department/Service | Current Fee or Charge | Proposed Fee or Charge |
|---|--|-------------------------------|
| Public Works-Utility Operations: (Continued) | | |
| Storm Sewer Mtce: | | 2.20 |
| Resident | 2.10 | 4.40 |
| Commercial per 10,000 sq ft of lot | 4.20 | 2.20 |
| Multifamily-first unit | 2.10 | 0.44 |
| ea additional unit | 0.42 | |
| Wastewater: | | |
| High strength surcharge for industrial users | For excess of 250 mg/l: 91.35/1,000 lbs BOD | 95.90/1,000 lbs BOD |
| | 91.35/1,000 lbs SS | 95.90/1,000 lbs SS |
| Non sewer waste hauled to system | 42.00/1000 gal | 45.00 |
| Meter sales w/installation: | | |
| Hydrant Meter Rental (3-inch meter) | 5.00/day | 5.00/day |
| Hydrant Meter Rental (5/8-inch meter) | | 1.00/day |
| Taps up to 1" | 47.00 | 50.00 |
| 1 1/2" tap | 57.50 | 60.00 |
| 2" tap | 89.00 | 95.00 |

Bismarck

Department of Public Works

MEMO

TO: Honorable Board of City Commissioners

FROM: Keith Demke, P.E., Director of Utility Operations *KD*

RE: Proposed Water, Sewer and Storm Water rate changes for 2015

DATE: August 11, 2014

This memo will provide information regarding the proposed changes to water, sanitary sewer and storm water rates for 2015. The changes are consistent with the financing plan for major capital projects that was adopted during the 2006 budget process.

We have updated the financial analysis of projected revenues and operating and capital expenditures over the 2015-2019 capital improvement planning period for both the water and sanitary sewer utilities. This analysis indicates that revenue bonds continue to be the best method to finance the larger capital improvement projects that are needed in the next five years. By financing these projects, rate increases can be maintained in the range of 3 to 6% per year. We have identified the need for bonding \$8.5 million in 2015 to fund an upgrade and capacity expansion project at the wastewater treatment plant. There is also the potential for revenue bond funding to finance water and sewer main extension projects to serve growth areas, depending upon the rate of expansion in the next year or two. In conjunction with the Finance Department we will monitor the cash flow situation for the utilities to assess the need for any additional bond sales that may be required.

For 2015 the proposed water and sewer rate increases vary from about 3.6 to 4.9 % for water and about 4.5 to 5.0% for sanitary sewer depending upon the amount of usage. The increases are structured so that small quantity users will see a smaller rate increase than large users. This is intended to help keep rates more affordable for those customers who are on fixed incomes, who presumably make up a large percentage of our smaller consumption users. The increasing block rate structure also helps to encourage water conservation by increasing rates for higher water use.

We are also proposing an increase in the sanitary sewer “back-up” surcharge for residential customers from \$0.25 to \$0.30 per month and from \$0.50 to \$0.60 per month for commercial customers. This reserve fund currently has a balance of about \$178,000 compared to

\$140,000 a year ago. I would recommend that this fund should be maintained with a minimum balance of \$200,000.

The \$1.50 per month charge for residential “service line repair” is proposed to increase by \$0.50 per month. This fund currently has a negative balance of \$90,000 compared to a positive balance of \$56,000 a year ago. This fund has seen an increase in the number of claims in the last several years. The number of repairs paid from this fund has increased from 35 annually in 2008-2010 to as many as 60 in 2011, 49 in 2013 and 32 to date in 2014. In addition, the cost of these repairs has increased because of the local labor market and the shortage of available contractors. The proposed increase is intended to get the fund back to a positive cash balance, however future annual increases may be required to maintain this fund if the number of repairs continues at current levels. This fee is a significant value to our customers with the average cost of a service line repair in the range of \$5,000-6,000. We will continue to monitor both of these reserve funds annually for adjustments that may be necessary.

The cold winter of 2013-14 also resulted in a number of service lines freezing. Although this occurrence is not covered by the service line repair fund, the City Commission did vote to reimburse customers for 50% of the cost for thawing these lines. A total of 10 claims were received for a total reimbursement of \$3,400. We think that last winter’s conditions were an anomaly and that we do not expect to see this reoccur with any regularity. We are comfortable in recommending that the Service Line Repair Policy be amended to cover the cost of reimbursing customers for the full cost of thawing frozen service lines from this reserve fund.

We also propose an increase of the Storm Water Utility rate of \$0.10 per month for residential accounts and \$0.20 per 10,000 square feet for commercial accounts. No increase is proposed for the surcharge that funds the reserve account to finance portions of regional storm water improvements that are attributable to currently un-annexed areas.

The attached table provides complete details on the proposed rate and surcharge changes and their impact on a variety of customers’ utility bills. This shows an overall 4.9 to 6.8 % increase. Feel free to call me if I can answer any questions or provide more information about the proposed changes or any other rate issues.

Cc: Bill Wocken
Keith Hunke
Sheila Hillman

**City of Bismarck
Water and Sewer Utilities
2014 - 2015 Rate Comparison**

| | 2014 | Proposed 2015 | Minimum Bill | | Residential 400 CF | | Residential 1000 CF | | Residential 1000 CF+1000CF Lawn | | Commercial/ Industrial User* | |
|--|--------|------------------|--------------|---------|-----------------------|---------|------------------------|---------|------------------------------------|---------|---------------------------------|----------|
| | | | 2014 | 2015 | 2014 | 2015 | 2014 | 2015 | 2014 | 2015 | 2014 | 2015 |
| <u>Water</u> | | | | | | | | | | | | |
| Base | \$5.50 | \$5.70 | \$7.00 | \$7.70 | \$15.40 | \$16.42 | \$31.18 | \$32.98 | \$57.48 | \$60.58 | \$318.98 | \$334.58 |
| Rate/100 CF, 0-400 CF | \$2.10 | \$2.18 | | 10.0% | | 6.6% | | 5.8% | | 5.4% | | 4.9% |
| Rate/100 CF, > 400 CF | \$2.63 | \$2.76 | | \$0.70 | | \$1.02 | | \$1.80 | | \$3.10 | | \$15.60 |
| Lawn rate/100 CF (100 CF = 748 gallons) | \$2.63 | \$2.76 | | | | | | | | | | |
| Service Line Repair Charge | \$1.50 | \$2.00 | | | | | | | | | | |
| <u>Sewer</u> | | | | | | | | | | | | |
| Base | \$7.75 | \$8.10 | \$8.00 | \$8.40 | \$14.60 | \$15.32 | \$26.60 | \$27.92 | \$26.60 | \$27.92 | \$246.85 | \$259.22 |
| Rate/100 CF, 0-400 CF | \$1.65 | \$1.73 | | 5.0% | | 4.9% | | 5.0% | | 5.0% | | 5.0% |
| Rate/100 CF, > 400 CF | \$2.00 | \$2.10 | | \$0.40 | | \$0.72 | | \$1.32 | | \$1.32 | | \$12.37 |
| Backup Surcharge, Resid. | \$0.25 | \$0.30 | | | | | | | | | | |
| Commercial | \$0.50 | \$0.60 | | | | | | | | | | |
| <u>Storm Sewer</u> | | | | | | | | | | | | |
| Residential | \$2.60 | \$2.70 | \$2.60 | \$2.70 | \$2.60 | \$2.70 | \$2.60 | \$2.70 | \$2.60 | \$2.70 | \$18.80 | \$19.60 |
| Commercial per 10,000 SF | \$4.70 | \$4.90 | | 3.8% | | 3.8% | | 3.8% | | 3.8% | | 4.3% |
| Multifamily First unit | \$2.60 | \$2.70 | | | | | | | | | | |
| per added unit | \$0.52 | \$0.54 | | | | | | | | | | |
| | | | \$17.60 | \$18.80 | \$32.60 | \$34.44 | \$60.38 | \$63.60 | \$86.68 | \$91.20 | \$584.63 | \$613.40 |
| | | | | 6.8% | | 5.6% | | 5.3% | | 5.2% | | 4.9% * |
| | | | | \$1.20 | | \$1.84 | | \$3.22 | | \$4.52 | | \$28.77 |

* Water/sewer/storm only
Water use =120 units
(4500 gal/day),lot =40,000 SF

BISMARCK-BURLEIGH PUBLIC HEALTH SLIDING FEE SCALE PROPOSAL

Bismarck-Burleigh Public Health is proposing the implementation of a sliding fee scale for clients obtaining services at our facility that are unable to afford the cost of the service provided. Currently, no service is denied due to the inability to pay (with the exception of some services such as travel immunizations, etc.). This follows the North Dakota Century Code (NDCC 23-35-08. *Boards of health-Powers and duties*) which states that each board of health may establish by rule a schedule of reasonable fees that may be charged for services rendered. Services must not be withheld due to the inability to pay the fees established under this subsection.

The community perception of public health is that the services provided are free. While it is true that we are here to help those unable to afford services, public health does have fees that we charge. We can bill contracted insurance providers for immunizations and we can bill Medicaid for specific services, but outside of that clients are charged a fee for service. This is where we are lacking policy/procedures to handle clients that present to our office and do not have the ability to pay.

We would like to implement a standardized process for fees and charges that would apply to public health clients unable to pay for services. A sliding fee scale could be used for our facility and we would develop a policy for using this sliding fee scale for staff to refer to. Without guidelines and/or standards in place, there is much confusion among staff members when a client presents to the facility and is unable to afford the service provided. In the past clients were told that if they were unable to pay for the service provided, they could give a donation based on what they "could" afford. Making this general statement leaves things wide open for client interpretation as to what is appropriate. With a sliding fee scale in place, we can use these standards as guidelines for both the staff and the clients to follow to assure fees and charges and billing processes are consistent among the population we serve. This would give us a more specific process to handle clients unable to pay.

Why implement a sliding fee scale?

- I. **Provide guidelines for clients who are unable to pay for services provided at public health.**
 - Implementing this sliding fee scale provides guidelines for clients that are unable to afford services and assures that the discounted rates are standardized for clients seen at public health.
- II. **Gives public health staff a policy to follow when assisting clients with limited income.**
 - Having a sliding fee scale in place with a policy for use gives the public health staff procedures to follow when assisting clients with financial difficulties. Having this scale to present to the client will allow employees to state that the sliding fee scale is our policy and gives them a tool to speak from when discussing what fees will be paid for the services provided.
- III. **Capture lost revenue.**
 - With the sliding fee scale in place we will be able to capture revenue that may not have been recuperated from clients who felt they were unable to afford the services when in reality they do not fall into the discounted income level categories and are able to pay a fee for the services received.

SAMPLE POLICY: DRAFT

Bismarck-Burleigh Public Health Sliding Fee Scale Policy

Policy:

It is the policy of Bismarck-Burleigh Public Health to provide public health services regardless of the client's ability to pay based on North Dakota Century Code (NDCC 23-35-08. Boards of health-Powers and duties). Discounts are offered based upon family/household size and annual income. A sliding fee scale is used to calculate the discount and is updated each year using the Federal Poverty Guidelines. Once approved, the client's discount will be honored for one year from the initially discounted date of service and will be re-evaluated on a yearly basis.

Procedure:

- I. **Client indicates financial concerns with paying for public health services:**
 - a. Questions via phone from clients will be answered by Office Assistant staff who will refer to the sliding fee scale and let clients know that final costs will be determined at the time of service by the public health staff member delivering the service to the client (i.e.: nurse, dietician, etc.)
 - b. Clients presenting in person for services will be assisted by the public health staff member delivering the service in the privacy of the exam room.
- II. **Eligibility for a sliding fee scale discount will be determined as follows:**
 - a. Public Health staff member providing the service will determine discounted rate by completing the "Discount Determination Form" with the client.
 - b. The "Discount Determination Form" will document the number of people in the household. A household consists of mother, father and dependent children under 18. Others living in the household would be considered separately.
 - c. The form will also document the gross annual income of the household which includes income of the mother, father and dependent children under age 18. Clients should include income from gross wages/tips, social security, disability and/or unemployment. Client will sign the discount determination form to certify that the information they provided is correct.
 - d. Public Health staff member will determine the discount eligibility based on the information provided by the client via this form. The patient's word and signature will be accepted as proof of income/household size. No additional paperwork will be required.
 - e. The sliding fee discounted rates will be determined by the Federal Poverty Guidelines and Bismarck-Burleigh Public Health will update these every year to correspond with the annually updated guidelines. HHS publishes these annually and they can be found at: <http://aspe.hhs.gov/poverty/>.

- III. Following the determination of the discount:**
- a. Client presents the charge ticket with the discount paperwork to the front desk staff for check-out.
 - b. Public health staff will scan the discount determination form into the client's chart labeled "2015 Discount" and this form will be valid for 1 year from the initially discounted date of service and will be reevaluated on a yearly basis.
 - c. Services provided at off-site locations (i.e.: client's home or assisted living facilities) will be billed to the client by the medical billing specialists. Money will not be collected from the clients at the off-site locations.



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**Bismarck-Burleigh Public Health
Discount Determination Form**

Public Health
Prevent, Promote, Protect
Bismarck-Burleigh Public Health

It is the policy of Bismarck-Burleigh Public Health to provide services regardless of the patient's ability to pay. Discounts are offered based upon family/household size and annual income. Please complete the following information to determine your eligibility for a discount based on our sliding fee scale.

This discount applies to eligible services received at Bismarck-Burleigh Public Health. This form must be completed every 12 months or if your financial situation changes.

Number of people in your household:

(This number should include yourself, spouse and dependent children under age 18).

| HOUSEHOLD MEMBER | YEARLY HOUSEHOLD INCOME |
|-------------------------------|-------------------------|
| SELF | \$ _____ |
| SPOUSE | \$ _____ |
| DEPENDENT CHILDREN UNDER 18 | \$ _____ |
| TOTAL HOUSEHOLD INCOME | \$ _____ |

Note: Please include income from gross wages/tips, social security, disability and/or unemployment.

I certify that the family size and income information shown above is correct.

Name (Print): _____
 Date of Birth: _____
 Signature: _____
 Date: _____

FOR OFFICE USE ONLY

CLIENT NAME: _____
 CLIENT NUMBER: _____
 DATE OF SERVICE: _____
 ELIGIBLE FOR DISCOUNT: YES NO
 DISCOUNT AMOUNT: _____ %
 DISCOUNT EXPIRES: _____
(One year from date of service.)
 APPROVED BY: _____
Signature of BBPH Staff Member

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BISMARCK-BURLEIGH PUBLIC HEALTH PROPOSED SLIDING FEE SCALE

| DISCOUNT | 100% | | 90% | 80% | 70% | 60% | 50% | 40% | 30% | 20% | 10% | 0% |
|---|-------------|----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-----------|
| FAMILY SIZE | | | | | | | | | | | | |
| 1 | \$11,670 | \$12,837 | \$14,004 | \$15,171 | \$16,338 | \$17,505 | \$18,672 | \$19,839 | \$21,006 | \$22,173 | \$23,340 | \$23,341 |
| 2 | \$15,730 | \$17,303 | \$18,876 | \$20,449 | \$22,022 | \$23,595 | \$25,168 | \$26,741 | \$28,314 | \$29,887 | \$31,460 | \$31,461 |
| 3 | \$19,790 | \$21,769 | \$23,748 | \$25,727 | \$27,706 | \$29,685 | \$31,664 | \$33,643 | \$35,622 | \$37,601 | \$39,580 | \$39,581 |
| 4 | \$23,850 | \$26,235 | \$28,620 | \$31,005 | \$33,390 | \$35,775 | \$38,160 | \$40,545 | \$42,930 | \$45,315 | \$47,700 | \$47,701 |
| 5 | \$27,910 | \$30,701 | \$33,492 | \$36,283 | \$39,074 | \$41,865 | \$44,656 | \$47,447 | \$50,238 | \$53,029 | \$55,820 | \$55,821 |
| 6 | \$31,970 | \$35,167 | \$38,364 | \$41,561 | \$44,758 | \$47,955 | \$51,152 | \$54,349 | \$57,546 | \$60,743 | \$63,940 | \$63,941 |
| 7 | \$36,030 | \$39,633 | \$43,236 | \$46,839 | \$50,442 | \$54,045 | \$57,648 | \$61,251 | \$64,854 | \$68,457 | \$72,060 | \$72,061 |
| 8 | \$40,090 | \$44,099 | \$48,108 | \$52,117 | \$56,126 | \$60,135 | \$64,144 | \$68,153 | \$72,162 | \$76,171 | \$80,180 | \$80,181 |
| For each additional person in the family add: | \$4,020 | \$4,466 | \$4,872 | \$5,278 | \$5,684 | \$6,090 | \$6,496 | \$6,902 | \$7,308 | \$7,714 | \$8,120 | \$8,120 |
| POVERTY LEVEL | 100% | 110% | 120% | 130% | 140% | 150% | 160% | 170% | 180% | 190% | 200% | >200% |

* Based on 2014 Federal Poverty Guidelines.

THIS TOOL IS FOR STAFF USE TO DETERMINE CLIENT ELIGIBILITY FOR DISCOUNTED SERVICES.

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| <i>*Services highlighted in yellow are not eligible for discount due to cost of supplies.</i> | | | SLIDING FEE SCALE RATES | | | | | | | | |
|---|--|-----------------------------------|-------------------------|------|------|------|------|------|------|------|------|
| Service | 2015 FEE | Is Service Eligible for Discount? | 90% | 80% | 70% | 60% | 50% | 40% | 30% | 20% | 10% |
| Health services/office visits: | | | | | | | | | | | |
| Nursing assessment/med fill <i>(1 unit = 15 mins)</i> | 16.00 | Yes | \$2 | \$3 | \$5 | \$6 | \$8 | \$10 | \$11 | \$13 | \$14 |
| Blood draw - 1 unit | 10.00 | Yes | \$1 | \$2 | \$3 | \$4 | \$5 | \$6 | \$7 | \$8 | \$9 |
| Cholesterol screening fee | 27.00 | No | | | | | | | | | |
| Dressing change - 1 unit | 16.00 | Yes | \$2 | \$3 | \$5 | \$6 | \$8 | \$10 | \$11 | \$13 | \$14 |
| Ear exam - 1 unit | 16.00 | Yes | \$2 | \$3 | \$5 | \$6 | \$8 | \$10 | \$11 | \$13 | \$14 |
| Ear wash fee | 70.00 | Yes | \$7 | \$14 | \$21 | \$28 | \$35 | \$42 | \$49 | \$56 | \$63 |
| Blood glucose screening fee | 15.00 | Yes | \$2 | \$3 | \$5 | \$6 | \$8 | \$9 | \$11 | \$12 | \$14 |
| Head lice screening - 1 unit | 16.00 | Yes | \$2 | \$3 | \$5 | \$6 | \$8 | \$10 | \$11 | \$13 | \$14 |
| Hearing screening - 1 unit | 16.00 | Yes | \$2 | \$3 | \$5 | \$6 | \$8 | \$10 | \$11 | \$13 | \$14 |
| Hemoglobin screening <i>(cost includes finger poke/specimen collection)</i> | 14.00 | Yes | \$1 | \$3 | \$4 | \$6 | \$7 | \$8 | \$10 | \$11 | \$13 |
| Injections | 38.00 | Yes | \$4 | \$8 | \$11 | \$15 | \$19 | \$23 | \$27 | \$30 | \$34 |
| Foot care/assessment fee | 30.00 | Yes | \$3 | \$6 | \$9 | \$12 | \$15 | \$18 | \$21 | \$24 | \$27 |
| Protime fee | 16.00 | No | | | | | | | | | |
| Pulse oximetry fee | 5.00 | Yes | \$1 | \$1 | \$2 | \$2 | \$3 | \$3 | \$4 | \$4 | \$5 |
| Stitch removal - 1 unit | 16.00 | Yes | \$2 | \$3 | \$5 | \$6 | \$8 | \$10 | \$11 | \$13 | \$14 |
| STD screening fee | 15.00 | Yes | \$2 | \$3 | \$5 | \$6 | \$8 | \$9 | \$11 | \$12 | \$14 |
| Tuberculin (TB) Test | 10.00 | No | | | | | | | | | |
| Urinalysis - 1 unit | 16.00 | Yes | \$2 | \$3 | \$5 | \$6 | \$8 | \$10 | \$11 | \$13 | \$14 |
| Vision screening - 1 unit | 16.00 | Yes | \$2 | \$3 | \$5 | \$6 | \$8 | \$10 | \$11 | \$13 | \$14 |
| Immunizations: | | | | | | | | | | | |
| Flu shots | 35.00 | Director's Discretion | \$4 | \$7 | \$11 | \$14 | \$18 | \$21 | \$25 | \$28 | \$32 |
| Flu mist | 40.00 | Director's Discretion | \$4 | \$8 | \$12 | \$16 | \$20 | \$24 | \$28 | \$32 | \$36 |
| Flu shots High Dose | 45.00 | Director's Discretion | \$5 | \$9 | \$14 | \$18 | \$23 | \$27 | \$32 | \$36 | \$41 |
| VFC Vaccine | 20.00 | Yes | \$2 | \$4 | \$6 | \$8 | \$10 | \$12 | \$14 | \$16 | \$18 |
| | <i>Cost of vaccine + administration cost of \$24.00 for 1st shot, \$20.00 for each addtl. shot during same appt.</i> | | | | | | | | | | |
| Private Vaccine/Travel Vaccines | appt. | No | | | | | | | | | |
| Dietetic Services: | | | | | | | | | | | |
| Nutrition services-initial | 51.00 | Yes | \$5 | \$10 | \$15 | \$20 | \$26 | \$31 | \$36 | \$41 | \$46 |
| Nutrition services-reassessment | 44.00 | Yes | \$4 | \$9 | \$13 | \$18 | \$22 | \$26 | \$31 | \$35 | \$40 |
| Nutrition services-group therapy | 21.00 | Yes | \$2 | \$4 | \$6 | \$8 | \$11 | \$13 | \$15 | \$17 | \$19 |

** THIS TOOL IS FOR BBPH STAFF USE ONLY.*

City of Bismarck
2015 Budget Request
Mill Levy

The estimated value of a mill for the 2015 budget is \$290,456 as compared to the actual value of \$254,647 in 2014. This represents an increase of \$35,809 or 14.06 % from the estimated level with 4.43% of the average increase attributed to growth. The Budget Committee developed the tentative 2015 budget request with a mill levy of 63.1 with a reduction of 6.25 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 prior to completing the recommendations for the budget.

The recommended mill levy of 63.1 provides a 3.78% increase in revenue. The goal was to try to limit the recommended funding increase to the average increase in the 2015 mill that was attributed to growth from new tax base and to also consider the impact to property tax. The 6.25 mill reduction equates to \$.12 decrease on a home valued at \$175,000 that was adjusted for a 9.88% increase in value. The 9.88% is the average increase in value for residential property. This mill reduction represents only the City's portion of the property taxes which is 26.59% of the total for 2014. The levy for the 2015 budget also assumes that 25 mills will continue to be funded from Sales Tax. This represents a 14.06% increase in tax relief which is attributed to the increase in the value of the mill.

Attached is the 2014 mill levy that reflects the recommended levies for the 2015 general, special and non-budgeted funds.

The General Fund mill changes include an increase of 3.28 mills for a total of 7.3 for Building Construction to help provide funding for the capital improvement projects for the relocation of the Fire Station and replacement of the Police A/C Chiller. The mill levy of .29 for Weed/Leafy Spurge reflects a minor reduction of .03. The General Fund mill includes the City pension contribution of 10.4% for the City plan and 14.53% for Police and Fire based on actual pay of the covered pension salaries. This also includes the funding for the recommended priority initiatives and salary adjustments. The decrease of 8.27 mills is attributed in part to the increase in the value of the mill and a \$1.3 million increase in the non-tax revenue in the General Fund.

Special Funds reflect a decrease of .18 mills for Roads & Streets – Forestry for a total of 1.92 mills. This is the base increase to address the salary adjustments. Three mills are recommended for Special Deficiency to help fund the City's share of Special Assessment projects which totals an estimated \$945,300 in 2015. The mill levy for Social Security is 3.5 mills. The revenue adjustment for Social Security reflects the projected expenditures net of the Enterprise Funds and grant revenue. 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 .32 mill reduction in Library reflects the recommended level of funding for the 2015 operating budget which includes a 5% salary adjustment.

Commission Consideration:
Level of the 2015 mill levy

City of Bismarck
Preliminary Recommended Levies for 2015 Budget

8/15/2014

| | Actual 2013 | | Est 2014 | | Change | |
|--|-------------|-------------|-----------|-------------|--------|-----------|
| | 2013 Levy | 2013 Amount | 2014 Levy | 2014 Amount | Levy | Amount |
| Value of Mill | | 254,647 | | 290,456 | | |
| Value of Mill change | | 31,540 | | 35,809 | | |
| % of value change | | 14.14% | | 14.06% | | |
| % of value change attributed to growth | | 4.50% * | | 4.43% * | | |
| General: | | | | | | |
| General Fund | 71.35 | 18,169,097 | 63.08 | 18,321,964 | (8.27) | 152,868 |
| Building Construction | 4.02 | 1,023,683 | 7.30 | 2,120,329 | 3.28 | 1,096,646 |
| Weed/Leafy Spurge | 0.29 | 73,848 | 0.26 | 75,519 | (0.03) | 1,671 |
| General Fund Subtotal | 75.66 | 19,266,627 | 70.64 | 20,517,812 | (5.02) | 1,251,184 |
| Less 25 Mills/Sales Tax | (25.00) | (6,366,187) | (25.00) | (7,261,400) | - | (895,213) |
| General Fund Total | 50.66 | 12,900,441 | 45.64 | 13,256,412 | (5.02) | 355,971 |
| Special Revenue: | | | | | | |
| Roads & Streets: Forestry | 2.10 | 534,760 | 1.92 | 557,676 | (0.18) | 22,916 |
| Special Deficiency | 3.01 | 766,489 | 3.00 | 871,368 | (0.01) | 104,879 |
| Social Security | 4.22 | 1,074,612 | 3.50 | 1,016,596 | (0.72) | (58,016) |
| E/H Transit | 3.00 | 763,942 | 3.00 | 871,368 | - | 107,426 |
| Library | 6.36 | 1,619,558 | 6.04 | 1,754,354 | (0.32) | 134,796 |
| | 18.69 | 4,759,361 | 17.46 | 5,071,362 | (1.23) | 312,001 |
| Total | 69.35 | 17,659,802 | 63.10 | 18,327,774 | (6.25) | 667,972 |
| Amount % Change | | | | | | 3.78% |

Total change for growth per State Tax Dept. definition of zero increase mills is 63.63.

* Commercial growth is 3.83% and Residential growth is 4.75%

**City of Bismarck
2015 Budget Request
Capital Improvement Projects**

Attached are 2015 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:

| | |
|--------------------------------|---------------------------------|
| Relocation of Fire Station #4 | 1,892,340 Building Construction |
| | 1,500,000 Building Improvements |
| Police Replacement A/C Chiller | 200,000 Building Improvement |

The Budget Committee also discussed the relocation of the Sleepy Hollow fire station. The City is in the process of purchasing land for the new Fire Station and Burn Building which will both be on the same site. Both building are in the design phase with tentative construction of the Burn Building this year and the Fire station in 2015. The relocation of the Fire Station will help address the growth of the City and delay the need for funding and equipping a new fire station in the future. The Budget Committee discussed funding the Fire Station over two years using Building Construction funds. Another funding option considered was to transfer excess NPCC funds to assist with the funding. Approximately \$7.6 million has accumulated from the NPCC land sales and some of the funding is needed for sanitary sewer and street improvements projects. This was discussed with Charlie Whitman and consensus was that up to \$3 million could be used for other City improvement projects. There are several space assessments in process and funding for the EOC expansion is also pending so there are additional future funding needs for Building Construction and the excess NPCC funds. The Budget Committee is recommending funding of \$1.5 million excess NPCC funds and \$1,892,340 in Building Construction.

The Budget Committee considered the request of the Police Department for the replacement of the A/C Chiller in their building. Excess NPCC funding is also recommended for this project. The Budget Committee also discussed the Building Lighting Upgrade and is recommending \$8,000 as one-time funding for the project. This is consistent with the funding provided for the other lighting upgrade projects in the past. No funding is recommended for the Police Storage Building.

Please note the excess NPCC funds will be transferred to the Building Improvement Fund, the fund that accounts for General Fund improvements, to fund the Fire Station and Police Chiller project.

The expansion of the EOC is in the design phase. Funding considerations are delayed until options and costs are presented to the City Commission.

The Budget Committee discussed the repair and resurfacing of the parking lots at the Civic Center. With the additional operating cost associated with the Exhibit Hall expansion, the priority for funding is for the equipment. The Committee asked Engineering to provide an estimate to complete patching of Lot E. Based on the cost estimate, the Budget Committee is recommending \$17,000 from Civic Center operating funds for the patching repairs.

The HVAC System Upgrade and parking lot projects were not recommended for the Library. The parking needs of the Library will continued to be considered in future discussions of the downtown parking needs.

The Budget Committee recommends approval of the Public Works Service Operations requests for the purchase of land for a future north satellite station. Funding will be from Roads & Streets pending final approval from the City Commission.

The Budget Committee recommends funding for Solid Waste for the construction of phase I of the inert waste cell and phase II of the solid waste cell #3. The request for the repair of the concrete and masonry at the Landfill Main Building is recommended but since it is less than the \$50,000 threshold for CIP, the costs will be reflected in their operating budget.

The five projects identified for replacement of video cameras, whiteway conductors and feed points, upgrade of the traffic signal at 26th St. & Main and the change of State Street controller are recommended as requested by Public Works Service Operations for Street Lights & Signals. In lieu of the feasibility study to install the fiber backbone for traffic signals, the Budget Committee is recommending a RFQ for public private partnership proposals.

The recommended 2014 funding for the Street & Highway Projects is \$39,624,700 with \$17,586,800 from Sales Tax, \$12,105,000 from federal grants and \$9,932,900 from special assessments and deficiency. The funding includes \$21,746,500 for streets which includes projects for Century Avenue Bridge at Hay Creek, N. Washington Street – Calgary to 57th Avenue, LaSalle Avenue N. at US 83, and intersection improvement on Bismarck Expressway. It also includes \$150,000 for funding special road projects authorized by the Commission and \$610,000 for city signals and safety improvements. The recommended funding for Special Assessments is \$4,645,000 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 \$1,500,000 for the cost to replace the hard surfaced streets with permanent full depth asphalt pavement, \$1,500,000 for street reconstruction and subbase drainage system and \$1,645,000 for the annual chip seal project. This will provide funding consistent with the subsidies authorized by the Commission for the annual Special Assessment projects. Funding of \$1.1 million is also reauthorized for the new rural road upgrade improvements with the additional funding from Sales Tax. The Commission authorized this new category in 2013 which allows Sales Tax to be used to

fund the cost of rural upgrades that are held in abeyance until the property is annexed. The projects to be funded are considered and approved annually by the Commission. The Budget Committee also recommends approval for a new category of street maintenance and repair for concrete streets. The arterial and other concrete streets in the City also require joint sealing, panel replacements, reconstruction of sections and correction of drainage issues. The projects would be coordinated with other projects in the City. The recommended funding is \$1,812,000 from Sales Tax and area-wide special assessments.

Please note that Engineering is currently reviewing the scope of the project for the Washington street project and the costs for the LaSalle project are contingent on the bids to be received on August 20. Any changes to the funding recommendations for these the project costs will be presented to the City Commission for approval.

The projects for Airport, Roads & Streets, Solid Waste, Water, Sanitary Sewer and Storm Water are funded with reserves, special assessments, private donations and federal grants and are recommended for approval as requested:

| | | |
|-------------------------|--------------|---------------------------|
| Airport | \$19,200,000 | Reserves & Federal Grants |
| Solid Waste | 1,921,200 | Reserves |
| Street Lights & Signals | 279,574 | Reserves |
| Sanitary Sewer | 11,310,000 | Reserves/Donations |
| Storm Water | 8,080,000 | Special Assessments |
| Water | 29,651,000 | Rsrvs & Revenue Bonds |

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.

Commission Considerations:

2015 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.

CAPITAL IMPROVEMENT PROGRAM PROJECTED COST FOR YEAR 2015

| Area shaded not recommended by Budget Committee | Cost | 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 |
| ADMINISTRATION | | | | | | | | | | |
| Emergency Operation Center (EOC) Expansion | 771,000 | | | | | | 771,000 ¹ | | | |
| AIRPORT | | | | | | | | | | |
| Rehabilitate Runway 03/21 & Taxiway D | 11,000,000 | 550,000 | | | | | | | 9,900,000 | 550,000 |
| Wetlands Mitigation (Runway 21 End) - Phase IV | 3,000,000 | 150,000 | | | | | | | 2,700,000 | 150,000 |
| Rehabilitate Maverick Avenue | 900,000 | 450,000 | | | | | | | | 450,000 |
| Acquire ARFF Vehicle | 800,000 | 800,000 | | | | | | | | |
| Purchase Plow | 500,000 | 500,000 | | | | | | | | |
| Construct Rental Car Wash Facility | 2,400,000 | 2,400,000 | | | | | | | | |
| Long & Short Term Parking Lots Rehabilitation | 600,000 | 600,000 | | | | | | | | |
| Airport Total | 19,200,000 | 5,450,000 | | | | | | | 12,600,000 | 1,150,000 |
| CIVIC CENTER | | | | | | | | | | |
| Repair & Resurface Parking Lot D & E | 738,069 | | 738,069 | | | | | | | |
| Civic Center Total | 738,069 | | 738,069 | | | | | | | |
| FIRE | | | | | | | | | | |
| Fire Station | 3,392,340 | | | 3,392,340 | | | | | | |
| | 3,392,340 | | | 3,392,340 | | | | | | |
| LIBRARY | | | | | | | | | | |
| HVAC System Upgrade | 794,450 | | | 794,450 | | | | | | |
| Additional Parking | 1,167,600 | | | | | 1,167,600 | | | | |
| | 1,962,050 | | | 794,450 | | 1,167,600 | | | | |
| ¹ To Be Determined | | | | | | | | | | |

CAPITAL IMPROVEMENT PROGRAM PROJECTED COST FOR YEAR 2015

| Area 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 | | | | | | | | | |
| <u>POLICE</u> | | | | | | | | | | |
| Replacement of A/C Chiller for HQ Building | 200,000 | | | 200,000 | | | | | | |
| Storage Building | 66,000 | | | 66,000 | | | | | | |
| Police Headquarters Building Lighting Upgrade | 78,500 | | | 78,500 | | | | | | |
| | 344,500 | | | 344,500 | | | | | | |
| <u>ROADS & STREETS</u> | | | | | | | | | | |
| Purchase land for a future satellite location in N Bismarck | TBD | | | | | | | | | |
| <u>SOLID WASTE UTILITY</u> | | | | | | | | | | |
| Construction Phase II SW Cell #3 | 1,300,000 | 1,300,000 | | | | | | | | |
| Construction Phase I of Inert Waste Cell | 621,200 | 621,200 | | | | | | | | |
| | 1,921,200 | 1,921,200 | | | | | | | | |
| <u>STREET LIGHTS & TRAFFIC SIGNAL UTILITY</u> | | | | | | | | | | |
| 26th St & Main Ave Signal Upgrade | 50,000 | | | | | | 50,000 ² | | | |
| Whiteway Conductor Replacement | 58,300 | | | | | | 58,300 ² | | | |
| Whiteway Feed Point Replacement | 55,000 | | | | | | 55,000 ² | | | |
| Study Feasibility of Installing Fiber Backbone Traf Signal | 75,000 | | | | | | 75,000 ² | | | |
| State Street Controller Change | 66,274 | | | | | | 66,274 ² | | | |
| Video Camera Replacement Program | 50,000 | | | | | | 50,000 ² | | | |
| | 354,574 | | | | | | 354,574 | | | |
| <u>STREETS & HIGHWAYS</u> | | | | | | | | | | |
| Commission Special Road Projects | 150,000 | | | | 150,000 | | | | | |
| ADA Curb Ramp Program | 100,000 | | | | 50,000 | | | 50,000 | | |
| | 50,000 | | | | | | | | | |
| ² Street Light Traffic Utility Fees | | | | | | | | | | |

CAPITAL IMPROVEMENT PROGRAM PROJECTED COST FOR YEAR 2015

| Area 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 | | | | | | | | | |
| City Wide Traffic Signals | 460,000 | | | | 140,000 | | | | 320,000 | |
| Street & Highway Safety Improvements | 150,000 | | | | 15,000 | | | | 135,000 | |
| Concrete Pavement Repairs and Maintenance | 1,993,200 | | | | 1,812,000 | 181,200 | | | | |
| Hard Surfaced Street Reconstruction Program | 3,000,000 | | | | 1,500,000 | 1,440,000 | 60,000 ³ | | | |
| Street Reconstruction & Subbase Drainage System | 1,875,000 | | | | 1,500,000 | 375,000 | | | | |
| Asphalt Street Resurfacing Program | 8,370,000 | | | | 1,645,000 | 6,285,000 | 440,000 ³ | | | |
| Rural Roadway Upgrades | 1,830,000 | | | | 1,500,000 | 330,000 | | | | |
| Century Ave Bridge at Hay Creek | 500,000 | | | | 500,000 | | | | | |
| N Washington St-Calgary Ave to 57th Ave | 16,995,000 | | | | 6,995,000 | | | | 10,000,000 | |
| Bismarck Expressway Intersection Improvements | 2,200,000 | | | | 600,000 | | | | 1,600,000 | |
| LaSalle Ave N at US 83 | 2,051,500 | | | | 1,229,800 | 501,380 | 320,320 ⁵ | | | |
| Streets/Highways Total | 39,674,700 | | | | 17,636,800 | 9,112,580 | 820,320 | | 12,105,000 | |
| <u>WATER & SEWER UTILITY</u> | | | | | | | | | | |
| Wachter Lift Station Rehab | 3,550,000 | 3,550,000 | | | | | | | | |
| Southport Forcemain Upgrade | 390,000 | 390,000 | | | | | | | | |
| SCADA System Upgrade | 1,150,000 | 1,150,000 | | | | | | | | |
| Hay Creek Interceptor Sewer Ext W of Washington | 440,000 | 220,000 | | | | | | 220,000 | | |
| Hay Creek Extension-57th/71st Av Interceptor Sewer | 2,850,000 | 2,450,000 | | | | | | 400,000 | | |
| Tyler Coulee Interceptor Sewer | 350,000 | 350,000 | | | | | | | | |
| ³ Special Deficiency | | | | | | | | | | |
| ⁴ Reauthorized \$1.1 million of Sales Tax from Construction Fund | | | | | | | | | | |
| ⁵ Developer | | | | | | | | | | |

CAPITAL IMPROVEMENT PROGRAM PROJECTED COST FOR YEAR 2015

| Area 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 | | | | | | | | | | |
| 9th & Expressway Lift Station Rehabilitation | 650,000 | 650,000 | | | | | | | | | |
| Hay Creek Lift Station Rehabilitation | 800,000 | 800,000 | | | | | | | | | |
| Hay Creek Sewer Rehabilitation | 250,000 | 250,000 | | | | | | | | | |
| San Sewer Rehab/Watermain Replacement Area | 440,000 | 440,000 | | | | | | | | | |
| Sanitary Sewer Rehab/15th St - Rosser to Boulevard | 440,000 | 440,000 | | | | | | | | | |
| Sanitary Sewer Total | 11,310,000 | 10,690,000 | | | | | | 620,000 | | | |
| South Bismarck-Storm Sewer Improvements | 3,300,000 | | | | | 3,300,000 | | | | | |
| Hay Creek Watershed-N Washington St Sub - Watershed | 440,000 | | | | | 440,000 | | | | | |
| Hay Creek/Centennial Watershed-Centennial Watershed C | 170,000 | | | | | 170,000 | | | | | |
| Hay Creek/HWY 83 & 1804 Sub - Watershed | 3,390,000 | | | | | 3,390,000 | | | | | |
| Hay Creek/N 4th St Watershed - W of Washington | 505,000 | | | | | 505,000 | | | | | |
| Landfill Watershed | 275,000 | | | | | 275,000 | | | | | |
| Storm Water Total | 8,080,000 | | | | | 8,080,000 | | | | | |
| WWTP-Phase 5 Improvement (Trickling Filter) | 6,650,000 | 650,000 | | | | | 6,000,000 ⁶ | | | | |
| WWTP-Repairs to Odor Control Media Support System | 115,000 | 115,000 | | | | | | | | | |
| WWTP-Plant Water System Upgrades | 86,000 | 86,000 | | | | | | | | | |
| Wastewater Treatment Total | 6,851,000 | 851,000 | | | | | 6,000,000 | | | | |
| SCADA System Upgrade | 875,000 | 875,000 | | | | | | | | | |
| Zone 2 Trunk Watermain & Storage | 2,350,000 | 2,350,000 | | | | | | | | | |
| ⁶ Revenue Bonds | | | | | | | | | | | |

CAPITAL IMPROVEMENT PROGRAM PROJECTED COST FOR YEAR 2015

| Area shaded not recommended by Budget Committee | | City Costs | | | | | | | Non City Costs | | |
|---|------------------|------------------|---------------|------------------|----------------|-----------------|-------|----------------|----------------|---------|-------|
| | | Enterprise | | | | | | | Private | Federal | State |
| | Cost | Constr. Reserves | Motel/Liq Tax | Building Constr. | Sales Tax Fund | Special Assess. | Other | Donate | Grant | Grant | |
| US 83 Watermain Extensions | 1,725,000 | 1,225,000 | | | | | | 500,000 | | | |
| Canada (LaSalle)-Normandy Watermains | 352,000 | 352,000 | | | | | | | | | |
| NW Area Watermain Extensions | 330,000 | 300,000 | | | | | | 30,000 | | | |
| 43rd Ave Watermains | 1,320,000 | 1,320,000 | | | | | | | | | |
| 17th Ave & 66th Trunk WM (Law Enforcement Training) | 1,320,000 | 1,070,000 | | | | | | 250,000 | | | |
| 57th Ave Watermain | 495,000 | 495,000 | | | | | | | | | |
| Zone 3 & 4 Trunk Watermains Ash Coulee to State St | 495,000 | 495,000 | | | | | | | | | |
| Zone 3 Connection at 16th St Tower | 275,000 | 275,000 | | | | | | | | | |
| Zone 3 Connection at N 26th (N of Divide) | 110,000 | 110,000 | | | | | | | | | |
| Water Distribution Total | 9,647,000 | 8,867,000 | | | | | | 780,000 | | | |
| WMR-Valve Replacements | 275,000 | 275,000 | | | | | | | | | |
| WMR-N 23rd-25th St & Ave A | 506,000 | 506,000 | | | | | | | | | |
| WMR-14th-16th St HS | 352,000 | 352,000 | | | | | | | | | |
| WMR-Valley View Ave HS | 407,000 | 407,000 | | | | | | | | | |
| Watermain New Zone 3 Main-E Ave F HS | 66,000 | 66,000 | | | | | | | | | |
| WMR-N 27th St, Gary & Ave B HS | 242,000 | 242,000 | | | | | | | | | |
| Distribution-Watermain Replacement Total | 1,848,000 | 1,848,000 | | | | | | | | | |

CAPITAL IMPROVEMENT PROGRAM PROJECTED COST FOR YEAR 2015

| Area 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 | | | | | | | | | |
| CT Basin/West End Reservoir | 60,000 | | | | | | 60,000 ⁷ | | | |
| Softening Expansion Phase I | 10,310,000 | | | | | | 10,310,000 ⁷ | | | |
| Roof Replacement | 935,000 | 935,000 | | | | | | | | |
| Water Treatment Plant Total | 11,305,000 | 935,000 | | | | | 10,370,000 | | | |
| Water & Sewer Utility Projects Total | 49,041,000 | 23,191,000 | | | | | 8,080,000 | 16,370,000 | 1,400,000 | |
| ⁷ Revenue Bonds | | | | | | | | | | |
| CITY TOTAL | 117,399,433 | 30,562,200 | 738,069 | 4,531,290 | 17,636,800 | 18,360,180 | 18,315,894 | 1,400,000 | 24,705,000 | 1,150,000 |
| Budget Committee Recommendation | 113,658,814 | 30,562,200 | | 3,592,340 | 17,586,800 | 17,192,580 | 17,469,894 | 1,400,000 | 24,705,000 | 1,150,000 |

**City of Bismarck
2015 Budget Request
Other Budget Issues**

The Budget Committee also discussed the following issues during the development of the 2015 budget:

- Over the last several years, the Budget Committee has provided an update on Sales Tax revenue. The revenue set a record high in 2013 with \$17,271,063 for a 3.65% increase as compared to 2012. That amount is holding level YTD in 2014 so that estimate is used in the five year projections. With the 2013 increase in revenue, the 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 through 2017. 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. Please note with the increase in property taxes, the amount for the reduction of the 25 mills has increased by 14%. Although there is sufficient funding this year, the future level of Federal funding for highway improvement projects is unknown. Any reduction in the level of funding will have a major impact on Sales Tax and the City's ability to respond to growing demands for street improvements.

The Budget Committee is providing recommendations on the following budget issues:

- In 2009 the Commission dedicated 85% of the 2% Motel/Hotel Tax to the CVB with the balance of the funds for Civic Center promotions and events. The Budget Committee recommends that the funding plan be continued for 2015 with the balance of the revenue to be used to fund events. The estimate for 2015 for is \$1,282,000 with \$1,089,700 for CVB and \$173,312 for the Civic Center which includes \$22,400 designated for CVB events.
- 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 Civic Center. The Budget Committee recommends continuing the allocation in 2015. Based on revenue estimates for 2015, the allocation would be \$18,750 to the Airport and \$56,250 to the Civic Center.
- The Budget Committee reviewed the operating budget and budget requests for the Civic Center. Given the projected operating revenue and the recommended priority initiative requests for the expansion of the Exhibit Hall, it became apparent that additional funding would be required. The proposed subsidy for the Civic Center was \$218,545 for 2015. This reflects the subsidy amount of \$200,000 established in 2013 with an annual increase. After reviewing the staffing and equipment request and the additional funding from the 2% Motel/Hotel Tax and the 1% Car Rental tax, the Budget Committee is recommending an additional \$400,000 in one-time funds from the 1% Lodging, Restaurant Liquor Tax. This additional funding will help equip and maintain the additional space with the Exhibit Hall expansion. The cash balance at the Civic Center would be used for any operating costs that exceed the additional funding.

- The City has a bi-weekly payroll and with that schedule, there is a 27th payroll every 7 years. In 2011 in anticipation of the 27th payroll in 2015, the Commission authorized a reserve to be established for the General Fund with funding from the annual salary savings so there are adequate funds available for the additional payroll. The Budget Committee discussed the funding of the additional payroll for Forestry and the Bismarck Public Library. Property taxes fund these two budgets and rather than increase the mill for the additional payroll, the Budget Committee is recommending that the General Fund payroll reserve be used to fund those costs. All other non-General Fund departments will use current operating revenue or cash balance to fund the additional payroll. The salary reserve in the General Fund will be continued to provide funding for future 27th payrolls.

Commission Consideration:

Event funding for the Civic Center from Hotel/Motel Tax

Allocation of Car Rental Tax to Airport and Civic Center for event funding

Funding for Civic Center operations from Motel, Liquor Restaurant Tax

**Utilize General Fund payroll reserve for additional payroll cost for Forestry and
Bismarck Public Library**

**City of Bismarck
Sales Tax
Projected Cash Flow**

8/19/2014

| | Year 2014 | Year 2015 | Year 2016 | Year 2017 | Year 2018 | Year 2019 |
|---|--------------|--------------|--------------|--------------|--------------|--------------|
| Beginning Cash Balance | 12,387,049 | 12,763,238 | 5,976,778 | 5,119,484 | 2,022,117 | (6,596,564) |
| Revenue: | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| 1% Sales Tax | 16,388,127 | 17,271,063 | 17,271,063 | 17,271,063 | 17,271,063 | 17,271,063 |
| Interest | 57,245 | 63,816 | 29,884 | 25,597 | 10,111 | (32,983) |
| Total Revenue | 16,445,372 | 17,334,879 | 17,300,947 | 17,296,660 | 17,281,174 | 17,238,080 |
| Total Revenue Plus Cash Balance | 28,832,421 | 30,098,117 | 23,277,725 | 22,416,145 | 19,303,290 | 10,641,516 |
| Budgeted Expenditures: | | | | | | |
| Economic Development | - | - | - | - | - | - |
| 25 Mill Reduction & Administration | (6,440,135) | (7,310,252) | (7,675,765) | (8,059,553) | (8,462,530) | (8,885,657) |
| Audit Fees | (1,000) | (500) | (500) | (500) | (500) | (500) |
| Highway Construction | (4,505,000) | (9,479,800) | (2,455,000) | (4,205,000) | (9,710,000) | (10,160,000) |
| Commission Special Road Projects | (150,000) | (150,000) | (150,000) | (150,000) | (150,000) | (150,000) |
| Snow Gate Activities | (308,048) | (323,787) | (339,976) | (356,975) | (374,824) | (393,565) |
| Facility Rehab/Repair | - | - | - | - | - | - |
| Concrete Pavement Street Repairs & Maintenance | | (1,812,000) | (1,812,000) | (1,812,000) | (1,812,000) | (1,812,000) |
| Rural Roadway Upgrades | (100,000) | (400,000) | (1,500,000) | (1,500,000) | (1,500,000) | (1,500,000) |
| Special Assessments: Hard Surface Streets | (1,500,000) | (1,500,000) | (1,500,000) | (1,500,000) | (1,500,000) | (800,000) |
| Special Assessments: Annual Street Maintenance | (1,565,000) | (1,645,000) | (1,725,000) | (1,810,000) | (1,890,000) | (1,890,000) |
| Special Assessments: Street with Subbase Drainage | (1,500,000) | (1,500,000) | (1,000,000) | (1,000,000) | (500,000) | (500,000) |
| Total Budgeted Expenditures | (16,069,183) | (24,121,339) | (18,158,241) | (20,394,028) | (25,899,854) | (26,091,722) |
| Change in AR | | | | | | |
| Projected Ending Cash Balance | 12,763,238 | 5,976,778 | 5,119,484 | 2,022,117 | (6,596,564) | (15,450,206) |
| Adjusted Ending Cash (rec/payable) | | | | | | |
| Adjusted Ending Cash (rec/payable) | | | | | | |
| Actual | | | | | | |

Assumptions:

2014 reflects budgeted expenditures and assumes 0% growth in revenue based on 2013 actual revenue.

Interest is based on .5% of the beginning cash balance starting in 2015

Economic Development reflect a reduction to "0" starting in 2012

25 Mill Reduction increases by 5% per year after 2015

Highway Construction reflects CIP for Street & Highways

Commission Special Road Projects remains stable at \$150,000

Snow Gate Activities for 2015 are based on actual costs in prior years and increase by 5% per year after 2015

Facility Rehab/Repair reflects "0" starting in 2011

Rural Roadway Upgrades are funded at \$1.5 million annually with reauthorized funds of \$1.4 million in 2014 and \$1.1 million in 2015.

Special Assessment Street funds reflect CIP through 2019

City of Bismarck
2015 Budget Request
Priority Initiative Requests by Department
Attachment to Budget Item #3

**City of Bismarck
2015 Budget Request
Priority Initiatives
New Employees/Labor**

8/14/2014

| | FTE | Priority Initiatives | Budget Committee Recommendation | | Funding/Comments |
|--|-----|----------------------|---------------------------------|----------|-------------------------|
| | | | Base | One-time | |
| Combined Communications | | | | | |
| 2 Dispatcher I | 2 | 115,380 | 119,405 | | City 65%/Co. 35% |
| Overtime Wages | | 10,000 | | 5,000 | City 65%/Co. 35% |
| | | 125,380 | 119,405 | 5,000 | |
| Community Development | | | | | |
| MPO | | | | | |
| MPO-Transportation Planner salary & benefits MPO 80% (63503) & City 20% (15877) Physical, parking, phone, email, printer MPO 80% (689) & City 20% (172) | 1 | 73,544 | - | 5,870 | General Fund Cash Bal |
| | | 861 | - | 27,080 | MPO |
| | | 74,405 | - | 32,950 | (PT 20% GF/80% MPO) |
| Planning Division | | | | | |
| Planner position salary (56,857) & benefits (22,523) | 1 | 68,913 | 71,761 | | General Fund |
| Modular Furniture | | 5,000 | | 5,000 | General Fund Cash Bal |
| Physical, Travel, Training | | 3,085 | 3,085 | | |
| Computer, printer, software, Kronos, phone | | 2,500 | | 2,500 | General Fund Cash Bal |
| | | 79,498 | 74,846 | 7,500 | |
| Engineering | | | | | |
| Project Engineer (\$59,699) and benefits (\$23,046) | 1 | 72,382 | 74,746 | | General Fund |
| Reclassify Engineering Aid I to Technician I | | 14,406 | | 14,406 | General Fund Cash Bal |
| | | 86,788 | 74,746 | 14,406 | |
| Finance | | | | | |
| Reclassify Account Tech II to Accountant | | no cost | recommend | | no impact |
| Fire | | | | | |
| 3 firefighter positions Salary (\$41,579 ea.) and benefits (\$20,545 ea.) Uniforms (\$500 ea.) Fire Gear (\$1,800 ea.) | 3 | 163,419 | 169,653 | | General Fund |
| | | 6,900 | 1,500 | 5,400 | General Fund Cash Bal |
| | | 170,319 | 171,153 | 5,400 | |
| Human Resources | | | | | |
| HR Generalist Outlook & Email | 1 | 79,324 | 68,862 | | General Fund |
| | | 42 | 42 | | General Fund |
| | | 79,366 | 68,904 | | |
| Police | | | | | |
| 3 Police Officers to replace COPS Grant salary/benefits | | 217,260 | | 184,529 | General Fund Cash Bal |
| 2 Police Officers for COPS SRO Grant (2014 authorized) | | 107,081 | 107,081 | | Grants |
| 7 Police Officers-Patrol (6) Support Training (1) Uniforms, Equip, Drug/Agility, Physical/Vac, License | 7 | 506,940 | 246,039 | | General Fund (4) |
| | | 71,863 | | 34,104 | General Fund Cash Bal |
| Continue 2 Police Officers for OVW Grant | | 152,478 | 79,175 | | Grants/support activity |
| 1 QuarterMaster | 1 | 67,625 | 59,171 | | General Fund |
| Office Equipment | | 3,954 | 80 | 3,852 | General Fund Cash Bal |
| Reclassify PYB Worker to PYB Supervisor | | 15,158 | | | Pending PDQ process |
| Field Training Officer increase \$1 Pay rate to train recruits | | 10,000 | - | | |
| | | 1,152,359 | 491,546 | 222,485 | |
| Public Health | | | | | |
| Business Office Manager | 1 | 73,070 | 66,165 | | General Fund |

**City of Bismarck
2015 Budget Request
Priority Initiatives
New Employees/Labor**

8/14/2014

| | FTE | Priority Initiatives | Budget Committee Recommendation | | Funding/Comments |
|--|-----|-------------------------|------------------------------------|----------------|--|
| | | | Base | One-time | |
| Public Health (continued) | | | | | |
| Community Health Services Nurse (previous 1/2 in 1T) Reclassify Health Tracks Office Assistant II to Medical Billing Specialist | 1 | 73,070 | | 28,492 | General Fund Cash Bal |
| Reclassify 5 Program Coordinators Pay Grade Reclassify Community Health Nurse Manager Pay Grade Reclassify Account Tech III to Office Assistant Series | | 2,054 | recommend | | no cost for reclass Pending PDQ process Pending Reclass Pending Reclass |
| | | 148,194 | 66,165 | 28,492 | |
| Municipal Court | | | | | |
| Reclassify Office Assistant II to Office Assistant III | | 4,500 | - | | no cost for reclass |
| Civic Center | | | | | |
| Audio Visual Production Supervisor | 1 | 72,168 | 70,192 | | Civic Center (job to be reviewed) |
| Maintenance Attendant II | 1 | 54,976 | - | | |
| Sales Associate/Event Coordinator | 1 | 64,864 | 64,864 | | Civic Center |
| Assistant Food and Beverage Manager | 1 | 52,941 | 53,480 | | Civic Center |
| Assistant Box Office Supervisor | 1 | 51,518 | - | | |
| | | 296,467 | 188,536 | | |
| Public Works - Service Operations | | | | | |
| Roads & Streets - Forestry - Arborist I (Sal and Ben) | 1 | 58,940 | 53,918 | | Roads & Streets |
| Fleet | | | | | |
| Equipment Mechanic I (Salary & Benefits) | 1 | 60,538 | 65,286 | | Internal Service Funds |
| Equipment Parts Specialist (Salary & Benefits) | 1 | 56,090 | 60,396 | | Internal Service Funds |
| Dept. Impact for Additional Positions General Fund PT Mechanic Assistant | | 17,602 | - | 51,472 | General Fund Cash Bal |
| | | 134,230 | 125,682 | 51,472 | |
| Public Works - Utility Operations | | | | | |
| Sanitary Sewer - 2 W/WW Maint. Tech II (Sal & Ben) | 2 | 125,441 | 125,158 | | Utility Funds |
| Storm Water - W/WW Maint. Tech II (Sal & Ben) | 1 | 62,721 | 62,579 | | Utility Funds |
| Water - Reorganization for Customer Service Group | | | | | |
| Customer Service Administrator (position authorized 2013) | | | | | Pending Reclass |
| Service Representative I | | | | | Pending Reclass |
| Service Representative 2 (2 positions) | | | | | Pending Reclass |
| Customer Service Field Lead | | | | | Pending Reclass |
| Field Service Representative (2 positions) | | | | | Pending Reclass |
| Airport | | | | | |
| Reclassify Principle Office Ass't to Account Tech III | | no cost | recommend | | no impact |
| Change Equipment Operator I to Mechanic I | | no cost | recommend | | change in 2014 no impact |
| Total New Employee/Labor | | \$ 2,598,608 | 1,622,638 | 367,705 | |
| New Positions | | | | | |
| | | 30 | 23 | | |
| Funding Summary: | | | | | |
| General Fund | | 1,386,129 | 838,717 | | |
| General Fund Cash Balance | | 90,217 | | 338,875 | |
| City General Fund 65%/County 35% | | 125,380 | 41,792 | 1,750 | |
| Grants: MPO 80% | | 59,524 | - | 27,080 | |

**City of Bismarck
2015 Budget Request
Priority Initiatives
New Employees/Labor**

8/14/2014

| | FTE | Priority Initiatives | Budget Committee Recommendation | | Funding/Comments |
|--|-----|-------------------------|------------------------------------|----------|------------------|
| | | | Base | One-time | |
| Grants: Police | | 152,478 | 79,175 | | |
| Grant Funding with BPS & Private School match | | 107,081 | 107,081 | | |
| Civic Center | | 296,467 | 188,536 | | |
| Public Works - Service Operations Roads & Streets - Forestry | | 58,940 | 53,918 | | |
| Public Works - Service Operations Fleet Services | | 134,230 | 125,682 | | |
| Public Works - Utility - Sanitary Sewer | | 125,441 | 125,158 | | |
| Public Works - Utility - Storm Water | | 62,721 | 62,579 | | |

**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 Base Funding**

Department: Combined Communications Center Priority 1

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

Department Action Plan: Reallocate daytime position workload by reassigning different administrative units of different departments to a new console configuration, evening out radio, telephone and dispatching activities among on-duty personnel. This will correct at-times critical issues of non-emergency radio traffic interfering with emergency dispatch traffic on Bismarck Police and Burleigh County Sheriff radio channels.

Justification and Explanation of funding: Two new positions created will be 10-hour shifts working from 0700 to 1700 daily handling admin traffic and inbound calls for service. We will reconfigure workstation configurations to move the Bismarck Police Animal Control Officers and Parking Enforcement, Burleigh County Sheriff's Civil Deputies, BSC Police and Bismarck Airport Security to operate on the B-Admin radio channel. Currently, the BPD position and BCSO position handle the dispatching and communication with these functions. With the increased workload on these two positions, it is becoming more difficult to manage multiple incidents on a single channel. Critical problem examples are during responses to emergencies, responding units are unable to transmit timely their status while admin radio communications is occurring. In many cases, non-emergency traffic is aired while officers or deputies are searching for suspects and require a clear radio channel. Daily shift response activities are disrupted by the non-emergency communications.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------------|---|-------------------------|
| | <u>See attached breakdown</u> | <u>\$ 115,380</u> |
| <u>100-135-051-4130-000</u> | <u>OT Wages - Increase based on historical need and use of overtime hours</u> | <u>\$ 10,000</u> |
| | | |
| | | |
| | | |

| | Emergency 911 Calls | Increase % | Non-Emergency 7-Digit Admin | Increase % | Calls Outbound | Increase % | Calls Total | Increase % | Tape Requests | Increase % | All Agency CAD Events | Increase % |
|------|------------------------|---------------|--------------------------------|---------------|-------------------|---------------|----------------|---------------|------------------|---------------|--------------------------|---------------|
| 2008 | 19769 | | 2781 | | 39628 | | 107488 | | | | 111083 | |
| 2009 | 20831 | 5% | 11806 | 325% | 44235 | 12% | 120315 | 12% | | | 114430 | 3%* |
| 2010 | 22123 | 6% | 25399 | 115% | 50045 | 13% | 137592 | 14% | | | 121095 | 6% |
| 2011 | 24244 | 10% | 40719 | 60% | 54098 | 8% | 160609 | 17% | | | 131072 | 8%** |
| 2012 | 27966 | 15% | 52009 | 28% | 55901 | 3% | 178714 | 11% | 103 | | 137778 | 5% |
| 2013 | 29385 | 5% | 53154 | 2% | 61354 | 10% | 179467 | 0% | 194 | 88% | 144791 | 5% |

* Start of non-emergency calls after hours for Bismarck Police Department

** Start of non-emergency calls for all hours for Bismarck Police Department

| ACCOUNT# | ITEM DESCRIPTION | AMOUNT REQUESTED | EXPLANATION |
|----------------------|-----------------------------|------------------|--|
| 100-135-051-4110-000 | Regular Salaries | \$ 38,480.00 | One Dispatcher Class (90% midpoint) |
| 100-135-051-4200-100 | Health Insurance | \$ 11,890.00 | Dependent |
| 100-135-051-4200-200 | Life Insurance | \$ 62.40 | (5.20/month per employee) |
| 100-135-051-4200-300 | Disability Insurance | \$ 193.55 | (.503 per \$100 of salary) |
| 100-135-051-4240-100 | Workers Compensation | \$ 118.50 | (Estimate based on 2010) |
| 100-135-051-4750-000 | Subscription, Dues, Books * | | APCO Member Dues |
| 100-135-051-4510-100 | Training and Conferences * | | State Mandated Training Requirements 40-Hour APCO Course (\$359 - Online Course) CPR (Public Health) Emergency Medical Dispatch Training (\$295.00) (Costs do not include travel, lodging, per diem) |
| 100-135-051-8000-289 | Social Security | \$ 2,943.72 | (Sal. X 7.65%) |
| 100-135-051-8000-850 | City Pension | \$ 4,001.92 | 10.4% of Wages |
| | TOTAL EXPENSES | \$ 57,690.09 | |
| | Total Expense Two Positions | \$ 115,380.19 | |

* Costs absorbed within existing training funds (additional amount budgeted starting in 2009 from E9-1-1 Fund).

**City of Bismarck
Department Budget Request for 2015
Priority Initiative
Base Funding**

Department: Community Development - MPO Priority _____

Goal and Objective: Add a Transportation Planner (grade 20) position to the MPO's transportation efforts. With a new transportation bill anticipated, we realize that there will be more mandated program requirements to accomplish. However, the MPO's primary mission is to manage transportation plans and studies to benefit its jurisdictional partners, including its biggest jurisdiction, Bismarck. This added position will allow the MPO to realize both goals.

Department Action Plan: Add one Transportation Planner position to the MPO staff to help get federally mandated work, transit grant writing and reporting responsibilities, and project management of needed transportation studies accomplished.

Justification and Explanation of funding: Presently the MPO staff consists of two Transportation Planners (Steve Saunders and Rachel Drewlow) and one Office Assistant II (Kim Riepl). There is a presently a vacancy for a 1/2 time Transportation Planner position. With a new transportation bill anticipated, the MPO is and will be required to provide performance targets and measures. More data will need to be collected and maintained in an effort to insure that performance targets and measures are met. With the MPO already holding surplus funds from previous years, and with increased federal requirements on MPOs; in order to accomplish federally mandated responsibilities and yet judiciously use present and surplus federally supplied MPO funds, a new Transportation Planner is needed to ensure that the MPO remains compliant and that federal (and locally matched) funds will be effectively used and managed. If approved, this Transportation Planner position would replace the existing half-time Transportation Planner position.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> | | |
|-----------------------|--|-------------------------|-----------------|-----------------|
| | | <u>Com. D.</u> | <u>MPO</u> | <u>Total</u> |
| 100-170-125-4110-000 | Salary | \$11,372 | \$45,485 | \$56,857 |
| 100-170-125-4200-100 | Health Insurance | \$2,378 | \$9,511 | \$11,889 |
| | Other Fringe Benefits Life Ins., Work Comp., FICA, EAP, Dis. Ins.) | \$960 | \$3,838 | \$4,798 |
| 100-170-125-4430-500 | Parking | \$60 | \$240 | \$300 |
| | Phone, email and Printer (no computer or monitor needed) | \$95 | \$381 | \$476 |
| 100-170-125-4250-400 | Physical | \$17 | \$68 | \$85 |
| | Total | \$ 14,882 | \$59,523 | \$74,405 |

**City of Bismarck
Department Budget Request for 2015
Priority Initiative
Base Funding**

Department: Community Development - Planning Division Priority _____

Goal and Objective: Add a Planner position to the Planning Division in response to increased development application submittals and to ensure that applications receive appropriate levels of review. With the continuing growth of the community, an additional Planner will allow us to retain our high level of service to the development community while ensuring that all City development requirements are being met.

Department Action Plan: By adding a Planner position, the amount of time each staff person devotes to the review of an application can be increased, which will ensure that all requirements are met as well as reduce errors and omissions. Another Planner will also allow the reassignment of work loads within the Planning Division and allow the Planning Manager time to focus on division management, long range planning, a developers handbook and the zoning ordinance rewrite. Adding a Planner position would also allow an existing Planner (Jason Tomanek) to focus more on downtown planning and implementation of the Downtown Subarea Plan.

Justification and Explanation of funding: When the Planning Manager position was created it was a reclassification rather than a new position. Because of this, the Planning Manager has continued to review approximately 1/3 of the development applications in addition to the position's management and long-range planning responsibilities. The number of development applications has continued to be high and is not expected to decrease anytime in the near future. An additional Planner position would also allow us to provide cross-training and be able to better respond to increased workloads in the future.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|---------------------------|---|-------------------------|
| 4110-000 | Salary (90% of Grade 20) | \$ 56,857 |
| 4200-100 | Health insurance | \$ 11,889 |
| 4200-200/4240-100 | Other fringe benefits (life insurance, worker's comp) | \$ 167 |
| 4250-400 | Physical | \$ 85 |
| 4500-100,200,300/4510-100 | Travel/training | \$ 2,500 |
| 4630-300/4635-100 | Memberships/computer service fees | \$ 500 |
| 4700-300 | Computer/printer/software/Kronos/phone | \$ 2,500 (one-time) |
| | Office furniture, modular wall components | \$ 5,000 (one-time) |
| | Total | \$ 79,498 |

**City of Bismarck
Department Budget Request for 2015
Priority Initiative
Base Funding**

Department: Engineering Priority 1

Goal and Objective: Provide 1 additional staff person in the Design/Construction section

Department Action Plan: 1) Obtain 1 staff person through the budget process 2) Prepare a job description 3) Advertise the position 4) Conduct interviews 5) Hire qualified personnel

Justification and Explanation of funding: We believe that we are justified in requesting one Project Engineer position in the 2015 budget as the departments work load has continued to expand annually. The complexity, dollar value and number of projects in which our department provides design and construction services has continually increased, which in turn has caused our staff to be spread thinner to provide the expected level of service our clients (citizens & contractors) have grown accustomed to. Without the addition of staff our ability to maintain a high level of service will be reduced and will continue to reduce as the City of Bismarck's boundaries continue to expand. In addition to the workload, the Engineering Department will see one of the most significant institutional knowledge losses of any department within the city in the next 2-6 years with the retirement of 7-9 employees or 35% of the current staff. Given the roles of the Project Engineer within our department's annual design and construction workload, we feel that is of the utmost importance we begin the process of hiring and training these individuals over the next few years to be prepared not only for the knowledge loss but to assume the positions these future retirees now hold. The trend to "grow your own" succession plan occurs throughout the engineering community and is the most relied upon way to train staff to assume the technical competence that is required for the position. For these reasons, we believe the need for an additional Project Engineer is justified. This position would have a primary responsibilities of project design and construction administration, but as with all staff would also be involved with training of new technicians. We would be happy to discuss this at greater length should you desire additional information.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|------------------------------------|-------------------------|
| 100-140-061-4110-000 | Salary (1 @ \$59,698.60) | \$59,698.60 |
| 100-140-061-4200-100 | Health Insurance (1 @ \$12,483.58) | \$12,483.58 |
| 100-140-061-4200-101 | Life Insurance (1 @ \$62.40) | \$62.40 |
| 100-140-061-4240-100 | Workers Comp (1 @ \$137) | \$137.00 |
| | | \$72,381.58 |

**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 Base Funding**

Department: Engineering Priority 2

Goal and Objective: Reclassify Engineering Aide I to an Engineering Technician I and hire a new employee for the reclassified position to fill the vacated position due to the retirement of the Engineering Aide I

Department Action Plan: Secure funding in 2015 budget to reclassify to the appointed level (Grade 6 to Grade 11), advertise for reclassified position upon notification of retirement date, interview, and provide a contingent offer to the top candidate.

Justification and Explanation of funding: Due to the anticipated retirement of Carol Peterson from the Engineering Department there will be an open position in 2015. As part of the departments strategic planning and organizational restructuring we have determined that the long term goals of the department would be better met by reclassifying this position and ultimately eliminating the Engineering Aide I & II entirely from the City's job title list. The Engineering Aide I & II duties and responsibilities are outdated and are no longer valid with today's engineering technology. The experience, knowledge and skill required to complete the duties and responsibilities of a survey assistant are better met through the duties and responsibilities of an Engineering Technician I. We would like to secure the additional costs for the upgrade of this position so that we may fill it upon her anticipated retirement date of May 31, 2015.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--|-------------------------|
| 100-140-061-4110-000 | Salary (To cover overlap of vacation pay and new employee starting 6/1/15) | \$9,000.00 |
| 100-140-061-4200-100 | Health Insurance | \$5,350.00 |
| 100-140-061-4200-200 | Life Insurance | \$21.00 |
| 100-140-061-4240-100 | Workers Comp Premium | \$35.00 |
| | | \$14,406.00 |

**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 Base Funding**

Department: Finance - Fiscal Services Priority _____

Goal and Objective: To reclassify PJ Kelley from an account technician to an accountant

Department Action Plan: To prepare a PDQ for PJ Kelley, one of more experienced account techs to reflect the reassignment of the more complex accounting responsibilities of two of the recent retired account tech positions and to reclassify that position to an

Justification and Explanation of funding: Fiscal Services has five experienced account tech positions (average services exceeds 30 years) and four of those are eligible for retirement. Two of them retired this year and we decided to reassign the more complex accounting responsibilities to PJ Kelley who is also an experienced account tech to maintain the experience level in the more critical areas. Most of those responsibilities require experience working in the City with the Finance Director, Comptroller and the departments. The accounts tech are all cross-trained so it was a just a matter of reassigning the responsibilities. The work still needed to be done with the new hires so it was logical to make the reassignment of of responsibilities. The level of reassigned responsibilities require an accountant position and rather than wait for the 2015 budget and have a vacant position, the responsibilities were reassigned to maintain the level of service. The reclassification was submitted to HR on June 4 and we're waiting for the results of the consultants review.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| | <u>Current salary is within the range of the account position if reclassified</u> | <u>0</u> |
| | | |
| | | |

**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 Base Funding**

Department: Human Resources Priority

Goal and Objective:

The goal of the Human Resource Department is to provide exceptional service and support to Administrators, Managers and Workforce. In order to accomplish this we are requesting an additional (1) FTE classified as an HR Generalist.

Department Action Plan:

Justification and Explanation of funding:

The current HR Staff consists of a Director, Generalist, (2) HR Assistants and Office Assistant II. We have worked hard during the past two years to offer an increased level of support and service to administration, department heads, and applicants and to the workforce in general. This increase of quality support and service necessitates an increase in the number of labor hours. Staff frequently can be found working after hours and on weekends to accomplish their assigned tasks. The New HR Generalist would help in providing relieve to current staff and allow the department to better serve the city's needs. See attached justification documentation.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> Annual |
|-----------------------|-------------------------|--------------------------------|
| 100-160-105 | Salary | 56,856.60 |
| | Social Security | 4,349.53 |
| | Workers Comp | 54.16 |
| | Outlook Email | 42.00 |
| | Health Insurance | 11,889.12 |
| | Life Ins | 62.40 |
| | Disability Ins | 198.99 |
| | Pension | 5,913.09 |

*Equipment & Furniture forecasted in Equipment Reserve numbers

Human Resources Priority Initiative Base Funding
100-106-105

Goal and Objective

The goal of the Human Resource Department is to provide exceptional service and support to Administrators, Managers and Workforce. In order to accomplish this we are requesting an additional FTE classified as an HR Generalist position.

Department Action Plan:

The responsibilities of the department would be distributed as follows and completed with a team approach rather than specialization. Team members will have areas of focus but will assist others in completing department goals. The nature and complexity of the tasks require technical knowledge and experience at the Generalists level.

| | |
|------------------------|---|
| HR Generalist | Recruitment and Classification; also responsible for sharing responsibility for other areas of Generalist position |
| HR Generalist | Program responsibility for City Safety Program, Training and Policy, also responsible for sharing responsibility for other areas of Generalist position |
| HR Assistant Benefits: | Benefits, Pension and Payroll |
| HR Assistant Payroll: | Payroll, Pension |
| Office Assistant II | Provides clerical support to the department |

Justification and Explanation of funding:

The current HR Staff consists of a Director, Generalist, (2) HR Assistants and Office Assistant II. We have worked hard during the past two years to offer an increased level of support and service to administration, department heads, and applicants and to the workforce in general. This increase of quality support and service necessitates an increase in the number of labor hours. Staff frequently can be found working after hours and on weekends to accomplish their assigned tasks. The New HR Generalist would help in providing relief to current staff and allow the department to better serve the city's needs.

Additional HR Generalist areas of focus in addition to assisting in all of assigned areas of the position:

- *Researches, plans, organize, and conduct training programs, seminars and conferences for staff.
- *Analyze job classes and positions
- *Maintain the performance evaluation system
- *Administers various human resources policies and procedures for all city personnel; Review, update, publish and development
- *Analyzes and develops forms
- *Confers with director and department heads regarding classification requests
- *City Safety Program
- *KRONOS updates and maintenance (personnel actions)

Recruitment:

We have seen a significant increase of new hires since 2012. There has been a 74 % increase in New Hires during this period. We expect this trend to continue in future years as retirements and turnover of staff continues to climb. The increase in new hires is felt in almost everything that the Human Resource Department does. From the recruitment processes including time spent with departments during the set-up and processing to new hire orientation, payroll processing and other personnel actions typical to support each employee directly and indirectly.

New hires in 2012 averaged 14 per month in 2013 the average was 14.83. In the first six months of 2014 we are averaging 24.3 new hires per month.

| Year | New Hires | Average /month |
|-----------------|-----------|----------------|
| 2012 | 168 | 14 |
| 2013 | 178 | 14.83 |
| 2014 (6 months) | 146) | 24.33 |

291 projected at year end

Growth in the City

The growth and development that we have experienced in the past several years has affected a number of City Departments as well. The growth of our workforce impacts the staffing needs in the Human Resource Department as we provide support to all of the other city departments. Recruitment has become more difficult as the applicant pool shrinks in a booming economy. It simply takes more time to recruit. Many of the recent hiring processes have taken three or more attempts to hire successfully.

Workforce Safety Program

There is an ongoing need for increased involvement in the City's Workforce Safety programs. All of these programs have the potential to affect costs or savings. Safety Program areas such as; Safety Discount Program maintenance, Learning Management System, ERGO grant funds, Claims Management, Injury prevention programs, and Monitoring of Claim Reserve levels. We currently do not have the resources to address this area with sufficient focus and yet it impacts us financially directly and indirectly through experience rates, loss time claims, and missed opportunities for discounts and grants.

Employee Training

The current staffing level and recruitment level leaves little time to devote to our training programs such as Learning Partners, Supervisory Training program, other training opportunities for staff.

Industry Standard

The Society of Human Resource Management recognizes a staffing ration of 1 HR professional for each 100 employees which they explain is on the conservative side. Many organizations have a staffing ration of 1:82 for example. The complexity of the workforce and level of service are factors which affect staffing ratios. The human resource staffing function includes responsibility for recruitment and hiring, compensation and benefits, training and development, legal compliance, discipline, and employment termination. The HR staffing function does not typically include responsibility for payroll. The HR ratio for the City of Bismarck is 1:192 when only looking at fulltime staff. When looking at the entire workforce it is 1:266.

The City of Bismarck has 576 fulltime employees and as many as 288 part-time temporary employees which represent seasonal and temporary workers across the city.

The ratio of HR employees to all employees, referred to as the "HR-to-employee ratio," is fundamental in understanding the relationship between the HR department and the rest of the organization. It can be a useful indicator of overall efficiency of HR services. This ratio measures the numbers of HR full-time

equivalents (FTEs) for every 100 FTE employees in the organization. HR-to-employee ratios allow organizations of different sizes to compare how many HR staff members they have per 100 employees being supported by the HR function.

Using HR-to-employee ratios can be a very powerful technique to measure and compare staffing in HR departments. Every HR department is as diverse as the company it represents. To remain competitive and efficient, HR managers must be cognizant of similarities and differences between their department and other HR departments found in similar organizations. The HR-to-employee ratio is an effective metric because it is standardized; it is a ratio between the numbers of HR full-time equivalents (FTEs) per 100 FTEs in the organization. HR-to-employee ratios allow organizations of different sizes to compare how many HR staff they have per 100 employees being supported by HR in the organization.

Peer Staffing

The City of Grand Forks has approximately 450 full time employees and an HR Department consisting of 6 staff members.

- HR Director

- Sr. HR Generalist

- HR Generalist

- Comp & Benefits Administrator

- HR Technician

- HR Specialist

The City of Grand Forks has a staffing ratio of 1:75 when considering only fulltime staff.

Payroll Staffing

For the past 13 years payroll has been accomplished by a single person (1 FTE). There are over 800 staff members' processed each pay period. This is a complex payroll with payroll periods of differing lengths to accommodate Public Safety. The payroll staffing of a single FTE does not allow for any backup to the process, does not account for illness or sudden loss of the payroll clerk, and will not leave a second person with the capability to continue the process in the event of a sudden loss of the payroll coordinator. Because of the significant risk to The City of Bismarck we have assigned the HR Assistant for benefits to learn the payroll process. Since we have expanded the responsibilities of the Benefits HR Assistant to also include payroll we are unable to seek relief for the increased demands in the generalist area.

**City of Bismarck
Department Budget Request for 2015
Priority Initiative
Personnel**

Check if Technology Request
2015 Identify Request Year

Department: Police - Personnel Request Priority 1 of 6

Goal and Objective: Police Officers - 3.0 FTE's
Continue 3 police officers funded through a Community Oriented Policing (COPS) hiring grant. This grant provides funding for 3 sworn officers to supplement enforcement and community oriented policing efforts in the community. It is anticipated that grant funds will run out at the end of the year (2014).

Department Action Plan:
Monitor grant activities and provide required grant reports. This grant originally was set to end on 6/30/12 but a 2 year extension was received, which was to end on 6/30/14. A subsequent extension was received and the grant will now end at the end of 2014. **The City is required to retain these three (3) positions for one year.**

Justification and Explanation of funding: On April 14, 2009, the Board of City Commissioners approved the Police Department to apply for a Community Oriented Policing (COPS) hiring grant that would provide for the salary & benefits for 3 sworn officer positions. This grant requires the City maintain these 3 positions for 1 year upon expiration of the grant funding. The grant as awarded with a grant period of 7/1/09 - 6/30/12. Due to open police officer position general fund positions, we have often not had 3 officers being paid from these grants to avoid supplanting. Therefore, grant funds were projected to be remaining at the end of the grant period. We received a 2 year no cost extension to allow for expenditure of the remaining funds. The grant runs out at the end of 2014. **As of Jan. 1, 2015 the City will be required to begin funding and retain these positions for a minimum of 12 months under the terms of the grant.** I will be asking that all three (3) positions be retained and added as FTEs for the **2016** budget cycle. The cost below is estimating the 2015 salary and benefits of an entry level officer (x3) at 90% of midpoint.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|---------------------------|
| 293-193-163- | Please see attached sheet for annual breakdown of amounts | \$ 217,260.00 (estimated) |
| | | |
| | | |
| | | |
| | | |

| | 2015 Gross Pay | EAP | Social Security | Medicare | Estimated WC | Estimated Disability | Estimated SUTA** | Estimated Health*** | Estimated Life | Estimated Pension | 2014 Total |
|-------------------------------|-------------------|---------|--------------------|----------|-----------------|-------------------------|---------------------|------------------------|-------------------|----------------------|---------------|
| Entry Level Police Officer | \$51,571.00 | \$18.00 | N/A | \$748.00 | \$424.00 | \$180.00 | \$33.00 | \$11,890.00 | \$63.00 | \$7,493.00 | \$72,420.00 |

\$217,260.00 3 Officers

**City of Bismarck
Department Budget Request for 2015
Priority Initiative
Personnel**

Check if Technology Request
2015 Identify Request Year

Department: Police - Personnel Request Priority 2 of 6

Goal and Objective: Police Officers - 2.0 FTE's - COPS Grant - SROs (2)
Continue funding through a Community Oriented Policing (COPS) hiring grant. This grant provides funding for two sworn officers to supplement the department's SRO program in the Bismarck Public School system and the Bismarck Parochial Schools.

Department Action Plan: Monitor grant activities and provide required grant reports. Continue these 2 officer positions through the term of the grant

Justification and Explanation of funding: On May 14, 2013, the Board of City commissioners approved the Police Department to apply for a Community Oriented Policing (COPS) hiring grant that would provide for the salary & benefits for 2 sworn officer positions to be utilized as SROs. This grant requires the City maintain these 2 positions for 1 year upon expiration of the grant funding (4th year). The grant was successfully awarded in September, 2013. The funding for the 2 positions is for up to 75% of the salary of each officer with a cap of \$125,000.00 over the three year grant period. Due to the cap and salaries/benefits for each officer, the City's actual share will be about 36.3% of total salary. The City agreed to a 60/40% salary/benefits cost share with LOCCSE and 50/50% with BPS.
The estimated 2015 cost for both officers is \$107,081.00 and the City's contribution is estimated at \$18,601.00

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| 293-193-163- | Please see attached sheet for annual breakdown of amounts | 107,081 (estimated) |
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City of Bismarck Budget for 2015

| | 2013 COPS Federal Grant 293-193-163 | | | | SRO School Revenue 293-193-163 | | | | City Match 100-175-147 | | | |
|------------------|--|-----------------|------------------|--------|-----------------------------------|-----------------|------------------|--------|---------------------------|-----------------|------------------|--------|
| | Salary | Benefits | Total | FTE % | Salary | Benefits | Total | FTE % | Salary | Benefits | Total | FTE % |
| Josh Brown | \$37,412 | \$15,392 | \$52,804 | 75.0% | \$6,235 | \$2,574 | \$8,809 | 12.5% | \$6,235 | \$2,574 | \$8,809 | 12.5% |
| Karin McNamee* | \$38,678 | \$15,599 | \$54,277 | 67.80% | \$11,021 | \$3,667 | \$14,688 | 19.32% | \$7,347 | \$2,445 | \$9,792 | 12.88% |
| Brett Anderson | - | - | - | - | \$29,484 | \$11,012 | \$40,496 | 50.0% | \$29,484 | \$11,012 | \$40,496 | 50.0% |
| Jeff Azure | - | - | - | - | \$33,721 | \$11,704 | \$45,425 | 50.0% | \$33,721 | \$11,704 | \$45,425 | 50.0% |
| Preston McKay | - | - | - | - | \$28,807 | \$10,902 | \$39,709 | 50.0% | \$28,807 | \$10,902 | \$39,709 | 50.0% |
| Jostin Schaeffer | - | - | - | - | \$25,171 | \$10,308 | \$35,479 | 50.0% | \$25,171 | \$10,308 | \$35,479 | 50.0% |
| | \$76,090 | \$30,991 | \$107,081 | | \$134,439 | \$50,167 | \$184,606 | | \$130,765 | \$48,945 | \$179,710 | |

*Karen McNamee is under contract with the Parochial Schools--Other 5 SRO's are with BPS

**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 Personnel**

Check if Technology Request
2015 Identify Request Year

Department: Police - Personnel Request Priority 3 of 6

Goal and Objective: Police Officers - 7.0 Full Time Employees

Department Action Plan: Obtain budgetary authorization for 7 new police officer positions, 6 for the Patrol Division and 1 for the Support Services Division. A separate One-Time request for the required officer uniforms and equipment will also be submitted.

Justification and Explanation of funding: The Police department conducts an annual analysis of the workload of the Patrol Section based on call for service data from the previous year. The analysis conducted in 2014 based on 2013 calls for service data shows the patrol section should have a staffing of 69 officers. The patrol section currently has 50 officers and 8 sergeants. Six new officer positions are being requested to add to the Patrol Section in order we are able to provide the level of service the citizens of Bismarck expect and deserve. Information from the analysis is attached to provide further detail in support of this request. Due to the growth in staff over the recent past, it has become difficult, if not impossible, for the Support Services Division Training Section to keep up with all of the training needs of the department. The 7th officer requested would be utilized as a training officer who would assist in the training duties required of all staff not just sworn staff.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| 100-175-147 | See attached sheet for annual breakdown of Salary and Benefits. | \$506,940.00 |
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| | 2015 Gross Pay | EAP | Social Security | Medicare | Estimated WC | Estimated Disability | Estimated SUTA** | Estimated Health*** | Estimated Life | Estimated Pension | 2015 Total |
|-------------------------------|-------------------|---------|--------------------|----------|-----------------|-------------------------|---------------------|------------------------|-------------------|----------------------|---------------|
| Entry Level Police Officer | \$51,571.00 | \$18.00 | N/A | \$748.00 | \$424.00 | \$180.00 | \$33.00 | \$11,890.00 | \$63.00 | \$7,493.00 | \$72,420.00 |

\$506,940.00 7 Officers

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

Check if Technology Request
2015 **Identify Request Year**
Priority 8 of 23

Department: Police

Goal and Objective: Obtain funding for additional equipment and other costs that will be incurred if additional police officers and Quartermaster are authorized in 2015 for the Police Department.

Department Action Plan: Obtain budgetary authorization to outfit and fund the hiring process for 7 additional officers, requested to staff the Patrol Section with six additional officers and the Training Section with one additional officer, and the Quartermaster of the Bismarck Police Department starting in 2015.

Justification and Explanation of funding: In the event that additional Police Officers and Quartermaster are approved for 2015 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 Quartermaster. The cost of \$9,962 per officer is needed to cover all hiring process costs as well as all uniforms and equipment needed. See the attached list for the specific costs. If approved, the Training Officer and Quartermaster will need the listed office equipment.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--|-------------------------|
| 100-192-162-4705-000 | Uniforms | \$2,474.00 |
| 100-192-162-4710-200 | Small Equipment | \$6,052.00 |
| 100-192-162-4650-300 | Drug Test | \$40.00 |
| 100-192-162-4655-500 | Agility Test | \$225.00 |
| 100-192-162-4660-300 | Physical-Psychological Testing | \$385.00 |
| 100-192-162-4660-100 | Physical-Fit for Duty | \$121.00 |
| 100-192-162-4685-500 | Hepatitis B Vaccination | \$165.00 |
| 100-192-162-4630-700 | Licenses: ND Post/Kronos | \$200.00 |
| | Total cost to hire and equip 1 police officer: | \$9,662.00 |
| | Total cost to hire and equip 7 police officers: | \$67,634.00 |

July 18, 2014

**Bismarck Police Department
New Officer Equipment List**

| ITEM | REQ. | Per Item | Total Cost | ITEM | REQ. | Per Item | Total Cost |
|------------------------------|------|----------|------------|-------------------------|------|----------|------------|
| L.S. Shirts | 6 | \$45 | \$270 | TASER® Holster | 1 | \$35 | \$35 |
| S.S. Shirts | 6 | \$42 | \$252 | Portable Radio | 1 | \$3,500 | \$3,500 |
| Pants | 5 | \$55 | \$275 | Radio Batteries | 2 | \$100 | \$200 |
| Ties | 3 | \$10 | \$30 | Radio Battery Charger | 1 | \$100 | \$100 |
| Turtlenecks | 2 | \$42 | \$84 | Radio Holder | 1 | \$28 | \$28 |
| Jacket | 1 | \$320 | \$320 | Motorola Earpiece | 1 | \$50 | \$50 |
| Raincoat | 1 | \$70 | \$70 | Digital Recorder & Case | 1 | \$500 | \$500 |
| Cap | 1 | \$55 | \$55 | Citation Holder | 1 | \$20 | \$20 |
| Cap Badge | 1 | \$80 | \$80 | USB Drive | 1 | \$12 | \$12 |
| Badges | 2 | \$80 | \$160 | Photo Cards | 2 | \$10 | \$20 |
| Accreditation Pin | 1 | \$3 | \$3 | Bismarck PD ID Card | 1 | \$6 | \$6 |
| Name Tags | 2 | \$25 | \$50 | ID Card Carrier | 1 | \$25 | \$25 |
| Body Armor | 1 | \$750 | \$750 | 3200 Key | 1 | \$3 | \$3 |
| Service Belt | 1 | \$60 | \$60 | Miranda Card | 1 | \$1 | \$1 |
| Belt Keepers | 1 | \$15 | \$15 | Gas Mask & Filter | 1 | \$380 | \$380 |
| Duty Weapon | 1 | \$410 | \$410 | Radio Hand Mic | 1 | \$85 | \$85 |
| Duty Weapon Holster | 1 | \$135 | \$135 | 1/4 Taser Price | 1 | \$850 | \$212 |
| Mag. Carrier | 1 | \$45 | \$45 | 2 Taser Cartridges | 2 | \$26 | \$52 |
| Handcuffs | 2 | \$25 | \$50 | | | | |
| Cuff Case | 1 | \$35 | \$35 | | | | |
| Flex Cuffs | 2 | \$1.50 | \$3 | | | | |
| Pepper Spray | 1 | \$15 | \$15 | | | | |
| Pepper Spray Holster | 1 | \$35 | \$35 | | | | |
| ASP | 1 | \$75 | \$75 | | | | |
| ASP Holster | 1 | \$20 | \$20 | | | | |
| | | | \$3,297 | | | | \$5,229 |
| Cost to Equip New Officer | | | | | | | \$8,526 |
| Cost to Equip 7 New Officers | | | | | | | \$59,682 |

Cost to Equip/Add One Training Officer

| | | | |
|---|-------------------|-------------------------|---------------|
| Office Small Equipment (Furniture for office) | \$1,500.00 | 100-175-150-4700-200 | One Time Cost |
| Office Small Equipment (Office Supplies) | \$100.00 | 100-175-150-4700-200 | One Time Cost |
| Computer Small Equipment (Replaced every three years) | \$782.00 | 100-175-150-4700-300 | One Time Cost |
| Small Software Programs (Microsoft Office) | \$150.00 | 100-175-150-4700-600 | One Time Cost |
| Small Software Programs (Field Reporting) | \$950.00 | 100-175-150-4700-600 | One Time Cost |
| Kronos (Annually) | \$22.00 | 100-175-150-4300-300 | Annually |
| Telephone (Hardware Cost) | \$370.00 | 100-175-150-4605-100 | One Time Cost |
| Telephone Line (Annually) | \$80.00 | 100-175-150-4605-100 | Annually |
| Clothing Allowance (Annually) | \$275.00 | 100-175-150-4250-200 | Annually |
| Total | \$4,229.00 | Training Officer | |
| Annual Total | \$377.00 | Training Officer | |

July 18, 2014

**Bismarck Police Department
New Officer Equipment List**

Cost to Equip/Add Police Quartermaster

| | | | |
|---|-------------------|----------------------|---------------|
| Office Small Equipment (Furniture for office) | \$1,500.00 | 100-175-150-4700-200 | One Time Cost |
| Office Small Equipment (Office Supplies) | \$100.00 | 100-175-150-4700-200 | One Time Cost |
| Computer Small Equipment (Replaced every three years) | \$782.00 | 100-175-150-4700-300 | One Time Cost |
| Small Software Programs | \$150.00 | 100-175-150-4700-600 | One Time Cost |
| Small Software Programs (Field Reporting) | \$950.00 | 100-175-150-4700-600 | One Time Cost |
| Kronos (Annually) | \$22.00 | 100-175-150-4300-300 | Annually |
| Telephone (Hardware Cost) | \$370.00 | 100-175-150-4605-100 | One Time Cost |
| Telephone Line (Annually) | \$80.00 | 100-175-150-4605-100 | Annually |
| Total | \$3,954.00 | Quartermaster | |
| Annual Total | \$102.00 | Quartermaster | |

Cost to Equip 7 Patrol Officers + Equipment for Training Officer + Equipment for Quartermaster

\$67,865

**City of Bismarck
Department Budget Request for 2015
Priority Initiative
Personnel**

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

Department: Police - Personnel Request Priority 4 of 6

Goal and Objective: Police Officers - 2.0 FTE's - OVW Grant to Encourage Arrests

Continue 2 police officers funded through an Office on Violence Against Women (OVW) grant to provide funding for 2 investigators for crimes involving sexual assault domestic violence, and stalking. This grant is used to fund 2 experienced investigator positions specifically assigned to investigate these crimes in order to achieve a reduction in the incidence of these crimes in our community along with improved services. These crimes have been steadily increasing in recent years.

Department Action Plan: Continue these 2 officer positions in 2015. An extension of the grant was received due to remaining funds and the original grant did end on 8/31/12. The extension expires on 8/31/2014. The Extension Application period just opened up and we will apply for an extension, however, if approved, the extension will only last for 4-6 months (ending in early 2015). We re-applied for the new round of grants in Feb. 2014 but have not yet heard anything about the award.

Justification and Explanation of funding: On December 23, 2008, the Board of City Commissioners approved the PD to apply for an OVW grant in conjunction with the Abused Adult Resource Center. This grant was awarded on 9/1/09 with an end date of 8/31/12. The grant funded the salary and benefit cost for 2 officer positions. Officers Fullerton and Arenz are being paid under this grant. Another grant has been received and funding started on 9-1-12. This grant ends August 31, 2014. We are applying for an extension now, which will only be good for up to 6 months. We have applied for another grant round, but there were only enough grant funds to apply for one (1) officer this round. So, no matter the extension or not, we will definitely lose one (1) of these positions in 2014 or 2015. We need to retain these two positions as FTEs.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|---------------------------|
| 293-193-163- | Please see attached sheet for annual breakdown of amounts | \$ 152,478.00 (estimated) |
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Police Officer OVW Estimated Salary/Benefits costs for 2015

| | Estimated 2014 Salary + 5% Raise | Estimated Medicare | Estimated WC | Estimated Disability | Estimated SUTA | Estimated Health | Estimated Life | Estimated Pension | EAP | Social Security | Total |
|-----------|--|-----------------------|--------------|-------------------------|-------------------|---------------------|-------------------|----------------------|---------|--------------------|-----------------|
| Fullerton | \$51,067.66 | \$740.48 | \$442.01 | \$178.74 | \$33.00 | \$12,483.58 | \$65.64 | \$7,420.13 | \$19.50 | \$0.00 | \$72,451 |
| Arenz | \$57,580.58 | \$834.92 | \$442.01 | \$201.53 | \$33.00 | \$12,483.58 | \$65.64 | \$8,366.46 | \$19.50 | \$0.00 | \$80,027 |

\$152,477.96

Salary: 2014 Plus Estimated 5% raise
 Medicare: Base Salary x .0145
 Workers Comp: Base Salary up to \$33,600 x .013155
 Disability: Base Salary x .0035
 SUTA
 (Unemployment)
 Health: 5% increase over current year family plan (\$11889.12)
 Life: 5% increase of current year (\$62.40)
 Pension: Base Salary x .1453
 EAP: Same as current year
 Social Sec.

**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 Personnel**

Check if Technology Request
2015 Identify Request Year

Department: Police Department - Personnel Request; Quartermaster Priority 6 of 6

Goal and Objective: Obtain new Quartermaster position for the Police Department- One (1) Full Time Employee (Civilian Position). The quartermaster position will be responsible for the general oversight of the department's equipment and supply function.

Department Action Plan: When authority is granted for hiring of the quartermaster position, with HR assistance, we will identify the best process to locate the best possible candidate. Since this is a new position for the department, we will systematically implement each step identified. Once the best person for the position is selected, the Support Services Commander and Support Services Lieutenant, along with input from other department leadership personnel, will assist the quartermaster in determining the property and supply needs that need immediate attention. Training will be sought to address the immediate needs and to address future needs.

Justification and Explanation of funding: The department has a current authorized manpower allocation of 111 sworn personnel and 29 support personnel for a total of 140 employees. The department also is involved in numerous grant opportunities, some in conjunction with other city departments and other agencies that require detailed records of the issuance, use and disposition of the property. When looking at the duties and responsibilities performed by the Support Services Division, it has become readily apparent that our Department needs a new position specifically tasked to the procurement and tracking of the property for the Department. I would equate this position to be that of a Quartermaster position that is a part of many departments. Just due to the number of personnel we currently have on staff, there is an enormous amount of property that is purchased and issued throughout the year. But not only this, also the Department receives many grants and through those grants a lot of equipment and other property is purchased that needs to be kept track of. This is a very time consuming task that no one appears to have time for currently. I also envision this position to be able to keep track of our patrol fleet and take care of the repair and maintenance of the fleet so that our officers do not have to. At this time, our officers are expected and required to get vehicles to the places they need to go for repair and maintenance. This takes them away from their duties on patrol and is really a waste of their time. With the growth the city is currently experiencing and the growth in the calls for service, it just makes sense that a civilian quartermaster is involved in this process rather than our officers, whose time can be spent better and more effectively. Please see also the attached job description which was developed in collaboration with HR for detailed information regarding the duties and responsibilities of the quartermaster. Most of the listed duties are currently being performed by lieutenants, sergeants and Principal Office Assistants in the department. As the department has grown over the years the duties have been assigned/reassigned to various personnel for various reasons which made sense at that time. It no longer makes sense to assign/reassign these duties and responsibilities to supervisors and commanders who have to concentrate their efforts on their personnel and the function of the department they serve.

| <u>Account Number</u> | | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| 100-175-150 | Quartermaster Salary Grade 16; Please see breakdown for details | \$67,625.00 |
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Office Assistant III Estimated Salary/Benefits costs for 2014

| | Estimated 2014 Salary | Estimated Medicare | Estimated WC | Estimated Disability | Estimated SUTA | Estimated Health | Estimated Life | Estimated Pension | EAP | Social Security | Total |
|--------------|--------------------------|-----------------------|--------------|-------------------------|-------------------|---------------------|-------------------|----------------------|---------|--------------------|-----------------|
| Total Salary | \$32,578.00 | \$472.38 | \$548.25 | \$114.02 | \$33.00 | \$12,596.98 | \$65.52 | \$3,388.11 | \$19.50 | \$2,019.84 | \$51,836 |

Medicare: Base Salary x .0145
 Workers Comp: Base Salary up to \$25,500 x .0031
 Disability: Base Salary x .0035
 SUTA (Unemplo 5% increase over current year (\$31.43 per year)
 Health: 5% increase over current year family plan (\$11997.12)
 Life: 5% increase of current year (\$62.40)
 Pension: Base Salary x .104
 EAP Same as current year
 Social Sec. 6.2% of Salary (up \$110,100)

| | 2015 Gross Pay | EAP | Social Security | Medicare | Estimated WC | Estimated Disability | Estimated SUTA** | Estimated Health*** | Estimated Life | Estimated Pension | 2015 Total |
|---------------|-------------------|---------|--------------------|----------|-----------------|-------------------------|---------------------|------------------------|-------------------|----------------------|---------------|
| QuarterMaster | \$46,776.00 | \$18.00 | N/A | \$748.00 | \$424.00 | \$180.00 | \$33.00 | \$11,890.00 | \$63.00 | \$7,493.00 | \$67,625.00 |

POLICE QUARtermaster
Salary Grade 16

Revised: May 22, 2014

Department: Police

Section: Support Services

Reports to: Support Services Lieutenant or designee

Approved by:

(1) EMPLOYEE'S SIGNATURE _____

(2) DEPT. HEAD'S SIGNATURE _____

DESCRIPTION OF WORK

General Statement of Duties: Under supervision, the Police Quartermaster is responsible for the general oversight of the police department's equipment and supply function, to include, issuing equipment and other supplies to department personnel, identifying and evaluating "police specific" equipment, making equipment and supply purchases, and maintaining detailed inventory records. The police quartermaster also assists administrative personnel with the oversight and inventory of other department assets as needed.

Supervision Received: Works under the general/direct supervision of the Support Services Lieutenant

Supervision Exercised: None.

EXAMPLES OF WORK: An asterisk (*) denotes those functions important and essential in accomplishing the purpose of this job. Some of the reasons why a function could be considered essential are: 1. The position exists to perform the function. 2. There are a limited number of other employees available to perform the function, or among whom the function can be distributed. 3. A function is highly specialized and the person in the position is hired for special expertise or ability to perform it.

- 1 As directed by administrative staff, works with vendors and obtains quotes for department equipment and supplies, to include duty gear, radar units, badges, awards, guns and other items. Assists administrative staff with equipment and supply budget administration.
- 1.1 Requests equipment for test and evaluation for possible purchase; assists in the evaluation of products and supplies for police officers and other department personnel; obtains management approval for new lines of goods;

POLICE QUARTERMASTER (CONT'D)

- 1.2 Analyzes past expenditures, expected needs and future cost projections in order to develop detailed input into equipment budget development;
- 1.3 Reviews year-to-date spending reports and monitors performance against plan during the entire budget cycle, recommending adjustments as necessary to achieve a desired balance at the end of the cycle;
- 1.4 Works to ensure the most cost effective alternatives are identified when planning expenditures.

- 2 As directed by administrative staff, coordinates the installation of equipment in police vehicles with the appropriately designated installer.

- 3 Orders and maintains the inventory of all department equipment and supplies including to whom it is assigned and where it is located. Also arranges for the service, repair and maintenance of department equipment.
 - 3.1 Maintains a supply of uniforms, duty gear, portable radios, guns, body armor, badges and other equipment officers and other staff need for their daily work function;
 - 3.2 Works with newly hired officers/staff to establish uniform and duty gear needs, issues same and maintains equipment issued inventory; instructs officers about what items they are authorized to order on-line;
 - 3.3 Shops locally for the department for office supplies; maintains a supply of general office materials, including print cartridges, toners, batteries and other miscellaneous items; typically picks up and delivers office supplies;
 - 3.4 May pick up and deliver equipment to central garage;
 - 3.5 Obtains bids for larger expenditures;
 - 3.6 May coordinate with Support Services Lieutenant, or designee, on account used for larger purchases;
 - 3.7 Tracks equipment warranty and service schedules and arranges for replacement, service or repair as needed;
 - 3.8 Orders, stocks and maintains the forms used by the department.

- 4 Communicates and maintains working relationships with others in carrying out job functions.
 - 4.1 Frequently interacts with others in the work unit to exchange detailed and/or technical information;
 - 4.2 Frequently interacts with vendors to exchange detailed and/or technical information.

- 5 Under the direction of the administration, coordinates police facility security systems, to include changing door locks and other building security features as necessary.
 - 5.1 Works with a lock company to ensure key control and security;
 - 5.2 Maintains a listing of serial numbers for building keys issued and the core/locks corresponding to keys;
 - 5.3 Assigns lockers and locks to staff; maintains list of locker assignments.

- 6 Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.

POLICE QUARTERMASTER (CONT'D)

- 6.1 Knows and follows department and city rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;
 - 6.2 Wears proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work;
 - 6.3 When potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner.
- 7 Ensures biohazard cleaning is done for officer uniforms, equipment, and vehicles.
 - 8 Performs other duties and activities as assigned.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from high school and experience in the use of computerized office equipment.

Required Knowledge, Skills and Abilities:

The job requires one year of specialized technical training in office administrative skills and three or more years of previous administrative support experience involving the recording and dissemination of information, property storage responsibility, asset management/inventory, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge, skills and ability include:

- Knowledge of general clerical/office practices and procedures including basic office workflow procedures;
- Knowledge of data processing methods, information storage and retrieval techniques;
- Knowledge of common practices and procedures of processing and disseminating information and supporting documentation;
- Knowledge of basic record keeping practices;
- Knowledge of proper handling of firearms, and hazardous materials.
- Knowledge of police department supply and acquisition procedures;
- Knowledge of proper inventory procedures;
- Skill in basic PC based software applications such as Microsoft Word/Excel; Knowledge of internet use, email and credit card transactions for ordering;
- Skill in communication as applied to the interaction with co-workers, supervisors, the general public, and others, sufficient to exchange and/or convey information and to receive work direction.

The physical activities of this position are:

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs, and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

POLICE QUARTERMASTER (CONT'D)

Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Kneeling: Bending legs at knee to come to a rest on knee or knees.

Crouching: Bending the body downward and forward by bending leg and spine.

Crawling: Moving about on hands and knees or hands and feet.

Reaching: Extending hand(s) and arm(s) in any direction.

Standing: Particularly for sustained periods of time.

Walking: Moving about on foot to accomplish tasks, particularly for long distances.

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Hearing: Perceiving the nature of sound with no more than a 40 db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication and to make fine discriminations in sound, such as when making the fine adjustments on machined parts.

Repetitive motions: Substantial movements (motions) of the wrists, hand and/or fingers.

The physical requirements of this position are:

POLICE QUARTERMASTER (CONT'D)

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception and field of vision for this position are:

MACHINE OPERATORS (including inspection), INSPECTION, CLOSE ASSEMBLY, CLERICAL, ADMINISTRATIVE: This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

The conditions the worker will be subject to in this position are:

The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals, human waste or other body fluids.

Exposure at times to hazardous and/or unpleasant elements/odors that may be associated with soiled uniforms, contaminated clothing human body substances (excrement, blood, etc.), noxious fumes, bio-hazards, flammables. Care is required in the safe handling and storage of these materials. Protective gear is occasionally required. Assists with gas mask fitting. There is exposure at times to items that may be unpleasant to view or handle and exposure to weapons.

**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 Personnel**

Check if Technology Request
2015 Identify Request Year

Department: Police Department - Personnel Request; PYB Supervisor

Priority 5 of 6

Goal and Objective: Reclassify one (1) PYB Youthworker to PYB Youthworker Supervisor-One (1) full time supervisor
 Department Action Plan: When budgetary authorization is obtained to reclassify one (1) PYB Youthworker to one (1) PYB Youthworker Supervisor full-time staff, the Juvenile Services Lieutenant (JSL) will develop a process to select the current Youthworker that best meets the criteria and qualities outlined in the job description developed in collaboration with HR. The JSL will collaborate with the Administrative Services Lieutenant (ASL) and HR Director when developing the process. The Youthworker selected as the Youthworker Supervisor will work closely with the JSL while learning their supervisory duties. Supervisory training will also be sought for the selected supervisor.

Justification and Explanation of funding: The Police Youth Bureau function of the Juvenile Services Section is currently adequately staffed with youth workers. Due to the additional SROs that have been added to the Juvenile Services Section, I believe it is time for us to ask for a youth worker supervisor to help provide the Juvenile Services Section commander supervisory help throughout the section. The JSL is the only lieutenant in the department that does not have a subordinate supervisor to assist in the administration and day to day needs of the section. Rather than add an additional full time employee, I believe it would be more beneficial for the Department to have one of the existing youth workers become a supervisor of the other youth workers. I believe this to be the most beneficial use because often times the youth workers have issues that the commander, as a law enforcement officer rather than a counselor such as the youth workers, finds it difficult to assist them as they need. Having the ability for the youth workers to go to a supervisor that has the same knowledge and skills that they have would be beneficial not only for them, but the entire section and the Department.

Through a grant opportunity two youth workers went to training and received certification to administer evidence based curricula to youth in the area that may benefit from the curricula. There are several programs they are able to offer and they are developing partnerships with the schools and other agencies in an effort to make the best use they can out of these new evidence based classes. The section has also decided to review all juvenile reports prior to sending them to Juvenile Court in an effort to determine which youth they may better serve, rather than get them involved in the Court system. This appears to be working well and I believe this program will become even better than it is

Due to these exciting changes in the Juvenile Services Section, I believe at this time they are adequately staffed, other than the fact that a youth worker supervisor is needed. I look forward to seeing how the section grows and develops with their new approach on helping the youth in our community.

Please see the attached job description which outlines in detail the duties and responsibilities of the Youthworker Supervisor. The job description was developed in collaboration with HR.

Please Note: The PYB Youthworker Supervisor Position was classified as Salary grade 18. Ninety percent of midpoint for salary grade 18 is \$51,570.00. Two of the eligible current Youthworkers already make well over that amount. In order to estimate at a rate in which it would be equitable for the highest paid current Youthworker to apply for the Youthworker Supervisor position, I used his current salary and added five percent to figure the possible salary and benefits for 2015. This amount does not include any possible raise earned. I then used the lowest paid Youthworker's current salary and benefits and subtracted them from the highest paid Youthworker's estimated 2015 salary and benefits, as explained above, to determine an estimate of the highest amount it could cost to promote one of the current Youthworkers to the PYB Youthworker Supervisor. Please see also the attached breakdown of estimated costs.

Account Number

Requested Amount

100-175-150

PYB Youthworker Supervisor Salary; see breakdown for details

\$15,158.00

Office Assistant III Estimated Salary/Benefits costs for 2014

| | Estimated 2014 Salary | Estimated Medicare | Estimated WC | Estimated Disability | Estimated SUTA | Estimated Health | Estimated Life | Estimated Pension | EAP | Social Security | Total |
|--------------|--------------------------|-----------------------|--------------|-------------------------|-------------------|---------------------|-------------------|----------------------|---------|--------------------|-----------------|
| Total Salary | \$32,578.00 | \$472.38 | \$548.25 | \$114.02 | \$33.00 | \$12,596.98 | \$65.52 | \$3,388.11 | \$19.50 | \$2,019.84 | \$51,836 |

Medicare: Base Salary x .0145
 Workers Comp: Base Salary up to \$25,500 x .0031
 Disability: Base Salary x .0035
 SUTA (Unemplo 5% increase over current year (\$31.43 per year)
 Health: 5% increase over current year family plan (\$11997.12)
 Life: 5% increase of current year (\$62.40)
 Pension: Base Salary x .104
 EAP Same as current year
 Social Sec. 6.2% of Salary (up \$110,100)

Total Estimated for Youthworker Supervisor

Total Estimated of lowest paid current Youthworker
eligible to receive the Youthworker Supervisor Position

Estimated Need for Youthworker Supervisor Position

POLICE YOUTH WORKER SUPERVISOR
Salary Grade 18

Revised: May 2014

Department: Police

Section: Police Youth Bureau

Reports to: PYB Director

Approved by:

(1) EMPLOYEE'S SIGNATURE _____

(2) DEPT. HEAD'S SIGNATURE _____

DESCRIPTION OF WORK

General Statement of Duties: Supervises police youth workers and assigns caseloads. Reviews youth workers' case dispositions. Receives referrals from juvenile court for diversion and determines disposition of cases. Also manages a case load of juvenile offenders referred by police, schools, parents, and other agencies to include assessments, counseling, and referrals. The Youth Worker Supervisor develops and assists in preventative strategic planning with outreach programs. Manages the planning, coordination, and implementation as well as creating and conducting educational programs and presentations in response to community needs. Work involves the conducting of performance evaluations on assigned Youth Workers, and ongoing and continual review of the Youth Worker's work product and activities. Provides on-call services. Work involves an element of personal danger as it is necessary to deal with and de-escalate in-progress crisis situations at schools and in the community. Responds to any law enforcement agency requesting assistance. Serves as community's placement authority for cited youth and must make assessments to determine appropriate placements. Work may involve administrative duties. Represents the Youth Bureau on various boards and committees.

Supervision Received: Works under the direct supervision of the Police Youth Bureau Director and/or other administrative superiors.

Supervision Exercised: Supervises Police Youth Workers, interns, volunteers, and youth oriented work crews. Serves as a supervisor and/or Acting Director in the Director's absence.

EXAMPLES OF WORK: An asterisk (*) denotes those functions important and essential in accomplishing the purpose of this job. Some of the reasons why a function could be

POLICE YOUTH WORKER SUPERVISOR

considered essential are: 1. The position exists to perform the function. 2. There are a limited number of other employees available to perform the function, or among whom the function can be distributed. 3. A function is highly specialized and the person in the position is hired for special expertise or ability to perform it.

*B2 D-30% Manages and maintains caseload referrals from juvenile court, law enforcement, schools, parents, and community agencies. Conducts intakes, risk assessments, and researches offender history. Develops an individualized plan to address the needs of the juvenile and family to increase offender and community safety, reduce recidivism, initiate offender consequences, and provide for meaningful restitution and/or restorative justice for victims.

*B2 D- 25% Responds to law enforcement within 30-45 minutes of initial call on a 24-hour rotational basis to assist with an in-progress crisis possibly involving a violent, anti-social, uncooperative, mentally-ill, suicidal, homicidal, and/or intoxicated youth or adult. Assesses and determines course of action including: 1) Crisis counseling to diffuse and de-escalate situation; 2) Developing a short-term plan by accessing the most appropriate community resources; 3) Arranging for placement if in the best interest of the child in accordance with the laws and with the policies of the various placement agencies. Avoids placements whenever possible through appropriate intervention strategies.

Provides crisis intervention counseling to juvenile and families during time of crisis in order to enhance their overall well-being and their ability to cope with traumatic and/or troubling issues to include suicide, death, out of home placement or other family crisis. This may include teaching effective coping strategies for parents as well as youth. In an effort to resolve presenting crisis, assists the family in identifying their needs and accessing community resources to provide for the best long-term solutions.

Responds to schools upon request to intervene following a traumatic event or with a disorderly/uncooperative juvenile to prevent law enforcement involvement and a citation. Assesses school interventions to determine if PYB services are appropriate and advises schools of options and procedures when dealing with difficult juveniles. Provides parents and others information regarding laws and parenting information to prevent involvement with law enforcement and referral to appropriate community agencies.

*B2 D-15% Completes all required written documentation, forms, and memos necessary for the completion of each task or event. Completes thorough, accurate, and detailed reports of follow-up conducted; submits to supervisor(s) for review; and ensures report is forwarded to the appropriate referral agency, juvenile court, and/or other social service agency as necessary. This includes mandated reporting of suspected child abuse and neglect as well as completed releases of information for coordination of services with other youth-serving agencies. Reports are professionally written/dictated to include all pertinent information accurately. Must maintain case closure.

*B2 D-5% Serves on, coordinates, or provides leadership on various departmental, multi-agency, and/or community based boards and committees to assist in the formulation of

POLICE YOUTH WORKER SUPERVISOR

community/departmental policy, exchange information, and voice ideas that enhance services to youth and their families. Provides technical assistance to community members and agencies with questions regarding juvenile laws or issues. This may include public speaking or responding to the schools or police department to provide the assistance.

- *B2 D- 10% Plans, organizes, and participates in department sponsored, grant funded, and/or community based youth activities and outings to enhance police/youth relations, develop social skills, and increase self-esteem among at-risk youth to promote positive behavior. When appropriate, researches, writes, and develops grant requests to supplement PYB programming. This may involve collaboration with other agencies within the community. These events will be funded completely by grants written and donations requested by the Police Youth Bureau. Formulates a budget for each event and keeps a record of donations and expenditures. Prepares detailed event summary for the annual report.
- *B2 W- 10% Develops and conducts educational seminars based on community needs and juvenile trends. Presents to and instructs community members (both youth and adults) on information relevant to juvenile justice, alcohol and drug abuse, suicide, shoplifting, bullying and any other topic related to youth to increase awareness, educate the community, prevent criminal activity, and identify at-risk youth. Must be able to research information and use appropriate form of media which best suits the presentation. In addition to public speaking skills, this includes, but not limited to, proficient use of Power Point and Microsoft Word. Contacts counselors of assigned schools and offers these presentations each school year in order to educate students about juvenile laws and issues to prevent juvenile delinquency. May work with officers to co-facilitate educational classes. Acts as liaison to assigned elementary, middle and/or high schools to answer juvenile related questions pertaining to juvenile justice or youth-related issues. Provides drug and alcohol education to youth in the community through the educational program which is conducted monthly.
- *B2 D-5% Provides technical assistance to law enforcement when they are investigating criminal activity or when they are searching for a missing juvenile. Assist in the management of placement related paperwork so that officers are informed as to missing and wanted juveniles. Reports criminal activity when it is alleged or witnessed. Provides information to law enforcement concerning criminal activity when this information is relevant to a case under investigation, or when the information could help prevent criminal activity from taking place. Provides insight and expertise to law enforcement to aid their investigations involving juveniles. Able to knowledgeably answer technical questions related to the juvenile justice system.

Performs other duties of a comparable level/type as required.

POLICE YOUTH WORKER SUPERVISOR

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree in counseling, criminal justice, social work, or a specifically related field is required. Three years of professional experience in youth services is required.

Required Knowledge, Skills and Abilities:

Knowledge of counseling, crisis intervention, and related activities.

Knowledge of the juvenile justice system.

Knowledge of management principles and effective supervision techniques and equipment.

Knowledge of programs and youth services available within the community to best meet the individual need of youth and families.

Knowledge of applicable state and federal laws (i.e. confidentiality) and the Uniform Juvenile Court Act.

Knowledge of family dynamics, human behavior and interaction.

Knowledge of Power Point, Microsoft Word, Outlook e-mail and the internet.

Ability to effectively instruct/train, mentor, and evaluate the performance of subordinates.

Ability to recognize abnormal behavior, mental health issues, and drug/alcohol intoxication.

Ability to screen for suicidal and homicidal ideation.

Skill to make needed referrals for placement and/or services to ensure juvenile safety.

Skill to communicate effectively verbally and in writing to include successfully mediating disputes.

Ability to establish and maintain effective working relationships with co-workers, law enforcement agencies, juvenile court, other public and private agencies, and the public.

Ability to solicit donations from area businesses through letters, phones calls and personal visits.

Ability to handle multiple cases/situations/tasks simultaneously and the ability to prioritize tasks with a high degree of flexibility and responsiveness.

POLICE YOUTH WORKER SUPERVISOR

Ability to work and supervise subordinates independently with little or no supervision.

Ability to work on-call schedule.

Skill to effectively instruct/train others.

Skill to engage in public speaking and lead group discussions.

Ability to handle multiple tasks simultaneously and prioritize tasks with a high degree of flexibility and responsiveness.

Skill to remain calm and react appropriately to dangerous or threatening situations when in a constantly changing and dynamic environment.

Skill in communication, interpersonal skill as applied to interaction with co-workers, supervisors, the general public, etc. sufficient to exchange or convey information and to provide and/or receive work direction.

The physical activities of this position are:

Walking: Moving about on foot to accomplish tasks, particularly for long distances.

Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Hearing: Perceiving the nature of sound with no more than a 40 db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making the fine adjustments on machined parts.

The physical requirements of this position are:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

The visual acuity requirements including color, depth perception and field of vision for this position are:

POLICE YOUTH WORKER SUPERVISOR

MOBILE EQUIPMENT OPERATORS: This is minimum standard for use with those who operate cars, trucks, forklifts, cranes and high lift equipment.

The conditions the worker will be subject to in this position are:

The worker is subject to outside environmental conditions: No effective protection from weather.

None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 Base Funding**

Department: Bismarck Police Department Priority 16 of 23

Goal and Objective: Increase a field training officer's hourly wage by \$1 per hour while the field training officer is training a recruit officer. The objective is to compensate the field training officer for the numerous hours they spend training new recruit officers

Department Action Plan: Increase the field training officer's hourly wage by \$1 per hour while they are training new recruit officers.

Justification and Explanation of funding: The Bismarck Police Department relies heavily on experienced officers training new recruit officers in the field training and experience program. Field training officers receive specialized training and are expected to become experts in not only training a recruit officer, but in policy, criminal law, and traffic law. Often these officers cancel time off and vacations because they are assigned a recruit for approximately four weeks. In the past there has been discussion that the reward for this task is the leadership experience the field training officer receives and the possibility of promotion to Sergeant. Some of these outstanding trainers love patrol and do not want a promotion, they train out of a sense of duty. Once a recruit officer finishes the FTO process and is on Solo status, you often see the traits and the work ethic of the field training officer in the work product of the recruit officer.

I have projected the total cost for the city at \$10,000 a year. This figure is based on 20 recruit officers being hired per year. The field training and experience program is usually completed with the recruit officer and field training officer working under 500 hours. 20 officers at 500 total hours would be \$10,000 annually. The total cost of \$10,000 would cover the extra \$1 an hour the field training officers would receive only while they were assigned a new recruit officer. I did not figure the extra .50 cents an hour these field training officers would receive for the few hours of overtime they sometimes work while training recruits.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 175-147-4110-000 | Regular Salary | \$10,000 |

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.

July 17, 2014

From: Dan Donlin
Chief of Police

To: Budget Committee
Human Resources

Subj: 2015 Priority Initiative – Police Personnel Request

The purpose of this summary is to provide information and justification for the 2015 Police Department Priority Initiative Personnel requests. The Police Department performed a Manpower Allocation Analysis for our patrol personnel in early 2014, an in-depth analysis of our Training Section, which included the Training Sergeant who performs equipment/property quartermaster duties, and lastly the need for a supervisor for the PYB Youth Workers. 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.

The workload analysis that is completed for all other sections is completed every two years, unless a need is identified, then analysis will be done for that particular section. This analysis was also completed in 2014.

POLICE OFFICER POSITIONS (New) – Seven (7)

I am asking for seven (7) total new police officer FTEs for the 2016 budget; six (6) of these officers would be assigned to strengthen our Patrol Section and one (1) of the officer positions would be to bolster our Training Section, which has frankly been overwhelmed and overworked for years.

The analysis and request for new police officer FTE positions is with the understanding that each officer position currently filled would need to be maintained, i.e. the retention of the current grant funded officers as outlined below.

PATROL (6 FTEs) - The 2014 workload analysis of the sworn patrol officer positions (based on 2013 call for service data) determined that the department would require an additional eleven (11) sworn officers to maintain the current level of service, but **I am only asking for six (6)**. This increase is based on the current need determined by the analysis as well as an estimation of the overall increase in calls for service, which is likely to occur in 2015 due to the historical trends. In 2011 and 2012 we saw a total increase of 14.20% in calls for service. In 2013 we saw a slight drop in calls for service but only by 5.7%. In addition to the calls for service, the data shows the following:

- 1) The time required to handle calls is increasing,
- 2) Population increases of 5-8% over the last couple years,
- 3) Increased transient population,
- 4) Geographical increases of approximately 41 centerline miles of street,
- 5) Further stretching northwest and northeast residential and commercial development, and
- 6) Increases in Response times to calls for service.

The analysis conducted last year called for 63 officers on Patrol to handle the workload, however in 2013 we had 58 patrol officers as we do now as well (6 new positions were added January 1, 2013). This is still five (5) officers short from the 63 officers the analysis indicated we should have to handle the workload of the 2012 call for service data. For the last several years we have held back somewhat in our requests because we always thought, "if we could just get fully staffed" the workload would be distributed better, but in the law enforcement arena, due to the time it takes to hire and train new officers and get them out working solo, and the number of retirements we have been experiencing, we cannot feasibly ever get "fully staffed."

With the increase in population, increase in traffic, increase in time to handle calls, anticipated continual increases in calls for service, increase in geographical ground to patrol and to respond to calls these six (6) officers for Patrol are a necessity. It is taking Patrol Officers, on average, 5 minutes, 2 seconds to respond to Emergency Calls. Now this isn't bad, but it is increasing from the usual 4 ½ minutes charted in 2008. For Routine calls it is taking officers an average of 23 minutes and 21 seconds to respond, which is significantly up from the usual and more acceptable 13 to 14 minute range in most previous years.

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 and to catch and hold accountable the criminals who are committing crimes. These six (6) 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) – Due to the growth in staff over the recent past, it has become difficult, if not impossible for the Support Services Division-Training Section to keep up with all of the training needs of the department. **One (1) officer requested** would be utilized as a training officer who would assist in the training duties required of all staff not just sworn staff.

The Training Section is run by a Lieutenant who also manages Crime Prevention/Community Services, Evidence Techs, Volunteers, Maintenance Staff, Internships and the Mounted Police, so his plate is full regarding management responsibilities. He has one (1) Sergeant and One (1) officer in his Training Section that is responsible to plan, coordinate, implement, report, etc. all the training required for 111 sworn officers and 29 civilian staff members; not to mention the constant on-going training of new recruits throughout each year. Additionally, the Training Sergeant has the duties of uniform and equipment Quartermaster (this has been thoroughly researched and there is no other place to designate these duties currently, hence the civilian Quartermaster position request below). These two officers are responsible for all the following trainings: new recruit/employee In-house training, FTO Training, NDLETA coordination, ensuring annual POST Training hours are being attained by each officer, securing high-level training opportunities for our staff and others around the state by getting this high-level training here locally, required annual training that has too numerous responsibilities to mention here, Citizen's Police Academy, Public Outreach presentations, etc.

It is past time that another officer is added to this Section. They have had only these two officers planning, organizing and conducting the above mentioned training for our staff since about 2003. With the additional staffing since 2003 of 22 officers and 1 civilian position, and taking into account the vast amount of on-going hiring over the past 11 years, you can imagine the additional amount of training demands being placed on only two (2) individuals. The added officer would also diminish the stress on other sections of the department by having to have numerous other officers leave their post to assist and conduct various trainings. This would allow that third officer to take on most of that responsibility.

GRANT POLICE OFFICER POSITIONS

(Existing grant positions)

2009 COPS Grant (Crime Analyst Officer and 2 Crime Prevention/Community Services Officers) - On April 14, 2009, the Board of City Commissioners approved the Police Department to apply for a Community Oriented Policing (COPS) Hiring grant that would provide funding for the salary & benefits for **three (3) sworn officer** positions. **The grant requires the City maintain these three (3) positions for one (1) year after grant funding is exhausted.** The grant was awarded with a grant period of 7/1/09 – 6/30/12. Due to open police officer general fund positions, we have often not had three (3) officers being paid from these grants to avoid supplanting. Therefore, grant funds were remaining on 6/30/12 and we received a “no cost” two (2) year extension. This extension allowed funding for salary & benefits to continue through 2013 and beyond. The extension expired on June 30, 2014; however, we received another, but final “extension,” which will expire at the end of 2014. Under the terms of this COPS grant, the City needs to retain these positions for a minimum of twelve (12) months after the expiration of the grant. **These three (3) positions are an integral part of our department operations** and their work significantly impacts the Patrol workload. Therefore, at the expiration of this grant (2016), I will be requesting the City fully retain these positions. If these positions were not retained, there would be numerous critical duties that would have to be spread amongst the remaining support officer staff and it

would directly and significantly negatively impact our patrol and support operations and the efficiency of delivering the expected level of police services to the community.

OVW Grant (2 Domestic Violence Investigators) - On December 23, 2008, the Board of City Commissioners approved the Police Department to apply for an OVW grant in conjunction with the Abused Adult Resource Center. This grant was awarded on 9/1/09 with an end date of 8/31/11 and it was then extended to 8/31/12. Additionally we were authorized to apply for another OVW grant which we received and it will end on 8/31/14. This grant contains funding for the salary & benefit cost for two (2) police officer positions. Officers Matthew Fullerton and Joe Arenz are the officers being paid under this grant. There are still funds left in this grant and we are therefore going to request an "extension," which if granted, would only extend these positions another 4-6 months, taking us to 2015. In February, 2014 we applied for the grant again, however, due to decrease funding we were only able to request one (1) officer position. We have not yet been notified regarding this award. If we are not awarded an extension we lose both officer positions on 8/31/14. In any case we will certainly lose one (1) officer position by February 2015. **I would request the City intend on retaining these police officer positions as new FTEs (Entry Level).** As mentioned above, these positions also are an integral part of our operations. Without these positions we would either lose two detectives from our Investigation's Section, which is already experiencing very high caseload levels, or we would lose two positions off of Patrol, which cannot afford to lose any positions as more officers are needed there as well (Manpower Allocation Analysis).

I am requesting authority to continue these 5 grant positions through their grant funding term and to retain them permanently once their terms/requirements expire.

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 36.3%, this match is being split as described above. The City is required to retain the positions for a minimum of 12 months after the first three (3) years of the grant.

I am requesting authority to continue these 2 grant positions through their grant funding term.

NON-SWORN POSITIONS

I am requesting one (1) current non-sworn position to be re-classified and one (1) new non-sworn FTE position as follows:

- 1) **Police Youth Worker Supervisor (Reclassification of a current Youth Worker)** - The Police Youth Bureau function of the Juvenile Services Section is currently adequately staffed with six (6) Youth Workers, six (6) SROs and one (1) OAI. One (1) Lieutenant is responsible for the direct

supervision of all 13 of these staff members. This far exceeds the recommended span of control of 5-7 subordinates for an immediate supervisor. This Lieutenant is the only lieutenant in the department that does not have a subordinate supervisor to assist in the administration and day to day needs of the section. Rather than asking for a new Sergeant to provide adequate supervision I believe we can more efficiently accomplish the goal of providing adequate supervision by simply re-classifying one of the existing Youth Workers positions to be a supervisor of the other youth workers. I believe this to be the most beneficial use because often times the youth workers have issues that the Lieutenant, as a law enforcement officer rather than a counselor such as the youth workers, finds it difficult to assist them as they need. Having the ability for the youth workers to go to a supervisor that has the same knowledge and skills that they have would be beneficial not only for them, but the entire section and the Department.

- 2) **Quartermaster (Civilian)** - The department has a current authorized manpower allocation of 111 sworn personnel and 29 support personnel for a total of 140 employees. The department also is involved in numerous grant opportunities, some in conjunction with other city departments and other agencies that require detailed records of the issuance, use and disposition of the property. When looking at the duties and responsibilities (Workload Analysis) performed by the Support Services Division, it has become readily apparent that our Department needs a new position specifically tasked to the procurement and tracking of the property for the Department. I would equate this position to be that of a Quartermaster position that is a part of many departments. Just due to the number of personnel we currently have on staff, there is an enormous amount of property that is purchased and issued throughout the year. But not only this, also the Department receives many grants and through those grants a lot of equipment and other property is purchased that needs to be kept track of. This is a very time consuming task that no one person has time for currently, subsequently that duty is spread out amongst various people, which is very inefficient. I also envision this position to be able to keep track of our patrol fleet and take care of the repair and maintenance of the fleet so that our officers can more readily perform officer duties. At this time, our officers are expected and required to get vehicles to the places they need to go for repair and maintenance. This takes them away from their duties on patrol and is really a waste of their time. With the growth the city is currently experiencing and the growth in the calls for service, it just makes sense that a civilian quartermaster is involved in this process rather than our officers, whose time can be spent better and more effectively. Please see also the attached job description which was developed in collaboration with HR for detailed information regarding the duties and responsibilities of the quartermaster. Most of the listed duties are currently being performed by lieutenants, sergeants and Principal Office Assistants in the department. As the department has grown over the years the duties have been assigned/reassigned to various personnel for various reasons which made sense at that time. It no longer makes sense to assign/reassign these duties and responsibilities to supervisors and commanders who should be concentrating their efforts on their personnel and the function of the department they serve.

SUMMARY

- 1) **3 COPS Hiring Grant Positions** – This is our Crime Analyst and two Crime Prevention/Community Services officers. The final “extension” expires at the end of 2014. Under the terms of this COPS grant, the City needs to retain these positions for a minimum of twelve (12) months after the expiration of the grant, which will begin on or about January 1, 2015.
- 2) **2 COPS Grant Positions (SROs)** – Continue terms of grant utilizing COPS funding through the first three (3) years of grant. Then the City must maintain these positions by funding them through the 4th year. Costs are split with BPS and LOCCSE.
- 3) **7 New Officer Positions** – Six (6) for Patrol and one (1) for Support Services Training Section.
- 4) **2 OVW Grant Positions** – continue grant funding for one (1) position if current grant application is awarded. We will lose one of these officer positions either July 31st or towards the end of 2014/early 2015 if a final extension is received. I request the City retain the one (1) position we will be losing and if for some reason we are not awarded the single officer we are applying for in the new grant, then both FTE positions be retained (entry level officer positions).
- 5) **Youth Worker Reclassification to Youth Worker Supervisor** – Reclassify a current Police Youth Worker position to a Youth Worker Supervisor Position.
- 6) **Quartermaster (civilian)** – New civilian position to perform duties of general oversight of the department's property, equipment, fleet, uniform and supply function.

I sincerely appreciate your consideration of these requests. Attached are the Priority Initiative forms and accompanying documents and justification. I am available to answer any questions or provide any further supporting documentation that may be required.

DAN DONLIN
Chief of Police

dd

2014 Patrol Manpower Allocation Analysis

OK [Signature]

Presently, we have an authorized strength of 50 officers and 8 sergeants for the Patrol Section. This is attainable when there are no vacancies or officers on light duty, which very seldom occurs. However, due to a large number of retirements/resignations, and the amount of time it took to fill the vacancies, the days reported in this area (resign to hire calculation) were nearly double from 2012. Staffing shortages ranged from 1 to 11 officers.

An analysis of call for service data for 2013 indicates the Patrol Section should have 69 officers assigned in order to adequately staff the current workload. The 69 officers required by the data analysis are 6 officers more than the analysis of data for 2012 indicated. We believe an increase in personnel for the Patrol Section is warranted at this time.

Examining the numbers, it is readily apparent there has been an increase in calls for service and the amount of time required to handle them. The analysis of our call for service data from 2011 to 2013 shows annual increases in committed time to handle calls for service of .11%, 9.62% and 4.96% respectively.

Additionally, we identified factors that also impact workload and believe these must be considered as well. The oil boom in the western portion of North Dakota has had a dramatic and unprecedented impact on growth in the state's population. The ripple effect of this growth has affected the Bismarck Metro Area and the city of Bismarck with population increases of 8.25% and 5.8% respectively from 2010 to 2013. These numbers do not account for the transient population. This trend is expected to continue into the foreseeable future. Therefore it could be assumed that the current workload increase trend would also continue.

Geographically the city has added an additional 41 centerline miles of streets which must be patrolled. This adds to the number of officers needed to effectively provide services.

Given the increased workload challenges facing the Patrol Section, it has been necessary to explore other ways to utilize personnel to maintain the level and quality of services we provide. The department has identified our peak call hours as falling between 3PM and 8PM. This prompted a change to our "Power Shift" program. Originally one officer from each shift was assigned patrol duties covering the hours of 4PM to 4AM. However, the newly identified peak hours coupled with our manpower shortages required a new system. Our new program changed the hours to 3PM to 3AM and the officers are now assigned from the night shift providing better utilization of our resources, while continuing to reduce overtime.

In another effort to better utilize our resources, a Desk officer position was looked at. The "Desk" officer would take walk in reports and take care of matters in the station making service

more expedient and keeping patrols on the street. Due to personnel issues the Patrol Section was not able to become fully staffed and could not experiment with the "Desk" officer position. The department decided to try using support staff officers to test this concept. An officer is assigned these duties on a weekly rotation. The officer works an 8 hour shift, which also encompasses our identified peak call period. This program has been utilized since September. Due to the short time this has been in use, data on its effectiveness is not available.

Finally, as recommended in the 2012 report, a study has been launched to examine our patrol operations. The study encompasses schedule options, beat configurations, quality of life issues, and resource utilization.



Sergeant Robyn Krife
Patrol Sergeant



Sergeant John Brocker
Patrol Sergeant

Total Obligated Time for Collection Period

| Code | Offense | # of Occurrences | Acc. Time | Report Value | Total Time | Total # of Patrol Activities | 15 000 |
|------|------------------------------|------------------|-----------|--------------|------------|-------------------------------------|----------|
| 1 | Abuse/Child Abuse/Child Negl | 2 | 30 | 600 | 600 | Total # of PA from Input of Acc | |
| 2 | Airport Alert | 10 | 4 | 0.00 | 0.00 | Total Obligated Time/Period (hours) | 19200.00 |
| 3 | Alarms | 2871 | 40 | 594.20 | 594.20 | Total Obligated Time/Day (hours) | 80.26 |
| 4 | Arrest | | | | | Minimum Units to meet TQY | 8.84 |
| 5 | Assault Other Agency | 289 | 30 | 482.80 | 482.80 | Desired Min. Incident | 20 |
| 6 | Assault | 1020 | 51 | 232.20 | 232.20 | Performance Factor | 1 |
| 7 | B&E Check | 2 | 3 | 0.00 | 0.00 | Total Patrol Time (unassigned) | 8788 |
| 8 | Barb Threat | 2 | 70 | 2.00 | 2.00 | Total Obligated Time | 5352.07 |
| 9 | Battery | | | | | Total Units to meet TQY | 70.07 |
| 10 | Burglary | 888 | 44 | 958.20 | 958.20 | | |
| 11 | Child Abuse/Child Negl | 184 | 41 | 128.70 | 128.70 | | |
| 12 | Child Abuse | 874 | 23 | 268.20 | 268.20 | | |
| 13 | Child Threat | 40 | 30 | 36.00 | 36.00 | | |
| 14 | Child Abuse/Child Negl | 908 | 36 | 402.00 | 402.00 | | |
| 15 | Curfew | 5 | 19 | 2.00 | 2.00 | | |
| 16 | Child/Disorder | 2480 | 28 | 858.00 | 858.00 | | |
| 17 | Child Abuse/Child Negl | 574 | 38 | 332.20 | 332.20 | | |
| 18 | Child Abuse/Child Negl | 1090 | 34 | 208.00 | 208.00 | | |
| 19 | Child Abuse/Child Negl | 888 | 32 | 497.00 | 497.00 | | |
| 20 | Child Abuse/Child Negl | 1120 | 30 | 547.00 | 547.00 | | |
| 21 | Child Abuse/Child Negl | 208 | 30 | 310.00 | 310.00 | | |
| 22 | Child Abuse/Child Negl | 150 | 30 | 30.00 | 30.00 | | |
| 23 | Child Abuse/Child Negl | 13 | 34 | 11.00 | 11.00 | | |
| 24 | Child Abuse/Child Negl | 406 | 31 | 228.00 | 228.00 | | |
| 25 | Child Abuse/Child Negl | 18 | 36 | 2.00 | 2.00 | | |
| 26 | Child Abuse/Child Negl | 461 | 34 | 266.00 | 266.00 | | |
| 27 | Child Abuse/Child Negl | 1183 | 20 | 471.00 | 471.00 | | |
| 28 | Child Abuse/Child Negl | 1 | | | | | |
| 29 | Child Abuse/Child Negl | | | | | | |
| 30 | Child Abuse/Child Negl | 104 | 36 | 78.00 | 78.00 | | |
| 31 | Child Abuse/Child Negl | 11 | 7 | 1.00 | 1.00 | | |
| 32 | Child Abuse/Child Negl | 85 | 32 | 24.00 | 24.00 | | |
| 33 | Child Abuse/Child Negl | 704 | 34 | 227.00 | 227.00 | | |
| 34 | Child Abuse/Child Negl | 1584 | 19 | 428.00 | 428.00 | | |
| 35 | Child Abuse/Child Negl | 355 | 40 | 148.00 | 148.00 | | |
| 36 | Child Abuse/Child Negl | 208 | 33 | 68.00 | 68.00 | | |
| 37 | Child Abuse/Child Negl | 111 | 16 | 25.00 | 25.00 | | |
| 38 | Child Abuse/Child Negl | 88 | 44 | 88.00 | 88.00 | | |
| 39 | Child Abuse/Child Negl | 1630 | 10 | 121.00 | 121.00 | | |
| 40 | Child Abuse/Child Negl | 21 | 15 | 9.00 | 9.00 | | |
| 41 | Child Abuse/Child Negl | 41 | 51 | 34.00 | 34.00 | | |
| 42 | Child Abuse/Child Negl | 284 | 44 | 143.00 | 143.00 | | |
| 43 | Child Abuse/Child Negl | 332 | 85 | 481.00 | 481.00 | | |
| 44 | Child Abuse/Child Negl | 24 | 32 | 28.00 | 28.00 | | |
| 45 | Child Abuse/Child Negl | 347 | 40 | 242.00 | 242.00 | | |
| 46 | Child Abuse/Child Negl | 140 | 32 | 216.00 | 216.00 | | |
| 47 | Child Abuse/Child Negl | 18 | 18 | 18.00 | 18.00 | | |
| 48 | Child Abuse/Child Negl | 32 | 32 | 17.00 | 17.00 | | |
| 49 | Child Abuse/Child Negl | 2878 | 15 | 688.00 | 688.00 | | |
| 50 | Child Abuse/Child Negl | 2 | 18 | 0.00 | 0.00 | | |
| 51 | Child Abuse/Child Negl | 36 | 31 | 125.00 | 125.00 | | |
| 52 | Child Abuse/Child Negl | 274 | 30 | 180.00 | 180.00 | | |
| 53 | Child Abuse/Child Negl | 2028 | 32 | 1078.00 | 1078.00 | | |
| 54 | Child Abuse/Child Negl | 14 | 28 | 8.00 | 8.00 | | |
| 55 | Child Abuse/Child Negl | 248 | 27 | 185.00 | 185.00 | | |
| 56 | Child Abuse/Child Negl | 8 | 16 | 2.00 | 2.00 | | |
| 57 | Child Abuse/Child Negl | 25 | 30 | 12.00 | 12.00 | | |
| 58 | Child Abuse/Child Negl | 378 | 21 | 208.00 | 208.00 | | |
| 59 | Child Abuse/Child Negl | 1013 | 19 | 574.00 | 574.00 | | |
| 60 | Child Abuse/Child Negl | 11 | 11 | 30.00 | 30.00 | | |
| 61 | Child Abuse/Child Negl | 2072 | 18 | 600.00 | 600.00 | | |
| 62 | Child Abuse/Child Negl | 180 | 40 | 457.00 | 457.00 | | |
| 63 | Child Abuse/Child Negl | 1122 | 21 | 170.00 | 170.00 | | |
| 64 | Child Abuse/Child Negl | 273 | 35 | 150.00 | 150.00 | | |
| 65 | Child Abuse/Child Negl | | | | | | |
| 66 | Child Abuse/Child Negl | 18 | 28 | 28.00 | 28.00 | | |
| 67 | Child Abuse/Child Negl | | | | | | |
| 68 | Child Abuse/Child Negl | 1870 | 30 | 680.00 | 680.00 | | |
| 69 | Child Abuse/Child Negl | 508 | 40 | 420.00 | 420.00 | | |
| 70 | Child Abuse/Child Negl | 1048 | 34 | 1888.00 | 1888.00 | | |
| 71 | Child Abuse/Child Negl | 48 | 31 | 23.00 | 23.00 | | |
| 72 | Child Abuse/Child Negl | 14 | 40 | 12.00 | 12.00 | | |
| 73 | Child Abuse/Child Negl | 352 | 14 | 10.00 | 10.00 | | |
| 74 | Child Abuse/Child Negl | 413 | 12 | 62.00 | 62.00 | | |
| 75 | Child Abuse/Child Negl | 5 | 118 | 18.00 | 18.00 | | |
| 76 | Child Abuse/Child Negl | 3195 | 18 | 953.00 | 953.00 | | |
| 77 | Child Abuse/Child Negl | 34 | 38 | 20.00 | 20.00 | | |
| 78 | Child Abuse/Child Negl | 123 | 24 | 280.00 | 280.00 | | |
| 79 | Child Abuse/Child Negl | 22 | 32 | 11.00 | 11.00 | | |
| 80 | Child Abuse/Child Negl | 681 | 42 | 448.00 | 448.00 | | |
| 81 | Child Abuse/Child Negl | 48 | 28 | 20.00 | 20.00 | | |
| 82 | Child Abuse/Child Negl | 32 | 22 | 11.00 | 11.00 | | |
| 83 | Child Abuse/Child Negl | 115 | 23 | 408.00 | 408.00 | | |
| 84 | Child Abuse/Child Negl | 385 | 1 | 55.00 | 55.00 | | |
| 85 | Child Abuse/Child Negl | 21 | 11 | 8.00 | 8.00 | | |
| 86 | Child Abuse/Child Negl | | | | | | |
| 87 | Child Abuse/Child Negl | 241 | 10 | 48.00 | 48.00 | | |
| 88 | Child Abuse/Child Negl | 68 | 33 | 37.00 | 37.00 | | |
| 89 | Child Abuse/Child Negl | 90 | 18 | 61.00 | 61.00 | | |
| 90 | Child Abuse/Child Negl | 10 | 21 | 4.00 | 4.00 | | |

Mix of Units

| Type of Unit | # of Units | Officers/Unit | # of Officers | % | | |
|-------------------|------------------|---------------|---------------|------------------|---------------|------------|
| One-Officer Units | 12 | 1 | 12 | 100.00% | | |
| | 12 | | 12 | 100.00% | | |
| Type of Unit | Old Shift Length | | | New Shift Length | | |
| | # of Units | # of Officers | % of Units | # of Units | # of Officers | % of Units |
| One-Officer Units | 12 | 12 | 100.00% | 20 | 20 | 100.00% |
| | 12 | 12 | 100.00% | 20 | 20 | 100.00% |

| Regularly Scheduled Days Off | | |
|-------------------------------------|-----------|---------|
| Based on Average Work Week | | |
| Regularly scheduled days off: | | |
| Regularly scheduled work days: | | |
| # of days worked per week: | | |
| On Duty Days | 7 | |
| Off Duty Days | 7 | |
| Duty Cycle Length | 14 | |
| Regularly Scheduled Days Off | 182.50 | |
| Regularly Scheduled Work Days | 182.50 | |
| Average work week: | 42 | |
| RSDO | 182.50000 | |
| Average Time off patrol (hours): | | 3099.84 |

| Benefit Days and Non Patrol Days | | |
|---|--------------|---------------|
| | Days | Hours |
| Benefit Days | | |
| Vacation | 12.3 | 147.6 |
| Sick leave | 3.1 | 37.2 |
| Holidays | 10 | 120 |
| Family Leave | 0 | 0 |
| Comp Time | 13 | 156 |
| Military Leave | 0.6 | 7.2 |
| | <u>39</u> | <u>468</u> |
| Non-Patrol Days | | |
| Training | 9.9 | 118.8 |
| Light Duty | 5.3 | 63.6 |
| Court Time | 0.62 | 6.24 |
| Admin Leave | 2.3 | 27.6 |
| Resign-Hire | 18.8 | 225.6 |
| | <u>36.82</u> | <u>441.84</u> |

Shift Relief Factor

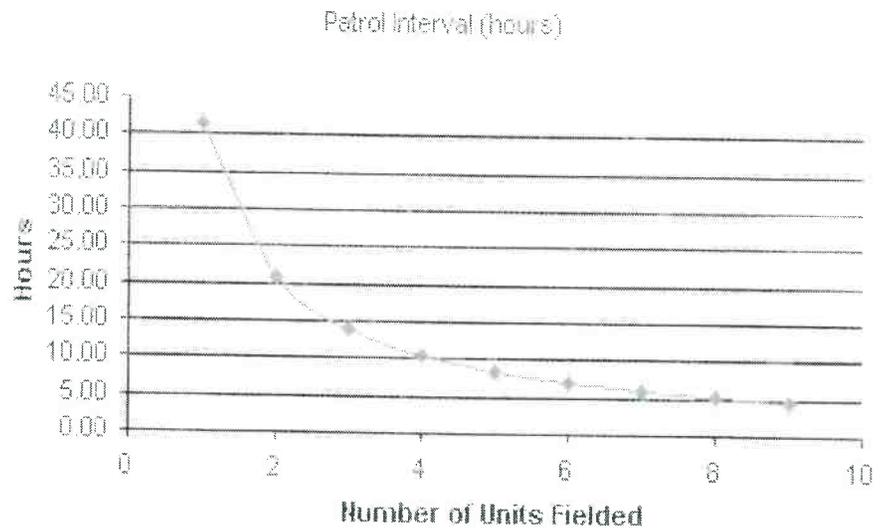
| | | |
|----------------------|---------|--|
| RSDO: | 182.5 | |
| BDO: | 39 | |
| NPD: | 36.82 | $\frac{365 \times 12}{365 \times 12 - 3099.84} = 3.42$ |
| SL: | 12 | |
| Duration: | 365 | |
| Average Time off: | 3099.84 | |
| Shift Relief Factor: | 3.42 | |

On Duty Factor

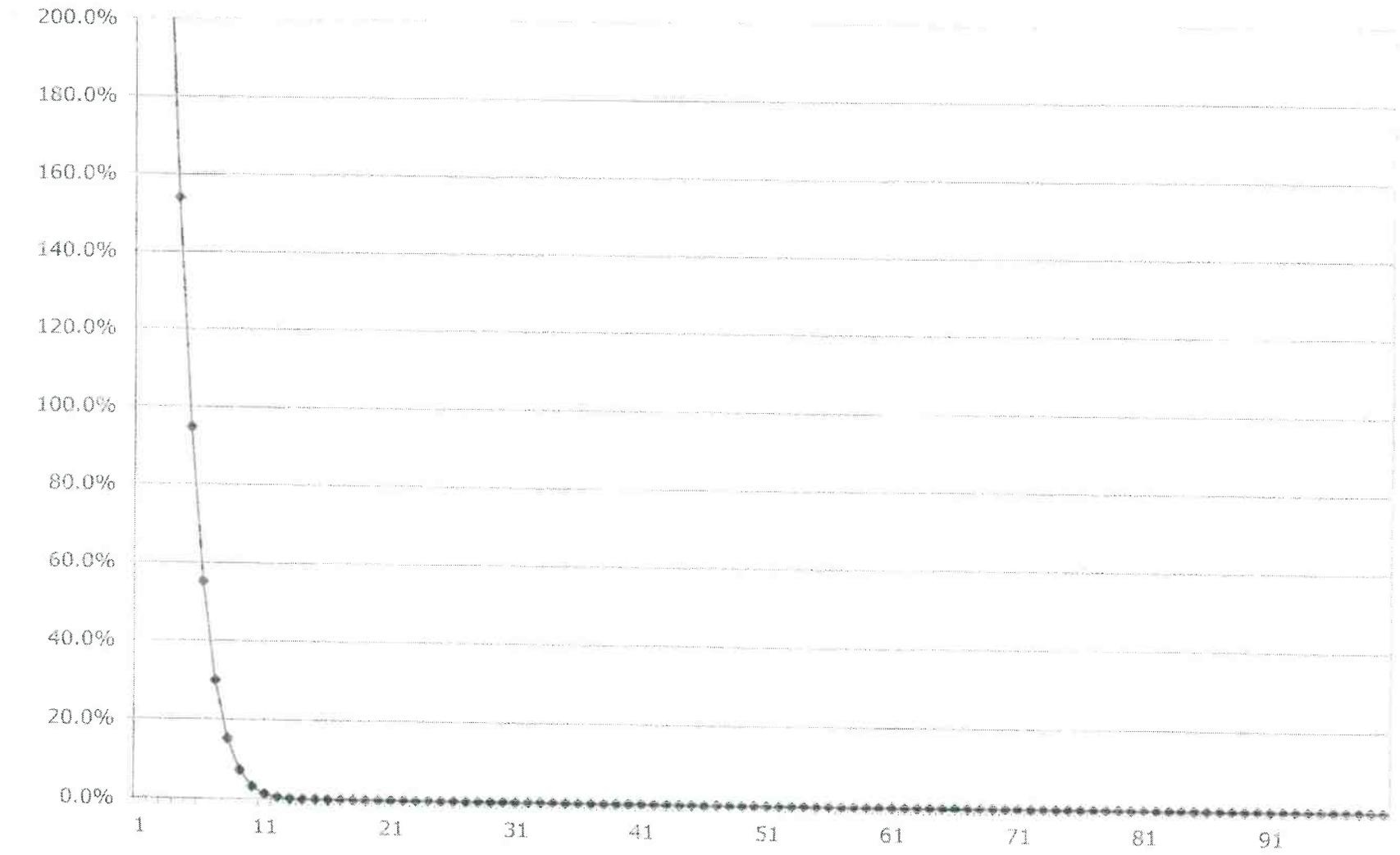
| | |
|--------------|----------|
| Based on AWW | |
| Based on DCS | 0.584548 |

Patrol Interval

| Required Data | Units Fielded | Patrol Interval | | |
|-------------------------------|---------------|-----------------|--------|--------------|
| | | (hours) | (days) | (gained hrs) |
| Street Miles: 385 | 1 | 41.67 | 1.74 | |
| Patrol Speed: 20 | 2 | 20.83 | 0.87 | 20.83 |
| Mu: 40 | 3 | 13.89 | 0.58 | 6.94 |
| # of Units: 8.00 | 4 | 10.42 | 0.43 | 3.47 |
| | 5 | 8.33 | 0.35 | 2.08 |
| Current Patrol Interval: 3.61 | 6 | 6.94 | 0.29 | 1.39 |
| Desired Patrol Interval: | 7 | 5.95 | 0.25 | 0.99 |
| New Mu needed: | 8 | 5.21 | 0.22 | 0.74 |
| Total Units: | 9 | 4.63 | 0.19 | 0.58 |



Probability of Saturation



Patrol Total Obligated Time (TOT) Annual Comparison

| Year | TOT (HRS) | Increase/Decrease | Percent Increase/Decrease | Required Patrol Units/day |
|------|-----------|-------------------|---------------------------|---------------------------|
| 2001 | 20549.5 | | | 14.08 |
| 2002 | 20285.25 | -264.25 | -1.30% | 13.89 |
| 2003 | 21110.52 | 825.27 | 4.07% | 14.46 |
| 2004 | 22615.98 | 1505.46 | 7.13% | 15.49 |
| 2005 | 23308.23 | 692.25 | 3.06% | 15.96 |
| 2006 | 23401.22 | 92.99 | 0.40% | 16.03 |
| 2007 | 24305.52 | 904.3 | 3.86% | 16.65 |
| 2008 | 22936.7 | -1368.82 | -5.63% | 15.71 |
| 2009 | 25519.37 | 2582.67 | 11.26% | 17.48 |
| 2010 | 25435.95 | -83.42 | -0.33% | 17.42 |
| 2011 | 25464.02 | 28.07 | 0.11% | 17.44 |
| 2012 | 27912.97 | 2448.95 | 9.62% | 19.12 |
| 2013 | 29286.33 | 1383.36 | 4.96% | 20.07 |
| 2014 | | | | |

New Officer Estimated Salary/Benefits costs for 2013

| | Current Gross Pay (2012) | Estimated C.O.L.A. increase (5%) | Estimated 2013 Salary | Estimated Medicare | Estimated WC | Estimated Disability | Estimated SUTA | Estimated Health | Estimated Life | Estimated Pension | EAP | Total |
|------------|--------------------------|----------------------------------|-----------------------|--------------------|--------------|----------------------|----------------|------------------|----------------|-------------------|---------|------------------|
| 1 Officer | \$41,579.00 | \$2,078.95 | \$43,657.95 | \$633.04 | \$548.25 | \$152.80 | \$33.00 | \$12,596.98 | \$65.52 | \$5,762.85 | \$19.50 | \$63,470 |
| 6 Officers | | | | | | | | | | | | \$380,819 |

This information is based on the possibility of a salary increase. At this time no reclassification is being sought so the estimate may be up to 5% lower. Also a family insurance plan was factored for each employee verses a single plan to anticipate the highest cost possible.

| | |
|----------------------|--|
| Medicare: | Base Salary x .0145 |
| Workers Comp: | Base Salary up to \$25,500 x .0215 |
| Disability: | Base Salary x .0035 |
| SUTA (Unemployment): | 5% increase over current year (\$31.43 per year) |
| Health: | 5% increase over current year family plan (\$11997.12) |
| Life: | 5% increase of current year (\$62.40) |
| Pension: | Base Salary x .132 |
| EAP | Same as current year |

**City of Bismarck
Department Budget Request for 2015
Priority Initiative
Base Funding**

Department: Bismarck-Burleigh Public Health Priority _____

Goal and Objective: To implement one full-time community health nurse into the health services program due to the restructuring of the organizational chart that was approved by the Bismarck City Commission in May of 2014.

Department Action Plan: Currently a full-time nurse is split between home health and health services. This is difficult for the nurse and the supervisor. The nurse must report to 2 supervisors and learn intricacies of each area which can be cumbersome. With the retirement of 1 of the Community Health Nurse Managers, we will implement a health maintenance coordinator and move the nurse that is split between both areas, solely to home health. This leaves health services 1/2 an FTE short, which leads me to my request for this position.

Justification and Explanation of funding: The reorganization plan for Bismarck-Burleigh Public Health increases the efficiency of the department. The new org chart has 1 Community Health Nurse Manager rather than 2 which is a cost savings to the department. A current home health nurse will move into the health maintenance coordinator position (a working supervisor) taking on program coordination and home health supervisory duties such as payroll, scheduling, etc. Following this, the nurse that is split between home health and health services will move completely to home health upon leaving health services 1/2 person short. I am requesting a full-time nurse to be approved to work full-time in health services for the following reasons:

* For the past 2 budget cycles one-time funding was approved for a part-time nursing position. This has been very beneficial for us to be able to offer additional foot-care clinics and immunization clinics and she has assisted with other services throughout the department. I am requesting this one-time funding be increased to full-time and be made part of the base funding for public health. We would utilize this person to continue the services that have been added such as the foot clinics and additional immunization clinics. This person would also be trained to work as Nurse of the Day and assist with all other areas in health services where needed.

* This full-time position would fill the 1/2 void in health services and allow for more efficient staffing in the health services program.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| 100-180-165 | Regular Salary | \$ 51,570.00 |
| 100-180-165 | Health Insurance | \$ 11,889.12 |
| 100-180-165 | Pension | \$ 5,363.28 |
| 100-180-165 | Life Insurance | \$ 62.40 |
| 100-180-165 | FICA | \$ 3,945.10 |
| 100-180-165 | Workers Comp | \$ 59.56 |
| 100-180-165 | Disability | \$ 180.07 |
| | TOTAL | \$ 73,069.53 |
| | One-Time Funding Approved for 2014 Budget | \$ 34,443.00 |

**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 Base Funding**

Department: Bismarck-Burleigh Public Health Priority _____

Goal and Objective: Reclassification of former Health Tracks Office Assistant II to a Medical Billing Specialist.

Department Action Plan: Reclassify Office Assistant II to Medical Billing Specialist to better reflect the work that she has been doing with our health insurance billing and coding functions within our department.

Justification and Explanation of funding: This person has been working on getting our Champ Billing Software up and running for electronic medical billing. Working together with our current Medical Billing Specialist, this person has been focusing on processes to improve medical billing and coding in the medical billing department & has worked with Champ to process claims electronically through this system. She also serves as back-up to the current medical billing specialist and is able to take on her duties during vacations, absences, etc. in addition to completing her own assignments. With the focus on billing insurance to recuperate revenue this is an important function that we need to perfect in our office. The health tracks scheduling and office duties would move to the front office appointment scheduling and registration staff. The current pay grade she is working in is a Grade 9 and the pay grade for the Medical Billing Specialist is a Grade 10. Since this person is already above the midpoint of the Grade 9, this reclassification would be budgeted at a 5% increase of their current wage.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| <u>100-180-165</u> | <u>Salary Increase for the Reclassification (5% increase)</u> | <u>\$ 2,054.00</u> |
| | | |
| | | |
| | | |

**City of Bismarck
Department Budget Request for 2015
Priority Initiative
Base Funding**

Department: Bismarck Civic Center/Exhibit Hall/Belle Mehus Priority 2

Goal and Objective: Add a new Audio Visual Production Supervisor position to help with increased work load in operations department.

Position is currently filled with a temporary staffing employee on a full time basis.

Utilize funds from enterprise fund of the civic center.

Department Action Plan: Hire in early 2015 to allow for training in civic center activities. This person will take on tasks currently performed by part time employees.

Justification and Explanation of funding: The audio visual department is currently stretched thin due to the increased workload.

Currently, various part time employees are filling out the needed workload. With more need for in-house audio visual this position is needed to maintain proper care on equipment and the scheduling of part time employees. With this position on certain events it could be billed back to that event.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| 4110-000 | Audio Visual Production Supervisor - Grade 18 | \$ 51,570.00 |
| 4200-100 | Health Insurance | 11,889.00 |
| 4200-200 | Life Insurance | 62.40 |
| 4240-100 | Worker's Comp Premium | 85.89 |
| 8000-850 | Pension | 5,363.28 |
| 8000-289 | Social Security | 3,197.34 |
| 4200-300 | Disability Insurance | \$ - |
| | Total | \$ 72,167.91 |

Instructions: Funding for new positions should reflect salaries at 90% of the midpoint for the classification and include benefit costs for life and health insurance and workers compensation. If non-general fund, also include costs for pension, social security and disability insurance.

**City of Bismarck
Department Budget Request for 2015
Priority Initiative
Base Funding**

Department: Bismarck Civic Center/Exhibit Hall/Belle Mehus Priority 5

Goal and Objective: Add a new Maintenance Attendant II position to help with increased work load in operations department.

Position will supplement current positions.

Utilize funds from enterprise fund of the civic center.

Department Action Plan: Hire in early 2015 to allow for training in civic center activities. This person will take on tasks needed with increased activity from additional events.

Justification and Explanation of funding: The operations department with additional space and events will need help on the labor workload. Current staff is already stretched thin during peak times and by adding additional space and events the need for more help will be required. Filling this position would reduce the need of scheduling temporary contract employees.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------------------|-------------------------|
| 4110-000 | Maintenance Attendant II - Grade 11 | 36,649.80 |
| 4200-100 | Health Insurance | 11,889.00 |
| 4200-200 | Life Insurance | 62.40 |
| 4240-100 | Worker's Comp Premium | 290.91 |
| 8000-850 | Pension | 3,811.58 |
| 8000-289 | Social Security | 2,272.29 |
| 4200-300 | Disability Insurance | \$ - |
| | Total | \$ 54,975.98 |

Instructions: Funding for new positions should reflect salaries at 90% of the midpoint for the classification and include benefit costs for life and health insurance and workers compensation. If non-general fund, also include costs for pension, social security and disability insurance.

**City of Bismarck
Department Budget Request for 2015
Priority Initiative
Base Funding**

Department: Bismarck Civic Center/Exhibit Hall/Belle Mehus Priority 3

Goal and Objective: Add a new Sales Associate/Event Coordinator position to help with increased work load with event planning.

Position will supplement current staff.

Utilize funds from enterprise fund of the civic center.

Department Action Plan: Hire in early 2015 to allow for training in civic center activities. This person will take on tasks currently performed by other full time position.

Justification and Explanation of funding: The sales department full time staff person is currently stretched thin due to the increased activity. Currently, one person handles all the information documentation and with the building space increasing additional activities will be needed to fill this space making it impossible for one person to handle. More events taking place and the need to properly document and call on event planners this request is to fill the need for more staff. Filling this position would reduce the need of scheduling temporary employees.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--|-------------------------|
| 4110-000 | Sales Associate/Event Coordinator - Grade 15 | \$ 44,548.20 |
| 4200-100 | Health Insurance | 11,889.00 |
| 4200-200 | Life Insurance | 62.40 |
| 4240-100 | Worker's Comp Premium | 323.47 |
| 8000-850 | Pension | 4,633.01 |
| 8000-289 | Social Security | 3,407.94 |
| 4200-300 | Disability Insurance | \$ - |
| | Total | \$ 64,864.02 |

Instructions: Funding for new positions should reflect salaries at 90% of the midpoint for the classification and include benefit costs for life and health insurance and workers compensation. If non-general fund, also include costs for pension, social security and disability insurance.

**City of Bismarck
Department Budget Request for 2015
Priority Initiative
Base Funding**

Department: Bismarck Civic Center/Exhibit Hall/Belle Mehus Priority 1

Goal and Objective: Add a new Assistant Food and Beverage Manager position to help with increased work load in food and beverage department. Position will supplement current manager and assistant.

Utilize funds from enterprise fund of the civic center.

Department Action Plan: Hire in early 2015 to allow for training in civic center activities. This person will take on tasks currently performed by manager and assistant manager.

Justification and Explanation of funding: The food and beverage department is currently stretched thin due to the increased workload. Currently, during peak times manager puts in 70-80 hours per week which leads to burn out and fatigue. More in-house catering is taking place and with this request is the need for more upper management to schedule and train staff. Filling this position would reduce the need of scheduling temporary contract employees.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--|-------------------------|
| 4110-000 | Assistant Food and Beverage Manager - Grade 10 | \$ 34,904.70 |
| 4200-100 | Health Insurance | 11,889.00 |
| 4200-200 | Life Insurance | 62.40 |
| 4240-100 | Worker's Comp Premium | 290.91 |
| 8000-850 | Pension | 3,630.09 |
| 8000-289 | Social Security | 2,164.09 |
| 4200-300 | Disability Insurance | \$ - |
| | Total | \$ 52,941.19 |

Instructions: Funding for new positions should reflect salaries at 90% of the midpoint for the classification and include benefit costs for life and health insurance and workers compensation. If non-general fund, also include costs for pension, social security and disability insurance.

**City of Bismarck
Department Budget Request for 2015
Priority Initiative
Base Funding**

Department: Bismarck Civic Center/Exhibit Hall/Belle Mehus Priority 4

Goal and Objective: Add a new Assistant Box Office Supervisor position to help with the increased work load in ticketed events.

Position will supplement current supervisor.

Utilize funds from enterprise fund of the civic center.

Department Action Plan: Hire in early 2015 to allow for training in civic center activities. This person will work with the box office supervisor and perform tasks as assigned.

Justification and Explanation of funding: The one person full time ticketing department is currently stretched thin and rarely takes time off during the event season due to increased activity. Currently, during peak times the box office supervisor puts in 60-70 hours per week which leads to burn out and fatigue. More ticketed events are taking place and with this request is the need for more full time staff to schedule and train part time staff. Filling this position would reduce the stress and fatigue on the current full time employee.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| 4110-000 | Assistant Box Office Supervisor - Grade 9 | \$ 33,242.40 |
| 4200-100 | Health Insurance | 11,889.00 |
| 4200-200 | Life Insurance | 62.40 |
| 4240-100 | Worker's Comp Premium | 323.47 |
| 8000-850 | Pension | 3,457.21 |
| 8000-289 | Social Security | 2,543.04 |
| 4200-300 | Disability Insurance | \$ - |
| | Total | \$ 51,517.52 |

Instructions: Funding for new positions should reflect salaries at 90% of the midpoint for the classification and include benefit costs for life and health insurance and workers compensation. If non-general fund, also include costs for pension, social security and disability insurance.

**City of Bismarck
Department Budget Request for 2015
Priority Initiative
Base Funding**

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

Goal and Objective: Assist the Urban Forestry Program Specialist with landscaping, care and maintenance of all city landscape beds; assist ; assist with hiring and supervision of spray/weed crews; design of new landscape areas, renovation of old beds and implementation of landscapes; and assist with any grant projects and/or special tree planting projects.

Department Action Plan: As identified in the Cities Strategic Plan each Department and Division identifies staffing and equipment needs during the budget process, Forestry has found that as the city continues to grow landscape areas are added that need attention. These gateways to the capitol city need to be looking attractive and well kept to give Bismarck

Justification and Explanation of funding: a positive image. This position would also work on rotational pruning during the dormant season. 45% time spent overseeing spray and weed crew 25% time spent assisting Urban Forestry Program Specialist (UFPS) with Landscape Designs 20% time spent with site plan inspections 5% time spent overseeing Forestry Irrigation systems/areas 5% Assist UFPS with City and Park District Grant Management Adding this position would remove one part time position from Forestrys annual budget, \$17,602/ part time

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|--------------------------|-------------------------|-------------------------|
| 250-260-253-253-4110-000 | Arborist I | \$ 38,482.20 |
| 250-260-253-253-4200-200 | Life Insurance | \$ 62.40 |
| 250-260-253-253-4200-100 | Health Insurance | \$ 11,889.12 |
| 250-260-253-253-4240-100 | Workers Compensation | \$ 1,559.61 |
| 250-260-253-253-8000-850 | Pension | \$ 4,002.23 |
| 250-260-253-253-8000-289 | Social Security | \$ 2,943.95 |

**City of Bismarck
Department Budget Request for 2015
Priority Initiative
Base Funding**

Department: Public Works Service Operations - Fleet Priority High

Goal and Objective:

Add one full time mechanic to keep up with the increases in equipment numbers and repairs. Since 2002, 283 equipment units have been added to the fleet, creating a 50% increase.

Department Action Plan:

Hire a new mechanic in January of 2015. A tool box is available from the Equipment Mechanic II vacating a Eq Mech I position when he was promoted.

Justification and Explanation of funding:

A new mechanic would eliminate 402 hours of backlog due to the city's growth. The new mechanic would also allow us to stop sending equipment out for repairs. This increases the cost to other departments because they are paying for parts at 100% markup, and outside labor rates of \$125/hr. Because of the farming out of work, the new mechanic would reduce costs to departments by approximately \$125,178/year.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| 705-705-000-4110-000 | Equipment Mechanic I | \$ 40,406.40 |
| 705-705-000-4200-200 | Life Insurance | \$ 62.40 |
| 705-705-000-4200-100 | Health Insurance | \$ 11,889.12 |
| 705-705-000-4240-100 | Workers Compensation | \$ 745.02 |
| 705-705-000-4200-400 | Pension | \$ 4,202.27 |
| 705-705-000--8000-289 | Social Security | \$ 3,091.06 |
| 705-705-000-4200-300 | Disability Insurance | \$ 141.42 |
| | Total Cost for one (1) Equipment Mechanic I | \$ 60,537.69 |

**City of Bismarck
Department Budget Request for 2015
Priority Initiative
Base Funding**

Department: Public Works Service Operations - Fleet Priority High

Goal and Objective:

The increase of equipment and specialization of parts creates a bottleneck in the parts department. Since 2002, 283 equipment units have been added to the fleet, creating a 50% increase. An additional Equipment Parts specialist is needed to keep the mechanics working efficiently. The demand to order speciality parts is creating the backup for mechanics waiting for the parts to be ordered.

Department Action Plan:

Hire a new Equipment Parts Specialist in January of 2015. Office space would be made available in the parts room.

Justification and Explanation of funding:

The present budget request for increasing the shop rate to \$75/hr covers the cost of the new parts specialist salary.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| 705-705-000-4110-000 | Equipment Parts Specialist | \$ 36,649.80 |
| 705-705-000-4200-200 | Life Insurance | \$ 62.40 |
| 705-705-000-4200-100 | Health Insurance | \$ 11,889.12 |
| 705-705-000-4240-100 | Workers Compensation | \$ 745.02 |
| 705-705-000-4200-400 | Pension | \$ 3,811.58 |
| 705-705-000--8000-289 | Social Security | \$ 2,803.71 |
| 705-705-000-4200-300 | Disability Insurance | \$ 128.27 |
| | Total Cost for one (1) Equipment Mechanic I | \$ 56,089.90 |

**City of Bismarck
Department Budget Request for 2015
Priority Initiative
Base Funding**

Department: Public Works Utility Operations Priority

Goal and Objective: Provide added staffing to provide regular on-going sewer inspection and cleaning
in response to EPA Sanitary Sewer Overflow Inspection Report.

Fund two new W/WW Tech II positions (one crew) in Sanitary Sewer (670-680-671)

Department Action Plan: Add 2 W/WW Maint Tech II positions to provide capability for full-time sewer cleaning and inspection operations.
maintenance.

Justification and Explanation of funding: EPA recently cited the City for an inadequate level of sewer cleaning activity, which has lead to
an increase in the number of sewer overflows and backups.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---------------------------------------|-------------------------|
| 4110-000 | 2-W/WW Maintenance Tech II (grade 14) | \$ 84,854.00 |
| 4200-100 | Health Insurance | \$ 23,778.00 |
| 4200-200 | Life Insurance | \$ 124.00 |
| 4240-100 | Worker's Comp Premium | \$ 1,086.00 |
| 8000-850 | Pension | \$ 8,825.00 |
| 8000-289 | Social Security | \$ 6,491.00 |
| 4200-300 | Disability Insurance | \$ 283.00 |
| | Total | \$ 125,441.00 |

Instructions: Funding for new positions should reflect salaries at 90% of the midpoint for the classification and include benefit costs for life and health insurance and workers compensation. If non-general fund, also include costs for pension, social security and disability insurance.

**City of Bismarck
Department Budget Request for 2015
Priority Initiative
Base Funding**

Department: Public Works Utility Operations Priority _____

Goal and Objective: Provide added staffing to maintain service levels in storm water utility

Fund one position in Storm Water (675-680-676)

Department Action Plan: Add W/WW Maint Tech II position to help with increased work load in site inspections
and storm water system maintenance.

Justification and Explanation of funding: Increased growth, geographical expansion of the systems, and increased construction activity has made it difficult to keep up with permitting and erosion control inspections at construction sites. Expansion of the system, especially the number of detention ponds requires more resources for inspections and maintenance.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------------------|-------------------------|
| 4110-000 | W/WW Maintenance Tech II (grade 14) | \$ 42,427.00 |
| 4200-100 | Health Insurance | \$ 11,889.00 |
| 4200-200 | Life Insurance | \$ 62.00 |
| 4240-100 | Worker's Comp Premium | \$ 543.00 |
| 8000-850 | Pension | \$ 4,412.00 |
| 8000-289 | Social Security | \$ 3,246.00 |
| 4200-300 | Disability Insurance | \$ 142.00 |
| | Total | \$ 62,721.00 |

Instructions: Funding for new positions should reflect salaries at 90% of the midpoint for the classification and include benefit costs for life and health insurance and workers compensation. If non-general fund, also include costs for pension, social security and disability insurance.

Bismarck *Department of Public Works*

August 5, 2014

MEMORANDUM

To: Keith Hunke
Assistant City Administrator

From: Keith Demke, P.E. 
Director of Utility Operations

Re: AGENDA ITEM - Approval of Reorganization to Create a Customer Service Group

Please schedule this item for the agenda of the City Commission meeting on August 12, 2014.

As part of our on-going efforts to modernize our combined utility billing process and water meter reading system we are proposing a staff reorganization to bring all of the work related to our customer's water services, meter reading, billing and payment into a single work group. Currently these functions are spread between two work groups with no overall manager of this function other than the Department Director.

EMA, Inc. the consultant providing support to the City for the transformation of our system has recommended organizational changes which are shown in the attached two organization charts. The first chart shows the current organization and the location of the water metering and billing functions within the organization. The second shows the revised organization. One new position is created in this reorganization, Customer Service Administrator. This individual will have direct responsibility for all aspects of the customer service function from establishing service and meter reading to billing, payment processing and problem resolution. This individual will also have overall responsibility for the ongoing operation and maintenance of our meter reading infrastructure and billing software.

This reorganization would provide numerous benefits, some of which include:

- Better communication and coordination between the field and office staff to provide a consistent vision for customer service.
- More effective management of the CIS/billing/metering process by having a manager with this as their primary responsibility.
- Better ability to identify and implement improved work and business practices.
- More effective supervision of employees working in the customer service function.

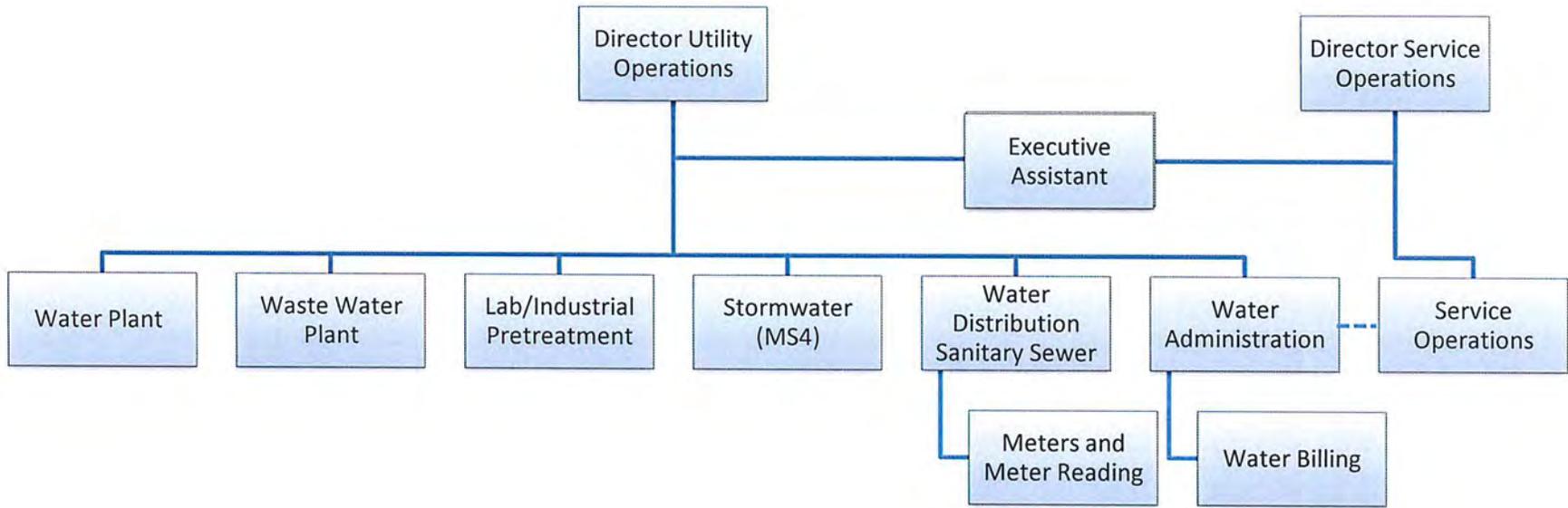
Position descriptions that more appropriately describe the actual duties of the work within this work group will be finalized if this reorganization is approved. It is anticipated that the majority of these positions would be filled by existing staff who currently work in these areas. The Customer Service Administrator position would be filled with a job posting through the City's normal process. We would work closely with the Human Resources Department in finalizing the

position descriptions, reclassification and implementing the proposed reorganization. We would also provide budget impact information to the Budget Committee.

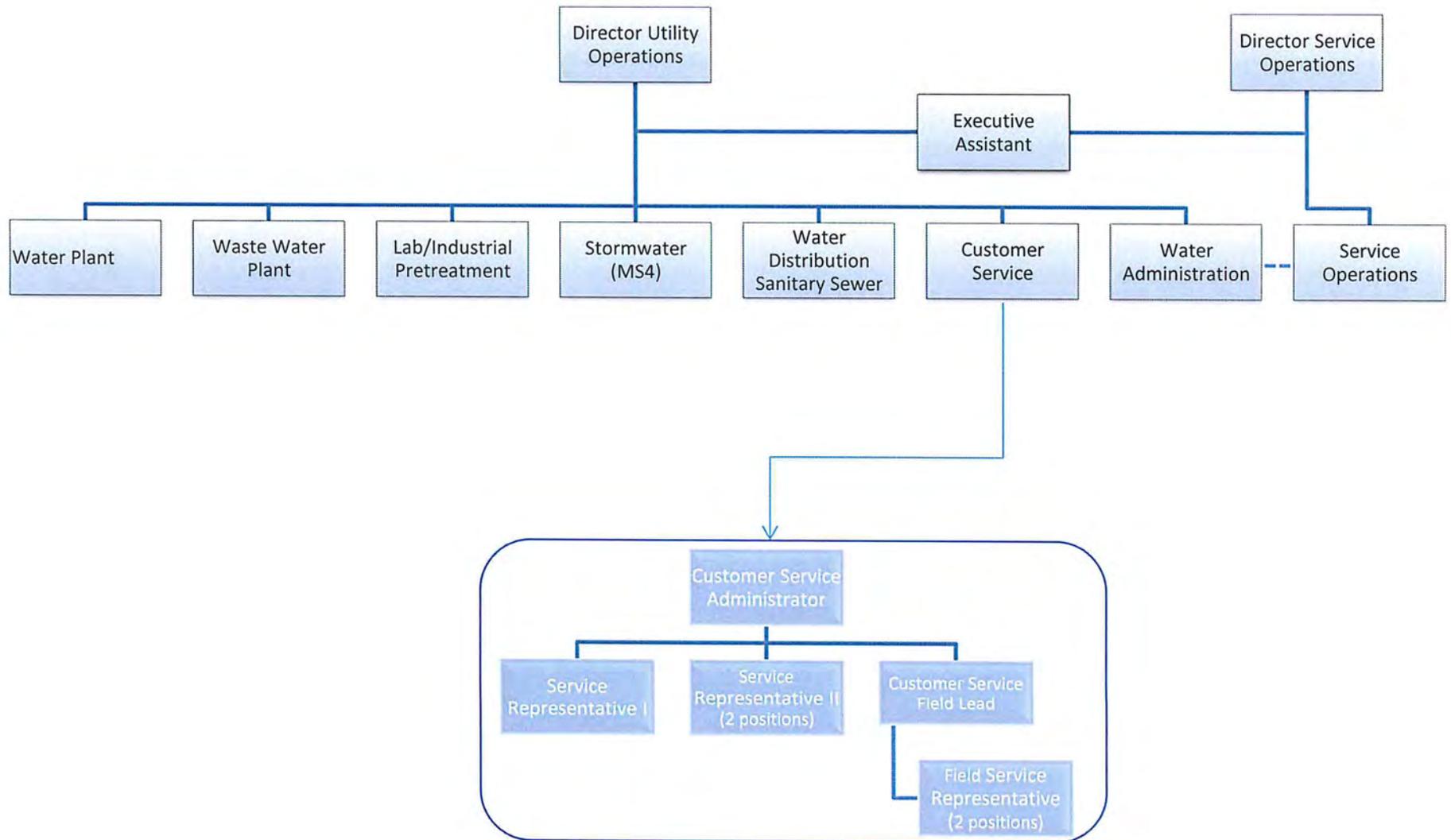
I will be happy to answer any questions at the Commission meeting.

Cc: Bill Wocken
Sheila Hillman
Bob McConnell

Current Organizational Chart



Proposed Organizational Chart



Date: 7/16/2014

TO: Commissioner Parrell Grossman
Bill Wocken
Keith Hunke
Sheila Hillman

FROM: Greg Haug
Airport Manager



Re: Request to Change Position Title

The Airport Department has experienced recent turnover in the Equipment Operator II position. As we experience turnover we generally review the job description and classification. In this particular case, we believe this position can be more productive and serve the airports needs better if it was changed to a Mechanic I position.

We currently have 3 Mechanics and 2 Operators in the maintenance dept. We would like to change one of the Equipment Operator II positions to a Equipment Mechanic I position for a few reasons. A Equipment Mechanic I offers the airport more flexibility as compared to the Operator II because Mechanics work on equipment and operate equipment. Mechanics have the ability to do more in depth repairs, such as engine replacements, hydraulic repairs, electrical, transmissions, etc., whereas the equipment operators have limited mechanically abilities. Also, with a limited staff, we call back mechanics for snow removal just as much as we call back the equipment operators, so nothing would change in this area. The grade levels of the two positions is the same so there is no financial impact to the department, it's a lateral adjustment that just make our operation more efficient.

As a result of these changed needs in the airport maintenance department, we are requesting the job description be changed to an Equipment Mechanic I to better serve those needs. There is no increase to the Airport budget required for this adjustment because the Equipment Operator II and the Equipment Mechanic I positions are both Grade 13. This change will allow the Airport Department to fill the vacant position with the kind of skills, knowledge and abilities that will provide the Airport the most benefit.

I request that the Budget Committee authorize the Airport Department to effect this change subject to the consent of the Board of City Commissioners.

Enclosures: Equipment Mechanic I Job Description
Equipment Operator II Job Description
Grade Classification Sheet

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

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

Department: AIRPORT Priority _____

Goal and Objective: RECLASSIFICATION OF PRINCIPAL OFFICE ASSISTANT (GRADE 13) TO
 ACCOUNT TECHNICIAN III (GRADE 14)

Department Action Plan: IMPLEMENT RECLASSIFICATION TO BE EFFECTIVE JANUARY 1, 2015

Justification and Explanation of funding: THIS POSITION'S PDQ WAS UPDATED AND SUBMITTED FOR REVIEW BY THE COMPENSATION
 CONSULTANTS IN THE SUMMER OF 2013. THE CONSULTANT AGREED THAT THE DUTIES AND MINIMUM
 QUALIFICATIONS ALIGN WITH THE ACCOUNTING TECHNICIAN III. FUNDING FOR THIS CHANGES WILL
 COME FROM THE AIRPORT'S SPENDING PLAN/BUDGET.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 600-620-601-4110-000 | REGULAR SALARIES | |
| | | |
| | | |
| | | |
| | | |

**City of Bismarck
2015 Budget Request
Priority Initiatives
Operations & Maintenance**

8/11/2014

| | Priority Initiatives | Budget Committee Recommendation | | Funding |
|--|----------------------|---------------------------------|------------------|--|
| | | Base | One-time | |
| Building Maintenance | | | | |
| Engineer/Architect Intern | 7,280 | | 7,280 | General Fund Cash Bal |
| Vehicle Rental | 4,740 | | 4,740 | General Fund Cash Bal |
| | 12,020 | | 12,020 | |
| Finance | | | | |
| Microsoft Exchange Email KIOSK Accounts | 6,000 | 6,000 | | General Fund |
| Engineering | | | | |
| Conference Registration | 6,000 | 3,000 | 3,000 | Dept. reallocate Consulting General Fund Cash Bal |
| Police | | | | |
| Computer Service Fees - Outlook & Hard Tokens | 7,019 | 7,019 | | Genera Fund |
| Ammo | 42,590 | | 42,590 | General Fund Cash Bal |
| | 49,609 | | | |
| Public Health | | | | |
| Tobacco State Aid Expenses in General Fund (offset by rev) | 25,000 | 25,000 | | Dept. Reallocate from PT Sal |
| Library | | | | |
| Part-time Wages | 11,000 | 11,000 | | Current Mill Budget |
| Public Works - Service Operations | | | | |
| Forestry - Stump Removal Contract Services | 14,000 | | 14,000 | General Fund Cash Bal |
| Dakota Media Access | | | | |
| Operations Increase | 26,800 | 26,800 | | Genera Fund |
| TOTAL Operations & Maintenance Requests | \$ 150,429 | \$ 78,819 | \$ 71,610 | |
| Funding Summary: | | | | |
| General Fund | 150,429 | 50,819 | 71,610 | |
| Department Reallocation | | 28,000 | | |

**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 Base Funding**

Department: Public Works - Building Maintenance Priority Medium

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> |
|-----------------------|---|-------------------------|
| 100-102-000-4120-000 | Summer Internship position for architectural or engineering student | 7280 |
| | | |
| | | |
| | | |
| | | |

**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 Base Funding**

Department: Building Maintenance, Operations Priority High

Goal and Objective: Provide funding for rental of vehicles for Facility Manager and staff

Department Action Plan: _____

Justification and Explanation of funding: 2013 budget = \$300
 2014 monthly rental = \$420, \$5040/yr. - \$300 = \$4,740

Increase budget an additional \$4,740.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 100-102-000-4430-300 | Rentals-Equipment | \$4,740 |
| | | |
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| | | |

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

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

Department: Finance-IT/GIS Priority High

Goal and Objective: To provide funding for the Microsoft Exchange E-mail KIOSK accounts for all City Departments

Department Action Plan: To provide the KIOSK accounts as baseline e-mail service for all departments

Justification and Explanation of funding: The 2014 budget included one funding to migrate all staff from the State's exchange and pop3 mail servers to Microsoft Outlook Exchange. There are three types of accounts. The monthly cost for the basic KIOSK account is \$1.50, Outlook is \$3.50 and Outlook w/retention is \$5.50. IT/GIS proposed that the City fund the basic KIOSK accounts for all departments so one-time funding was authorized in 2014 so the total funding requirement could be identified for base funding in 2015. Departments will fund the costs of the Outlook accounts from operating budgets. Many departments already had exchange accounts from the State so they may have minimal or no impact. Please see attached annual estimated cost for Outlook in the City. The estimated current annual amount is \$5,418 but the request is for \$6,000 to cover any additional accounts. The City funding will be budgeted in IT/GIS.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| 100-145-067-4635-100 | Kiosk - 1gb mailbox, web access, does not use outlook - \$1.50 per user | \$ 6,000.00 |
| | | |
| | | |
| | | |
| | | |

City of Bismarck
Department Budget Request for 2015
Priority Initiative
Base Funding

Department: Engineering Priority 3

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 | \$6,000.00 |
| | | |
| | | |
| | | |

MEMO

To: City of Bismarck Budget Committee

RE: City Engineering Department Training Budget

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 6 licensed professionals, 3 professionals, 17 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 \$6,000 through One-Time Operations budget and has been utilized to provide the requested training to staff the last 4 years. At this time we are again respectfully requesting an increase to the **base budget** for Conference Registration for the Engineering Department from \$3,000 to \$9,000 annually to allow us to adequately meet the training needs of our staff.

Sincerely,

Tom Kary
City Engineering Assistant Administrator

Cc: Mel Bullinger, PE
File

**City of Bismarck
Department Budget Request for 2015
Priority Initiative
Base Funding**

Department: Police Priority 6 of 23

Goal and Objective: Obtain a base increase for 175-150-4635-100 Computer Service Fees due to added mandatory costs for Email services from the City and CJIS services from the State. Obtain one-time funding for the required "Hard Tokens" to make the new security measures work correctly. A separate one-time request was not done for the "Hard Tokens" as it seemed it may confuse the issue.

Department Action Plan: When the base increase is obtained we would be able to account for the above listed fees in the Computer Service Fee line item each budget year. The "Hard Tokens" will be purchased when needed and issued to the officers needing to use them.

Justification and Explanation of funding: The City is moving to a new email address and email system. Along with this move are fees that the department has not had to pay for previously. In order to continue to provide the best service possible to the community we will need five (5) Outlook with retention accounts and fifty-five (55) Outlook accounts. The additional cost for these accounts is \$2,632.80. The State of ND has also informed the BPD that in order for us to continue to receive CJIS information new security measures have to be met for all computers not secured from public access. Since all patrol cars could potentially be accessed by the public, the new security measures apply to all officers that may use a patrol car. We anticipate 85 officers needing to be able to have access to the new security measures at a cost of \$4.30 per month for a total increase request of \$4,386.00. We will also need to make a one-time purchase of the security "Hard Tokens" for the security measures to work properly. Each hard token costs \$25.00 and it is anticipated 85 will be needed. The total one-time request for the hard tokens is \$2,125.00. The total Base Increase request is \$7,018.80. The total One-time request is \$2,125.00. There is a strong possibility that the hard tokens will need to be purchased in 2014. If that is the case we will not utilize the one-time request for the hard tokens in 2015.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--|-------------------------|
| 175-150-4635-100 | Computer Service Fees Base Increase | 7,018.80 |
| 175-150-4635-100 | Computer Service Fees One-time Request | 2,125.00 |



ND Department of Emergency Services

PO Box 5511

Tel: (701) 328-8100

Email: nddes@nd.gov

Bismarck, ND 58506-5511

Fax: (701) 328-8181

Website: www.nd.gov/des

"Ensuring a safe and secure homeland for all North Dakotans"

To: North Dakota Criminal Justice Agencies

From: North Dakota Division of State Radio

RECEIVED DEC 30 2013

Topic: Advanced Authentication Requirement

Date: December 27, 2013

On July 13, 2012, the Federal Bureau of Investigation (FBI) released Criminal Justice Information Systems (CJIS) Security Policy, Version 5.1. The security policy under section, 5.6.2.2.1 Advanced Authentication Policy and Rationale, required advanced authentication by September 30, 2013 for any law enforcement agency or personnel that will be requiring access to CJIS information. The FBI released version 5.2, August 9, 2013, but didn't change the advanced authentication requirement for North Dakota. However, the compliance date has been changed to September 2014. The planned rollout will take a considerable amount of time and starting the process now will be paramount.

Since the summer of 2012, State agencies requiring secure advanced authentication have put together a working group to identify a solution that fulfills the security need and is economical. The working group has identified two solutions that provide advanced authentication: a soft token (an application that runs on a smart phone or computer) or a hard token that can be attached to a key chain or carried with the person.

The costs for advanced authentication software and hard tokens are shown below:

- Software token purchase (one time cost) \$15.00
- Hard token purchase (one time cost) \$25.00
- Ongoing monthly user license cost (per token per user) \$ 4.30
- Replacement hardware token \$15.00
 - Average life expectancy of hard token is 5 years

State Radio will call your agency and begin scheduling dates to switch Netmotion users over to advanced authentication. If your agency is not ready when State Radio contacts you, please indicate what timeframe works best for you.

For information to purchase or questions about the tokens please contact the Information Technology Department (ITD) Help Desk at (701) 328-4470.

For FBI security policy compliance questions please contact Jim Crow at (701) 328-8152 or Jennie Curtis at (701) 328-8151.

Jack Dauterple
Governor

Major General David Sprynczynatyk
Director - Department of Emergency Services

Greg M. Wilz
Director - Division of Homeland Security

Mike Lynk
Director - Division of State Radio

**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 Base Funding**

Department: Bismarck Police Department Priority 15 of 23

Goal and Objective: The goal is to increase Officer proficiency in the use of all assigned duty firearms and to cover the increasing cost of ammunition and the need for more ammunition due to the growth of the Bismarck PD

Department Action Plan: Increase Base Funding For Ammunition to the amount of \$42,590

Justification and Explanation of funding: The increased need for ammunition is primarily based on the increase in the number of Officers working for the Bismarck Police Department and the increase of the cost of ammunition . I have attached a list of current pricing for ammunition from Ultramax and Streicher's along with the ammunition needs for 2015. This figure also lists the simunition and taser cartridge needs of the BPD and the total cost of ammunition, which is \$42,590. The budget for 2014 was \$34,520, which was an increase from 2013, but solely due to the cost of the .223 rifle ammunition, which was a newly added firearm to the patrol vehicles. I contacted Ultramax and spoke to them regarding the increasing price of ammunition. I was informed that the cost of ammunition has increased approximately 15% over the past five years. In June of 2014, the Bismarck Police Department's inventory of practice .40 caliber ammunition had dwindled to 12000 rounds, which is only a little over 100 rounds per Officer. We recently received a shipment of 30,000 rounds of ammunition, which allows us to complete the needed training for the year. The demand for ammunition is far greater than the supply at this time, which will only raise the cost of ammunition in future. The amount of ammunition that I have requested for next year will meet the Department's current needs.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------------|---------------------------|-------------------------|
| <u>100-175-150-4735-200</u> | <u>ammunition/weapons</u> | <u>\$42,590</u> |

Ammunition Needed

| Ammo | rounds | Per Case | Total |
|-------------------------------|---------------|-----------------|-----------------|
| Duty .40 cal. | 10000 | \$327/1000 | \$3270 |
| Practice .40 cal. | 70000 | \$276/1000 | \$19,320 |
| Frangible .40 cal. | 10000 | \$379/1000 | \$3,790 |
| Practice .223 62 grain | 20000 | \$300/1000 | \$6000 |
| Duty Rifle | 2000 | \$276/200 | \$2760 |
| Shotgun 00 buck | 1500 | \$240/500 | \$720 |
| Shotgun Slugs | 1000 | \$190/500 | \$380 |
| .38 Special | 2000 | \$300 | \$600 |
| Taser (duty and training) | 150 | \$25/cartridge | \$3750 |
| Simunitions rifle and handgun | 2000 | \$1000/1000 | \$2000 |
| Bomb Team Materials | | | \$2000 |
| | TOTAL | | \$44,590 |

| | | |
|-------------------------------|----|------------------|
| Tobacco State Aid 2013-2014 | \$ | 31,404.00 |
| Tobacco State Aid 2014-2015 | \$ | 83,016.00 |
| Increase | \$ | 51,612.00 |
| Estimated Tobacco Operating C | \$ | (22,381.75) |
| Increase added to 2013-2014 a | \$ | <u>29,230.25</u> |

Expenses (Draft)

| | | | | |
|----------------------------|------------------|----------|----|------------------|
| PHG.TOBACCO.STATEAID | | | | |
| PHG.TOBACCO.STATEAID | 293-193-173-166- | 3240-xxx | | \$ 22,381.75 |
| Contract Labor | 293-193-173-166 | 4330-100 | \$ | 231.00 |
| Conf Registration | 293-193-173-166 | 4510-100 | \$ | 1,375.00 |
| Telephone | 293-193-173-166 | 4605-100 | \$ | 770.00 |
| Advertising/Promotions | 293-193-173-166 | 4610-100 | \$ | 1,560.00 |
| Memberships/Dues | 293-193-173-166 | 4630-300 | \$ | 1,070.00 |
| Computer Service Fees | 293-193-173-166 | 4635-100 | \$ | 3,500.00 |
| Software Upgrade/Maint | 293-193-173-166 | 4635-300 | \$ | 1,500.00 |
| Pt Medical Exp | 293-193-173-166 | 4650-500 | \$ | 3,500.00 |
| Supplies | 293-193-173-166 | 4700-100 | \$ | 2,867.00 |
| Postage | 293-193-173-166 | 4700-500 | \$ | 750.00 |
| Educational Supplies | 293-193-173-166 | 4740-125 | \$ | 4,758.75 |
| Subscriptions/Publications | 293-193-173-166 | 4750-000 | \$ | 500.00 |
| | | | \$ | <u>22,381.75</u> |
| | | | \$ | <u>22,381.75</u> |

**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 Base Funding**

Department: Library Priority 1 of 1

Goal and Objective: Increase the starting salaries of our Page (shelvers) positions and half of the Circulation Assistant positions (based on longevity) to a competitive wage.

Department Action Plan: If funding is approved the salaries for our seven Pages will be increased from \$8.25/hour to \$10.00/hour. The salaries for five of our nine Circulation Assistants will be increased from \$9.66/hour to \$13.50.

Justification and Explanation of funding: Because of the highly competitive job market in the Bismarck area, it is getting more difficult to attract and retain good employees. We have constant turnover in these positions and have a difficult time finding qualified applicants to fill the positions. (Fast food restaurants start part-time employees at \$10.00/hour with an increase in pay after weeks of employment.) We also want to insure that we keep the good employees we have. In an effort to remain fiscally conservative in our requests we are asking for additional part-time wage funds to increase the salaries of half the positions in 2015, based on longevity. However, if you find that it would be feasible to increase the salaries of all the positions (\$20,000) this would certainly be preferable.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 4120.000 | Part-Time Wages | \$11,000 |
| | | |
| | | |
| | | |
| | | |

**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 Base Funding**

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

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: Utilize cash reserves from R+S to pay for the increase in stump grinding costs.

Funding is recommended from the cash reserves of the Roads and Streets division, (\$7,041,281 as of 7/21/2014).

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 | 14,000 |
| | | |
| | | |
| | | |
| | | |



City of Bismarck
2015 Budget Request

Table with 2 columns: Description and Amount. Rows include Base (\$312,143), Increase to Base (26,800), One-time Expenditure (31,515), and City of Bismarck (\$370,458).

Increase to Base\$33,500 (80% = 26,800)

One-time Expenditure \$39,390 (80% = 31,515)

Provides funds for the following equipment:

- 1. Office PC Replacements (2) (Administration)
a. \$5,000 (2,500 ea.)
b. Additional SSD or cloud-based storage solution will be needed (to be determined at time of purchase).
c. Upgrades to better accommodate HD workflow and replace aging PCs.
2. MacMini w/ USB 3.0 Edit Bay (Production)
a. \$2,200
b. Specs 2.6Ghz Quad-Core Intel Core i7, 2 x 256GB SSD, 16GB 1600Mhz DDR3 SDRAM - 2x8GB, Apple Keyboard w/ Numeric Keypad, Mini DisplayPort to DVI adapter and LG BE14NU40 14x External Blu-Ray Disc Rewriter
3. Canon XA25 Pro HD Camcorder w/ UV filter, SD cards & bag (Production)
a. \$2,700
b. http://www.bhphotovideo.com/c/product/1009746-REG/canon_xa25_professional_hd_camcorder.html
c. SDI output
4. Mac Pro Replacements (2) Production
a. \$12,200 (\$6,100 each)
b. http://store.apple.com/us/buy-mac/mac-pro?product=MD878LL/A&step=config
5. Palo alto PA-200 with 3yr subscription, 3yr support, and installation. (Playback)
a. \$3,790 (Includes installation and 3 yr subscription/support)
b. https://www.paloaltonetworks.com/products/platforms/firewalls/pa-200/overview.html
c. Firewall protection
6. NewTek TriCaster 410 Kit w/ Control Surface
a. \$13,500 (with TC40 Trade In)
b. http://www.newtek.com/products/tricaster-460.html

80/20 Bismarck-Mandan percentages are based on number of cable subscriber households per Midcontinent Communications.

Dakota Media Access - 2015 Proposed Budget

| | <u>2014 Budget</u> | <u>2015 Proposed Budget to Cities</u> |
|---|------------------------|---|
| Income | | |
| Mandan | 99,987.00 | 96,662.00 |
| Bismarck | 380,143.00 | 370,458.00 |
| Interest Revenue | 400.00 | 300.00 |
| Public Support | 300.00 | 300.00 |
| Tape / Disk Dubs | 2,000.00 | 3,000.00 |
| Other Income | 3,800.00 | 3,800.00 |
| Film Festival Income | 11,000.00 | 10,000.00 |
| Total Income | 497,630.00 | 484,520.00 |
| Expense | | |
| General & Administrative | | |
| Books / Manuals / Subscriptions | 500.00 | 500.00 |
| Insurance - Liability | 2,800.00 | 3,100.00 |
| Marketing / PR / Web Site | 1,600.00 | 1,600.00 |
| Meeting / Meals | 1,900.00 | 1,900.00 |
| Membership / Dues | 2,000.00 | 2,300.00 |
| Office Supplies / Equipment | 5,000.00 | 5,000.00 |
| Postage / Freight | 250.00 | 250.00 |
| Professional Fees | 1,800.00 | 2,800.00 |
| Travel | 5,000.00 | 5,000.00 |
| Total General & Administrative | 20,850.00 | 22,450.00 |
| Occupancy Expenses | | |
| Insurance - Property | 1,400.00 | 1,100.00 |
| Office Maintenance | 2,500.00 | 2,500.00 |
| Parking | 3,200.00 | 3,200.00 |
| Rent | 20,830.00 | 20,900.00 |
| Security | 250.00 | 250.00 |
| Utilities | 7,600.00 | 8,000.00 |
| Total Occupancy Expenses | 35,780.00 | 35,950.00 |
| Personnel Expenses | | |
| Wages | 262,500.00 | 288,000.00 |
| Payroll Taxes | 22,000.00 | 24,480.00 |
| Benefits | 45,500.00 | 49,000.00 |
| Insurance - Workforce Safety | 350.00 | 350.00 |
| Total Personnel Expenses | 330,350.00 | 361,830.00 |
| Production Expenses | | |
| Production Equipment Supplies | 6,800.00 | 6,800.00 |
| Production Equipment Maintenance | 6,000.00 | 6,000.00 |
| Programs Purchased | 550.00 | 600.00 |
| Tapes / Disks | 300.00 | 500.00 |
| Use Tax | 1,000.00 | 1,000.00 |
| Equipment (one-time expense) | 85,000.00 | 39,390.00 |
| Total Production Expenses | 99,650.00 | 54,290.00 |
| Film Festival Expenses | 11,000.00 | 10,000.00 |
| Total Film Festival Expenses | 11,000.00 | 10,000.00 |
| Total Expense | 497,630.00 | 484,520.00 |

**City of Bismarck
2015 Budget Request
Priority Initiatives
One-time Expenditures**

8/19/2014

| | One-time Requests | Budget Committee Recommendation | | Funding |
|--|----------------------|------------------------------------|----------------|---|
| | | Base | One-time | |
| Administration | | | | |
| Volunteer Recognition Program | 3,000 | | 3,000 | General Fund Cash Bal |
| Workforce - Recruitment | 25,000 | | 25,000 | General Fund Cash Bal |
| Workforce - Management Transfer Program | 25,000 | | 25,000 | General Fund Cash Bal |
| Website Improvements | 32,000 | | 32,000 | General Fund Cash Bal |
| Workforce - Planning Program | 50,000 | | 50,000 | General Fund Cash Bal |
| | 135,000 | | 135,000 | |
| Commission Special Projects | | | | |
| Human Relations Committee | 2,500 | | 1,500 | General Fund Cash Bal |
| Single Point of Contact | 16,500 | | 16,500 | General Fund Cash Bal |
| Coalition for Homeless People | 5,000 | | 5,000 | General Fund Cash Bal |
| Main Avenue Pilot Project - Concept Plan | 75,000 | | 75,000 | TIF |
| | 99,000 | | 98,000 | |
| Building Maintenance | | | | |
| City/County Building | | | | |
| City/County Building Parking in New Ramp | 73,800 | | 73,800 | General Fund Cash Bal |
| Entry Door Repairs - East and West Side | 27,000 | | 13,500 | General Fund Cash Bal (West door - ensure it works) |
| Concrete Pavement Repair - East Side | 10,000 | | - | Eng. says not necessary yet |
| Roof Repair - 2nd and 3rd Floor | 25,000 | | 25,000 | General Fund Cash Bal |
| | 135,800 | | 112,300 | |
| Fire Stations | | | | |
| 3 Kitchen Appliances Replaced Headquarters Station | 4,500 | | 3,000 | General Fund Cash Bal (all 3 appliances) |
| Air System Balancing Headquarters Station | 4,700 | | 4,700 | General Fund Cash Bal (if required after warranty check) |
| Patio Door & Kitchen Window Replacement - Firestation 2 | 4,000 | | 4,000 | General Fund Cash Bal |
| Walk-through Doors & Frame Replacement - Firestation 2 | 8,500 | | - | |
| Lighting T12 to T8 Update - Firestation 2 | 15,000 | | 15,000 | General Fund Cash Bal |
| Plumbing Repairs - Firestation 2 | 10,000 | | 2,000 | General Fund Cash Bal (add check valve, fixtures) |
| Paint Interior Walls, Doors, Frames & Exterior Metal - Firestation 3 | 16,000 | | 1,000 | General Fund Cash Bal (purchase paint) |
| Bay Floor Area Refinish - Firestation 3 | 9,000 | | 9,000 | General Fund Cash Bal |
| Lighting T12 to T8 Update - Firestation 3 | 15,000 | | 15,000 | General Fund Cash Bal |
| Wall Heater Replacement in Captains Office - Firestation 3 | 5,000 | | - | |
| Window & Door Adjustments - Firestation 4 | 1,500 | | 1,500 | General Fund Cash Bal |
| Floor at Walkout Door, Lower Level Repair - Firestation 4 | 1,750 | | 1,750 | General Fund Cash Bal |
| | 94,950 | | 56,950 | |
| Public Health Building | | | | |
| Insulated Glass Unit Repairs | 11,000 | | 11,000 | General Fund Cash Bal |
| Roof Repair - Flashing and Detail | 17,000 | | 17,000 | General Fund Cash Bal |
| Heat Pump Replacement | 20,000 | | 20,000 | General Fund Cash Bal |
| Security Cameras | 15,000 | | 15,000 | General Fund Cash Bal (reuse TBaker Room cameras) |
| | 63,000 | | 63,000 | |
| Dakota Media Access | | | | |
| Upgrade HD Playback system | 31,515 | | 31,515 | General Fund Cash Bal |
| Engineering | | | | |
| Candidate Assessments | 2,500 | | - | Dept/Workforce Recruitment |
| Trimble Receiver, Hardware & Network | 30,500 | | 30,500 | General Fund Cash Bal |

**City of Bismarck
2015 Budget Request
Priority Initiatives
One-time Expenditures**

8/19/2014

| | One-time Requests | Budget Committee Recommendation | | Funding |
|---|----------------------|------------------------------------|----------------|---|
| | | Base | One-time | |
| Engineering (continued) | | | | |
| 2 Vehicles (SUV/Pickup) | 53,380 | | 53,380 | 1 General Fund Cash Bal (Fleet bid compact Pick-ups) |
| Engineering consultants | 100,000 | | 100,000 | General Fund Cash Bal |
| Study consultants | 100,000 | | - | (use Engineering Consultant) |
| 2 Engineering Interns | 11,500 | | 11,500 | General Fund Cash Bal |
| Overtime Wages | 20,000 | | 10,000 | General Fund Cash Bal |
| | 317,880 | | 205,380 | |
| Finance | | | | |
| 2 Vehicles (Sedans) | 36,800 | | 36,800 | 1 General Fund Cash Bal |
| Fire | | | | |
| 6 Ipads - 4 Health (3,696) Fire (924) Weeds (924) | 5,544 | | 5,544 | Dept. Equip Reserve |
| 7 Monthly Air Cards - 4 Health (1,920) 2 Fire (960) Weeds (480) | 3,360 | 3,360 | | General Fund |
| 8 SCBA Tank | 11,200 | | 11,200 | General Fund Cash Bal |
| Vehicle (Sedan) for New Fire Marshall Position | 19,500 | | 19,500 | 1 General Fund Cash Bal |
| Siren Installation | 26,000 | | 26,000 | General Fund Cash Bal |
| MDB's Docks and Accessories | 34,740 | | 34,740 | General Fund Cash Bal |
| | 100,344 | | 96,984 | |
| Vector Control | | | | |
| Wages & Benefits | 22,070 | | 22,070 | General Fund Cash Bal |
| Professional Certification | 350 | | 350 | General Fund Cash Bal |
| Drug Testing & Cell Phones | 490 | | 490 | General Fund Cash Bal |
| Safety Supplies | 500 | | 500 | General Fund Cash Bal |
| Small Equip-Computer/Tools | 3,000 | | 3,000 | General Fund Cash Bal |
| Gasoline | 3,000 | | 3,000 | General Fund Cash Bal |
| R/M Equipment/Vehicles & Storage Rent | 5,200 | | 5,200 | General Fund Cash Bal |
| Pesticides | 18,700 | | 18,700 | General Fund Cash Bal |
| 2 Vehicles (Pickups) | 45,370 | | 22,685 | 1 General Fund Cash Bal (1 4x4 Pick-up & as rental) |
| | 98,680 | | 75,995 | |
| Human Resources | | | | |
| Sick Leave Overage | 711 | | 711 | Dept. Reallocation |
| Service Awards Program | 5,255 | 2,660 | | General Fund (move to Employee Training) |
| | 5,966 | | 711 | |
| Community Development | | | | |
| MPO-3 studies/survey | | | | |
| Low Cost Improvements to Existing Roadway Study- MPO 88% (79,200) & City 12% (5,400-1T 5,400 CD) | 90,000 | | 5,400 | General Fund Cash Bal |
| | | | 5,400 | Department |
| Pavement Condition Survey-MPO 88% (138,000) & City 12 % (18,000 1T) | 150,000 | | 79,200 | MPO Grant |
| MPO Intersection Safety Study-MPO 88% (176,000) & City 12 % (24,000 1T) | 200,000 | | 18,000 | General Fund Cash Bal |
| | | | 132,000 | MPO Grant |
| | | | 24,000 | General Fund Cash Bal |
| | | | 176,000 | MPO Grant |
| | 440,000 | | 440,000 | |
| HUD | | | | |
| Administrative Salaries | 3,500 | | 36,348 | General Fund Cash Bal 50% PT - Phase out to 6/30/15 |
| Administrative Fees | 13,101 | | - | phase out HUD grant 6/30/15 |
| Budget Shortfall | 18,923 | | - | phase out HUD grant 6/30/15 |
| | 35,524 | | 36,348 | |

**City of Bismarck
2015 Budget Request
Priority Initiatives
One-time Expenditures**

8/19/2014

| | One-time Requests | Budget Committee Recommendation | | Funding |
|--|----------------------|------------------------------------|------------------|---|
| | | Base | One-time | |
| Building Inspections | | | | |
| 2 Vehicles - SUVs | 50,500 | | 50,500 | 1 General Fund Cash Bal |
| Overtime Wages | 40,000 | | 40,000 | General Fund Cash Bal |
| Consultant for Commercial Plan Reviews | 50,000 | | 50,000 | General Fund Cash Bal |
| | 140,500 | | 140,500 | |
| Police Department | | | | |
| Replace T-12 Lamps (from CIP) | | | 8,000 | General Fund Cash Bal |
| Computer Service Fees - Outlook & Hard Tokens | 2,125 | | - | |
| Sidewalk & Concrete Repair | 3,000 | | | 2016 Evaluation |
| Power DMS Accreditation Software Upgrade & Maintenance | 3,200 | | 3,200 | General Fund Cash Bal |
| Towing | 5,000 | | 5,000 | General Fund Cash Bal |
| Wall Repair | 5,000 | | 5,000 | General Fund Cash Bal |
| Leads On-line | 6,688 | | 6,688 | General Fund Cash Bal |
| Cabinet-Evidence Drying | 8,827 | | - | |
| 18 Men's Lockers | 9,500 | | - | |
| 20 Tasers & 30 Holsters | 10,981 | | 10,981 | General Fund Cash Bal |
| Space Study Consultant | 20,000 | | 11,425 | General Fund Cash Bal |
| Roof Edge Repair | 25,000 | | 25,000 | General Fund Cash Bal |
| Computer Replacement-Rotation | 33,070 | | 33,070 | General Fund Cash Bal |
| 38 Evidence Lockers | 37,600 | | - | General Fund Cash Bal |
| Overtime Wages | 45,000 | | 10,000 | General Fund Cash Bal |
| Equipment Transfer | 50,580 | | 50,580 | General Fund Cash Bal (RFP bid for services) |
| 20 Computer Replacement-Cars | 116,134 | | 116,134 | General Fund Cash Bal |
| 2 Vehicle for New Officers | 136,652 | | 68,326 | 1 General Fund Cash Bal |
| 2 K-9's, Vehicles, Training, OT | 182,352 | | 91,176 | General Fund Cash Bal |
| Prisoner Care - Jail | 241,391 | | 241,391 | General Fund Cash Bal |
| 9 Vehicles Replace- Patrol (5) Traffic (2) Animal Control(1) PYB (1) | 243,895 | | 243,895 | 1 General Fund Cash Bal (open for now - Fleet) |
| CAD/RMS System Replacement - Grants | 1,500,000 | | 1,500,000 | Grants |
| | 2,685,995 | | 2,429,866 | |
| Library | | | | |
| Parking Lot Repair | 4,100 | | 4,100 | Library Cash Balance |
| Lawn Care | 5,000 | | 5,000 | Library Cash Balance |
| Special Assessments | 5,200 | | 5,200 | Library Cash Balance |
| Library Café Operating Cost | 6,500 | | 6,500 | Library Cash Balance |
| Windows XP Software Upgrade | 13,600 | | 13,600 | Library Cash Balance |
| Break Room Repair | 18,000 | | 7,000 | Library Cash Balance |
| | 52,400 | | 41,400 | |
| Civic Center | | | | |
| 2 Vacuum Cleaners | 1,800 | | 1,800 | Civic Center Operations |
| 2 Spotlight Platforms | 3,200 | | 3,200 | Civic Center Operations |
| 2 Stand Up Podiums | 3,700 | | 3,700 | Civic Center Operations |
| 2 Wireless Microphone Systems | 4,100 | | 4,100 | Civic Center Operations |
| Scoreboard | 4,200 | | 4,200 | Civic Center Operations |
| 2 - Half Ton Chain Hoist Motor | 4,500 | | 4,500 | Civic Center Operations |
| John Deere Snowblower Attachment | 5,500 | | 5,500 | Civic Center Operations |
| 26 Beltrac's, 3 Beltrac Carts, 5 Beltrac Signs | 6,000 | | 6,000 | Civic Center Operations |
| Bobcat Broom | 6,000 | | 6,000 | Civic Center Operations |
| Clear Com Head Sets-10 Single, 12 Double, 12 Belt Packs | 8,000 | | 8,000 | Civic Center Operations |
| 4 TV Video Monitors | 8,000 | | 8,000 | Civic Center Operations |
| 10 Computers & Monitors | 8,000 | | 8,000 | Civic Center Operations |
| Carpet Extractor | 14,000 | | 14,000 | Civic Center Operations |
| Micros-4.0 Upgrade & Server Migration (2 Server Configurations) | 28,084 | | 28,084 | Civic Center Operations |

**City of Bismarck
2015 Budget Request
Priority Initiatives
One-time Expenditures**

8/19/2014

| | One-time Requests | Budget Committee Recommendation | | Funding |
|---|----------------------|------------------------------------|---------------------|------------------------------|
| | | Base | One-time | |
| Civic Center (continued) | | | | |
| Vehicle (Sports Utility Vehicle - Midsize) | 38,500 | | - | (Fleet Rental) |
| Tricaster | 54,000 | | 54,000 | Civic Center Operations |
| Floor Scrubber - Riding | 65,000 | | 65,000 | Civic Center Operations |
| Stage - 40' x 32' x 4' to 6' height, Steps, Skirting, Guardrail | 77,000 | | 77,000 | Civic Center Operations |
| Tables - 490 assortment with adjustable legs | 107,000 | | 107,000 | Civic Center Operations |
| 2 Stages - Risers (50) 6'x8' & 2 Stairs, Guardrail, Skirting | 128,890 | | 128,890 | Civic Center Operations |
| Chairs -1,000 Padded & 28 Chair Carts | 129,900 | | 129,900 | Civic Center Operations |
| 1' Box Truss & Panels - 400' & 21 Half Ton Motors with Controller | 156,500 | | 156,500 | Civic Center Operations |
| Patch Civic Center Parking Lot E (from CIP) | | | 17,000 | Civic Center Operations |
| | 861,874 | | 840,374 | |
| Public Works - Service Operations | | | | |
| Forestry | | | | |
| Vehicle (1/2 Ton Pickup) | 22,685 | | 22,685 | 1 Roads & Streets |
| Wood Chipper | 28,000 | | 28,000 | General Fund Cash Bal |
| Contract Tree Pruning 601 Trees in SI Districts | 105,175 | | 90,000 | General Fund Cash Bal |
| Contract Tree Pruning 1,000 Trees | 175,000 | | - | (total for SI & BLVD trees) |
| Log Truck Replacement | 206,000 | | 206,000 | Roads & Streets |
| | 536,860 | | 346,685 | |
| Public Works - Utility Operations | | | | |
| Consultant for Sewer System Preventative & Overflow | 100,000 | | 100,000 | Utility Operations |
| ITGC Technology Requests | | | | |
| Consultant to research Work Order Request | 150,000 | | 150,000 | General Fund Cash Bal |
| CAMA System | 75,715 | | 75,715 | 2 2014/2015 Dept. Equip Rsrv |
| EPD Software Upgrade/Maint & Conference Registration | 8,172 | | 8,172 | 65% City/35% Co. |
| | 233,887 | | 233,887 | |
| Non-Departmental | | | | |
| Fuel: Gasoline and Diesel Pool - Fire & Police | 125,000 | | 125,000 | General Fund Cash Bal |
| Utilities: Electricity & Natural Gas Pool | 50,000 | | 50,000 | General Fund Cash Bal |
| TOTAL One-Time Expense Requests | \$ 6,380,975 | \$ 6,020 | \$ 5,696,695 | |

Funding Summary:

| | | | |
|---|-----------|-------|-----------|
| General Fund Base | | 6,020 | |
| General Fund Cash Bal | 2,622,354 | | 2,433,806 |
| City General Fund Cash Balance 65%/County 35% | 8,172 | | 2,860 |
| Department Equipment Reserve | 75,715 | | 81,259 |
| Grants: MPO | 393,200 | | 387,200 |
| Grants: Police | 1,500,000 | | 1,500,000 |
| Department | 5,400 | | 6,111 |
| Departments - costs to be shared | 150,000 | | - |
| Library Cash Reserve | 52,400 | | 41,400 |
| Civic Center Operations | 861,874 | | 840,374 |
| Utility Operations | 100,000 | | 100,000 |
| Service Operations- Roads & Streets | 536,860 | | 228,685 |
| TIF | 75,000 | | 75,000 |

1. Vehicle purchases by Fleet Services and maintenance by Building Services
2. Subject to Commission review and approval of contracts with Vanguard Appraisals, Inc.

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

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

Department: Administration Priority _____

Goal and Objective: To provide recognition for those who do volunteer work for the City

Department Action Plan: Establish an annual activity/event to recognize and thank the volunteers that work for the City

Justification and Explanation of funding: Numerous departments in the City have volunteers that provide valuable services to the City. The Department Heads have discussed organizing a city-wide recognition for those volunteers. Funding of \$3,000 will be used to cover any costs associated with such activities

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------------|-------------------------|
| 100-192-022-4665-000 | Volunteer Recognition Program | \$3,000 |
| | | |
| | | |
| | | |
| | | |

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

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

Department: Administration Priority _____

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 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Administration Priority _____

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 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Administration Priority _____

Goal and Objective: Refresh City of Bismarck website to improve electronic communications and civic engagement with citizens, to improve the visual appeal of the website, to effectively incorporate third party service providers, to improve ease of navigating the website, and to improve the functionality of the website.

Department Action Plan: Utilize current website service provider (CivicPlus) to assist with review of website analytics, user interviews, citizen surveys and department staff feedback to refresh website to ensure the City website continues to be responsive to all user's needs.

Justification and Explanation of funding: Consider re-authorizing \$5,000 from 2014 Budget plus \$27,000 in 2015 Budget

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| 100-100-014-4310-700 | Professional Consultants | 32,000 |
| | \$5,000 from 2014 Budget plus \$27,000 in 2015 Budget | |
| | | |
| | | |

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

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

Department: Administration Priority _____

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

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

Department: Administration Priority _____

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

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

Department: City Commission _____ 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. The single point of contact has a budget of about \$40,000 for salary/benefits for 1 staff person. This position was started with grant funding but continues the need for assistance to establish a base for sustainability. They are working with a possible expansion of United Way funds for sustainability and this request may go away in the coming year or two. As this benefits the Police Department and the City and was a goal of the 10 Year Plan, I am submitting a request for consideration of funding assistance. Ruth Meiers received an increase of \$1,500 in 2013 for this purpose and request the same allocation as approved in the 2013 budget.

| <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 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Administration Priority _____

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

Check if Technology Request
2015 Identify Request Year

Department: Administration Priority _____

Goal and Objective: Study of existing conditions on Main Avenue and the physical signage and pavement marking improvements needed to implement the three lane section for this street that was proposed in the downtown plan.

Department Action Plan: With approval of the budget, an RFP for engineering services will be prepared and study executed.

Justification and Explanation of funding: Premier project in downtown plan. Paid by city funds. MPO funding is not possible.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| | | 75,000 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 _____ Identify Request Year

Department: Administration Priority _____

Goal and Objective: Provide parking for City Employees who work in the City/County Office Building

Department Action Plan: Rent appropriate number of parking spaces in new parking ramp for personal and city issued vehicles used by City Employees who work in the City/County Office Building. Current number of spots needed is 123.

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 roof-top parking for City Employees who park in Parkade parking ramp. 123 spots - \$50.00 per month

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--|-------------------------|
| TBD | Downtown City Employee Parking Ramp Fees | \$73,800 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: City/County Building Priority _____

Goal and Objective: Correct east and west entry door closure

Department Action Plan: _____

Justification and Explanation of funding: _____
Reduced security and increased energy usage due to failure of door to close fully

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---------------------------|-------------------------|
| 100-102-002-4420-100 | Concrete pavement repairs | 27,000 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: City/County Building Priority _____

Goal and Objective: Replace sections of concrete pavement on east side of building

Department Action Plan: _____

Justification and Explanation of funding: _____
Tripping hazard as area becomes busy due to new parking ramp

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---------------------------|-------------------------|
| 100-102-002-4420-280 | Concrete pavement repairs | 10,000 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: City/County Building Priority _____

Goal and Objective: Repair roof section over second floor and 3rd floor area.

Department Action Plan: _____

Justification and Explanation of funding: _____
Damage to insulation and interior below and adjacent roof level if not done.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| 100-102-002-4420-100 | Roof repair over second and third floor | 25,000 |
| | | |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2015 Identify Request Year

Department: Fire Department Priority _____

Goal and Objective: Balance Air System to allow system to work as designed.

Department Action Plan: _____

Justification and Explanation of funding: _____

In-balance of temperature and air flow is providing high volume air flow that creates excessive noise making conversations and meetings difficult to hear. No record of testing and balancing could be found for the project completed in 2012, though it was specified. Further delay will compromise the function of the office and comfort of occupants.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 100-150-075-4420-100 | Balancing Air System | 4,700 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Fire Department Priority _____

Goal and Objective: Firestation 2 - Patio Door and Kitchen Window

Department Action Plan: _____

Justification and Explanation of funding: _____

Existing door and window are sufficiently aged and deteriorated to allow air infiltration and heat loss through conduction, causing them to be drafty and difficult to impossible to operate. The compromised patio door makes use of the deck space difficult. The poor window over the kitchen sink makes time spent at the sink uncomfortable. Project to replace window in 2013 failed when Contractor failed to complete during 2013.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---------------------------------------|-------------------------|
| 100-150-075-4420-100 | Replace Patio door and Kitchen Window | 4,000 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2015 Identify Request Year

Department: Fire Department Priority _____

Goal and Objective: Firestation 2 - Replace Doors and Frames

Department Action Plan: _____

Justification and Explanation of funding: _____

Existing doors are original to the building and have seen severe and longterm wear. The result is doors that have damaged bottoms at both the door and frame on exterior and some interior doors. Maintaining the appearance and performance of these doors has become difficult.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---------------------------------------|-------------------------|
| 100-150-075-4420-100 | Replace Walk-through Doors and Frames | 8,500 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2015 Identify Request Year

Department: Fire Department Priority _____

Goal and Objective: Firestation 2 - Update Lighting

Department Action Plan: _____

Justification and Explanation of funding: _____

Existing fixtures have T-12 lamps which are no longer allowed to be manufactured. Replacements will depend on leftovers elsewhere which are a shrinking supply. Some may be able to be updated with kits to convert to T-8 lamps. Some may need to be replaced with new fixtures. Engineering will be needed to determine most efficient, cost-effective and durable solution. Energy saved provides payback within 5 to 7 years at current energy rates.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 100-150-075-4420-100 | Lighting Update | 15,000 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2015 Identify Request Year

Department: Fire Department Priority _____

Goal and Objective: Firestation 2 - Repair Plumbing

Department Action Plan: _____

Justification and Explanation of funding: _____

Water in high bay backs up when streets are flooded. Floor drains appear to be connected to the storm water system. That was allowed at the time of construction for this building, but is especially problematic for this location due to its mission and location. Water fountains and mop sink faucet also are aged and difficult to maintain in working condition.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 100-150-075-4420-100 | Repair Plumbing Issues | 10,000 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2015 Identify Request Year

Department: Fire Department Priority _____

Goal and Objective: Firestation 3 - Paint Interior Walls, Doors, Frames and Exterior Metal

Department Action Plan: _____

Justification and Explanation of funding: _____

Existing facility is painted white which shows dirt and wear quickly. It also provides a fairly stark interior environment, which can be hard on eyes when no relief is available, living and working in the same space. Exterior metal is showing signs of deterioration as the coating deteriorates. New finishes provide improved durability when professional application is possible; the higher performing coatings require professional application/installation.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| 100-150-075-4420-100 | Paint interior walls, doors, frames, Exterior Metal | 16,000 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2015 Identify Request Year

Department: Fire Department Priority _____

Goal and Objective: Firestation 3 - Refinish Bay Floor Area

Department Action Plan: _____

Justification and Explanation of funding: _____

Compromised traction and slip resistance creates a safety hazard. Maintaining existing coating finish has become problematic. Location has a high level need for a well functioning floor system.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 100-150-075-4420-100 | Refinish Bay Floor Area | 9,000 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2015 Identify Request Year

Department: Fire Department Priority _____

Goal and Objective: Firestation 3 - Replace T12 Lamps or Fixtures

Department Action Plan: _____

Justification and Explanation of funding: _____

T12 lamps are no longer manufactured making replacements increasingly difficult to find, limited mostly to in-house sources. T8 lamps will also save significant energy, with a pay-back of 5 to 7 years at current energy rates.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------------|-------------------------|
| 100-150-075-4420-100 | Replace T12 lamps or fixtures | 15,000 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Fire Department Priority _____

Goal and Objective: Firestation 3 - Replace Wall Heater in Captains Office

Department Action Plan: _____

Justification and Explanation of funding: _____

The wall heater is needed to compensate for the high amount of glass in the office looking out toward the neighborhood. The existing unit conflicts with the radio/intercom system so is typically left off. That creates an uncomfortable space during much of the winter. Electrical connections will need to be replaced to assure independence from communication systems.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--|-------------------------|
| 100-150-075-4420-100 | Replace Wall Heater in Captains Office | 5,000 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2015 Identify Request Year

Department: Fire Department Priority _____

Goal and Objective: Firestation 4 - Adjust windows and doors to latch

Department Action Plan: _____

Justification and Explanation of funding: _____

Existing windows and doors do not always latch. Adjustment is required that includes removal of trim and adjustment of frames to better align to assure latching. Compromised security and excessive air and water infiltration are current issues.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
|-----------------------|-------------------------|-------------------------|

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|-----------------------------|---|--------------|
| <u>100-150-075-4420-100</u> | <u>Adjust window and doors to latch</u> | <u>1,500</u> |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2015 Identify Request Year

Department: Fire Department Priority _____

Goal and Objective: Firestation 4 - Repair Floor at Walk-out Door, lower level

Department Action Plan: _____

Justification and Explanation of funding: _____

Floor has cracked and broken tile which indicates damaged concrete below.
 Cracks are sufficiently severe to create a tripping hazard and energy wasted if
 door does not close properly. A more durable finish that takes moisture and
 mud off at the door will also improve traction at this highly used door.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| 100-150-075-4420-100 | Repair floor and replace flooring with walk-off finish system | 1,750 |
| | | |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 _____ Identify Request Year

Department: Public Health Building Priority _____

Goal and Objective: Replace insulated glass units

Department Action Plan: _____

Justification and Explanation of funding: _____

Reduced energy efficiency and compromised viewing.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------------|-------------------------|
| 100-102-001-4420-100 | Replace insulated glass units | 11,000 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Public Health Building Priority _____

Goal and Objective: Roof flashing and detail repair

Department Action Plan: _____

Justification and Explanation of funding: _____

Complete details from recent roof project left undone by contractor.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 100-102-001-4420-100 | Roof Repairs | 17,000 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 Base Funding**

Department: Public Health Priority _____

Goal and Objective: Replace heat pumps, average three a year.

Department Action Plan: _____

Justification and Explanation of funding: _____
 HVAC system operation will be compromised and emergency repair may be necessary if the heat pumps
 are not replaced when they quit working.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-----------------------------------|-------------------------|
| 100-102-001-4420-100 | Heat pumps (3 per year as needed) | 20000 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 _____ Identify Request Year

Department: Public Health Building Priority _____

Goal and Objective: Install security cameras

Department Action Plan: _____

Justification and Explanation of funding: _____

Reduce theft, injury to staff and public, damage investigation to property

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 100-102-001-4420-100 | Security Cameras | 15,000 |
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City of Bismarck

2015 Budget Request

| | |
|-------------------------|------------------|
| Base | \$312,143 |
| Increase to Base | 26,800 |
| One-time Expenditure | 31,515 |
| City of Bismarck | \$370,458 |

Increase to Base\$33,500 (80% = 26,800)

One-time Expenditure \$39,390 (80% = 31,515)

Provides funds for the following equipment:

1. Office PC Replacements (2) (Administration)
 - a. \$5,000 (2,500 ea.)
 - b. Additional SSD or cloud-based storage solution will be needed (to be determined at time of purchase).
 - c. Upgrades to better accommodate HD workflow and replace aging PCs.

2. MacMini w/ USB 3.0 Edit Bay (Production)
 - a. \$2,200
 - b. Specs 2.6Ghz Quad-Core Intel Core i7, 2 x 256GB SSD, 16GB 1600Mhz DDR3 SDRAM – 2x8GB, Apple Keyboard w/ Numeric Keypad, Mini DisplayPort to DVI adapter and [LG BE14NU40 14x External Blu-Ray Disc Rewriter](#)

3. Canon XA25 Pro HD Camcorder w/ UV filter, SD cards & bag (Production)
 - a. \$2,700
 - b. http://www.bhphotovideo.com/c/product/1009746-REG/canon_xa25_professional_hd_camcorder.html
 - c. SDI output

4. Mac Pro Replacements (2) Production
 - a. \$12,200 (\$6,100 each)
 - b. <http://store.apple.com/us/buy-mac/mac-pro?product=MD878LL/A&step=config>

5. Palo alto PA-200 with 3yr subscription, 3yr support, and installation. (Playback)
 - a. \$3,790 (Includes installation and 3 yr subscription/support)
 - b. <https://www.paloaltonetworks.com/products/platforms/firewalls/pa-200/overview.html>
 - c. Firewall protection

6. NewTek TriCaster 410 Kit w/ Control Surface
 - a. \$13,500 (with TC40 Trade In)
 - b. <http://www.newtek.com/products/tricaster-460.html>

80/20 Bismarck-Mandan percentages are based on number of cable subscriber households per Midcontinent Communications.

Dakota Media Access - 2015 Proposed Budget

| | <u>2014 Budget</u> | <u>2015 Proposed Budget to Cities</u> |
|---|------------------------|---|
| Income | | |
| Mandan | 99,987.00 | 96,662.00 |
| Bismarck | 380,143.00 | 370,458.00 |
| Interest Revenue | 400.00 | 300.00 |
| Public Support | 300.00 | 300.00 |
| Tape / Disk Dubs | 2,000.00 | 3,000.00 |
| Other Income | 3,800.00 | 3,800.00 |
| Film Festival Income | 11,000.00 | 10,000.00 |
| Total Income | 497,630.00 | 484,520.00 |
| Expense | | |
| General & Administrative | | |
| Books / Manuals / Subscriptions | 500.00 | 500.00 |
| Insurance - Liability | 2,800.00 | 3,100.00 |
| Marketing / PR / Web Site | 1,600.00 | 1,600.00 |
| Meeting / Meals | 1,900.00 | 1,900.00 |
| Membership / Dues | 2,000.00 | 2,300.00 |
| Office Supplies / Equipment | 5,000.00 | 5,000.00 |
| Postage / Freight | 250.00 | 250.00 |
| Professional Fees | 1,800.00 | 2,800.00 |
| Travel | 5,000.00 | 5,000.00 |
| Total General & Administrative | 20,850.00 | 22,450.00 |
| Occupancy Expenses | | |
| Insurance - Property | 1,400.00 | 1,100.00 |
| Office Maintenance | 2,500.00 | 2,500.00 |
| Parking | 3,200.00 | 3,200.00 |
| Rent | 20,830.00 | 20,900.00 |
| Security | 250.00 | 250.00 |
| Utilities | 7,600.00 | 8,000.00 |
| Total Occupancy Expenses | 35,780.00 | 35,950.00 |
| Personnel Expenses | | |
| Wages | 262,500.00 | 288,000.00 |
| Payroll Taxes | 22,000.00 | 24,480.00 |
| Benefits | 45,500.00 | 49,000.00 |
| Insurance - Workforce Safety | 350.00 | 350.00 |
| Total Personnel Expenses | 330,350.00 | 361,830.00 |
| Production Expenses | | |
| Production Equipment Supplies | 6,800.00 | 6,800.00 |
| Production Equipment Maintenance | 6,000.00 | 6,000.00 |
| Programs Purchased | 550.00 | 600.00 |
| Tapes / Disks | 300.00 | 500.00 |
| Use Tax | 1,000.00 | 1,000.00 |
| Equipment (one-time expense) | 85,000.00 | 39,390.00 |
| Total Production Expenses | 99,650.00 | 54,290.00 |
| Film Festival Expenses | 11,000.00 | 10,000.00 |
| Total Film Festival Expenses | 11,000.00 | 10,000.00 |
| Total Expense | 497,630.00 | 484,520.00 |

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

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

Department: Engineering Priority 1

Goal and Objective: To provide accurate survey data when completing topography and construction surveying

Department Action Plan: Purchase new equipment to replace outdated and less accurate survey data retrieval equipment

Justification and Explanation of funding:
 The Trimble R8 data receiver that we are currently using for data retrieval and construction staking is no longer being supported or provided updates from the Trimble Company because of its age. If this unit were to no longer work it would cut the survey departments production by more than 75%. All construction plans and surveys are completed in State Plane Coordinate system which is how all data is received by the GPS equipment. Without this equipment we would need additional staff to complete the amount of work we complete in our short construction season.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--|-------------------------|
| 100-192-062-4710-400 | Trimble R10 GPS Receiver | \$ 26,300.00 |
| 100-192-062-4710-400 | Trimble TSC3 Hardware/Firmware Support Agreement | \$ 1,050.00 |
| 100-192-062-4710-400 | Trimble Business Center Advanced Network | \$ 3,150.00 |
| | | |
| | | |
| | | \$ 30,500.00 |

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

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

Department: Engineering Priority 2

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 4 vehicles that are over 100,000 miles and 3 that are at or approaching 100,000 miles and have a high maintenance cost/mile. Our departments overall goal is to replace the existing high cost vehicles, reduce the departments maintenance bills for vehicles, provide safe and reliable transportation for daily observation needs, and rotate the vehicles among the employees to keep the maintenance costs down. We are also currently working with the Fleet Services Manager to investigate the cost of renting vehicles from Fleet Services to reduce our total fleet by 5 vehicles if the costs are lower than purchasing and maintaining. Given our current vehicle status and replacing 2 vehicles per year we could have our fleet completed within 5 years and in turn start replacing 1 vehicle per year in 10 years. The additional funds requested are to cover the accessories to outfit the trucks which include: Bed liner, mud flaps, floor mats, tool box, safety light. first aid kit, and fire extinguisher.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------------|---|-------------------------|
| <u>100-194-064-5020-200</u> | <u>1 - Compact Pickup, SUV, Fullsize Pickup</u> | <u>\$26,690.00</u> |
| | <u>1 - Compact Pickup, SUV, Fullsize Pickup</u> | <u>\$26,690.00</u> |
| | | |
| | | |
| | | |
| | Total | \$53,380.00 |

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

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

Department: Engineering Priority 5

Goal and Objective: Receive funding to cover engineering expenses; To have the opportunity to hire consultants in the event that engineering services are required outside the departments expertise or timeframe

Department Action Plan: _____

Justification and Explanation of funding: As the City continues to grow and resources are spread thin securing funding within the budget of the Engineering Department to pay for services that either we cannot complete because we do not have the in-house expertise or the staff and time to commit to completing in a timely manner. This would also allow the staff & City Commission to be more proactive in response to a project that was not planned but would provide a necessary or required function to the city and its citizens.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 100-192-064-4310-200 | Engineering Consultants | \$100,000.00 |
| | | |
| | | |
| | | |
| | | |
| | Total | \$100,000.00 |

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

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

Department: Finance Priority _____

Goal and Objective: To provide vehicles for appraisers to inspect and value property for tax purposes within the City.

Department Action Plan: To purchase 2 additional vehicles and increase the number available so all of the appraisers have cars for travel within within the City for inspections and valuation of properties.

Justification and Explanation of funding: We currently rent four used vehicles from Fleet Services for the appraisers and data collector to use for their travel within the city. These are vehicles that had been replaced with new vehicles in other departments. We have hired two new appraisers and Fleet does not have any additional rental vehicles for assignment. We currently have one vehicle purchased in 2010 and we would like to acquire two additional vehicles so each appraiser has an assigned vehicle. The vehicles would be purchased and maintained by Fleet Services. We would still continue to rent the four vehicles from Fleet.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------------|--------------------------|-------------------------|
| <u>100-192-072-5020-200</u> | <u>Vehicles (2 cars)</u> | <u>36,800</u> |
| | | |

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

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

Department: Fire Priority _____

Goal and Objective: To utilize citywide land records management system software in field inspections via I pads.

Department Action Plan: Purchase I Pads and monthly connections for divisions / staff utilizing land records in the field.

Justification and Explanation of funding: To maximize efficiencies of time and information sharing in three divisions by utilizing land records management during on-site inspections.
A total of seven ipads are needed, (one is provided to the department by IT in '14)
The ipads are to be used by two fire marshals, four environmental health inspectors and one weed control officer.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|------------------------------|---|-------------------------|
| Health: 100-150-078-4605-200 | Monthly Air Cards (4): \$40/mo | Prior-Init 1,920 |
| Health: 100-150-078-4700-300 | Computer Small Equipment (4 I pads) | 1-Time 3,696 |
| Fire: 100-150-075-4605-200 | Monthly Air Cards (2): \$40/mo | Prior-Init 960 |
| Fire: 100-150-075-4700-300 | Computer Small Equipment (1 Ipad) (1 provided in CRW project) | 1-Time 924 |
| Weeds: 100-150-080-4605-200 | Monthly Air Card (1) | Prior-Init 480 |
| Weeds: 100-150-080-4700-300 | Computer Small Equipment (1 Ipad) | 1-Time 924 |

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

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

Department: Fire Priority _____

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

Department Action Plan: Maintain sufficient inventory of SCBA tanks for emergency services by replacing 8 per year.

Justification and Explanation of funding: SCBA tanks have a manufacturer recommended life of 15 years. The department needs to maintain an inventory of 120 tanks to provide an adequate reserve for larger and longer incidents.
A replacement schedule of 8 per year will allow the department to maintain that inventory and eliminate large fluctuations in needed funding.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--------------------------------------|-------------------------|
| 100-150-075:4735-150 | MSA 4,500 psi SCBA tank, 8 @ \$1,400 | 11,200.00 |
| | | |
| | | |
| | | |

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

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

Department: Fire Priority _____

Goal and Objective: To maintain an up-to-date fleet of vehicles

Department Action Plan: On recommendation of Fleet Services, replace the Fire Marshal's vehicle.
 Replace 1996 SUV with a sedan. Replace two pickups used for

Vector Control, 1995 Ford and 1998 Dodge with two 4x4 pickup trucks.

In 2016, replace 1996 SUV shared by Dep. Chief and Bat. Chief.

Justification and Explanation of funding: In 2017, replace Malibu used by Environmental Health Inspector with a sedan
 The Fire Marshal vehicle is utilized daily by the Fire Marshal for inspections, fire
 system testing, on-site building reviews and various other meetings.

Two vector trucks are used to haul sprayers and pull trailer with ATV

All of these are recommended by public works fleet services to be replaced. The
 replacement would be with state bid

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--------------------------|-------------------------|
| 100.150.075.5020.200 | Sedan for Fire Marshal | \$19,500 |
| Vector One-Time | 2 4x4 Pickups for Vector | \$45,370 |
| | | |
| | | |

**City of Bismarck
Department Budget Request for 2015**

One-time Expenditures

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

Department: Fire Priority _____

Goal and Objective: To enhance the outdoor warning siren system by expanding siren coverage area to address siren coverage gaps within the city of Bismarck. The goal is to install one new siren in south Bismarck.

See attached map for general siren location to fill gap in south Bismarck. This will provide coverage for the park area and residential area.

Department Action Plan: _____ Bismarck Emergency Management will coordinate the installation of the siren to include coordination of the bid and contract award process.

Justification and Explanation of funding: _____ The funding requested is an estimate of funds needed based on the actual cost of siren installations completed in 2009 as well as from recent estimates or quotes on major items such as the siren itself.

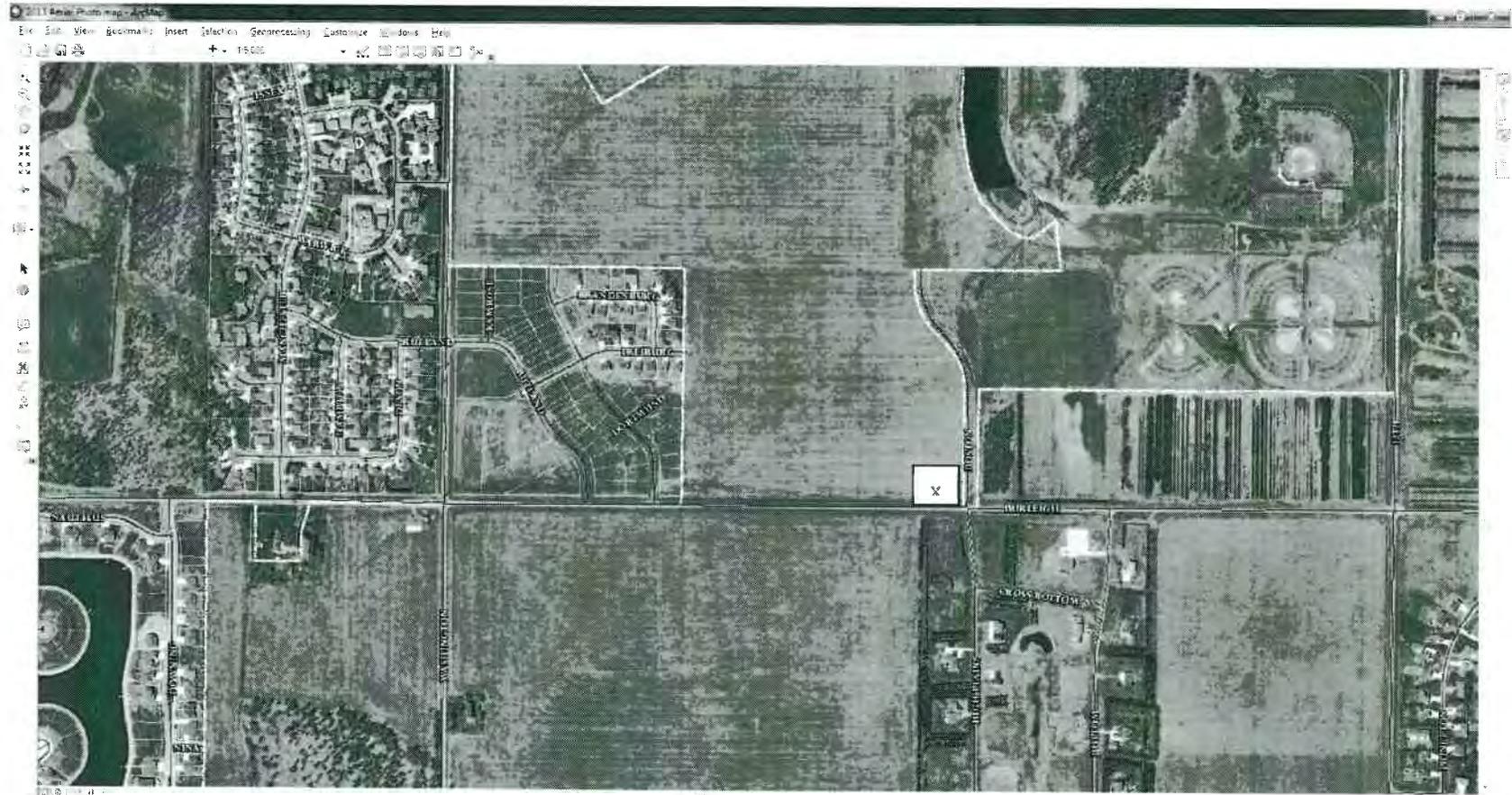
See attachment for further information regarding funding request.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| | <u>Siren Installation - see attached budget request worksheet</u> | <u>\$26,000.00</u> |
| | <u>prepared by Gary Stockert</u> | |
| | | |
| | | |
| | | |

City of Bismarck - Tentative Siren Location – 2015 X

Request for estimate in establishing power.

Contact: Gary Stockert, Bismarck Emergency Manager at 222-6727



Estimate for 2015 Installation of Siren - compiled by Gary Stockert, Emergency Manager.

Attention: Budget Committee

2015 "One Time" Funding Request Worksheet

For One Outdoor Warning Siren Installation within the City of Bismarck

| | 2009 Actual Cost (3 sirens) | Estimated Cost 2015 (One Siren) |
|---|--|--|
| X Sirens, AC Control Unit, Shipping | \$27,498.78 | \$9,550.00 |
| Siren Controllers | \$7,200.00 | \$2,400.00 |
| X Pole - MDU recommended cost estimate | \$2,823.60 | \$1,500.00 |
| Installation Charges (Bid Award) | \$19,325.00 | \$6,441.67 |
| X Establish Power to site (MDU estimate) | \$5,070.20 | \$2,250.00 |
| Fencing (included in Contractors Bid Price) | \$0.00 | \$0.00 |
| Landscaping | \$300.00 | \$100.00 |
| Lock/Keys | \$200.00 | \$66.67 |
| Sign - No Trespassing | \$90.00 | \$30.00 |
| Bid Advertisement | \$58.90 | \$58.90 |
| | | \$22,397.23 |
| Add 15% for potential increases | | \$3,359.59 |
| Total | | \$25,756.82 |
| One-time budget Request | | \$26,000.00 |

X = received recent (April/May 2014) estimate/quote

Note: Per request from MDU, the pole should be purchased via installer (not via MDU directly).

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

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

Department: Fire Priority _____

Goal and Objective: To improve upon emergency response capabilities through use of automated CAD information.

Department Action Plan: To upgrade the MDB's on six front line emergency response vehicles and docking stations on reserve apparatus.

Justification and Explanation of funding: The IT Director recommends the replacement in coordination with the Police Department.
The purpose of the replacement is to improve upon connectivity and reliability of the units.
The MDB's are critical to emergency response as the incident information is sent to
the responding units by CAD via the MDB.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------------|--|-------------------------|
| <u>One _ Time: 4700-300</u> | <u>Getac MDBs, Docks, and Accessories.</u> | <u>34,740</u> |
| | | |
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**City of Bismarck
Department Budget Request for 2013
Priority Initiative
One-time Expenditures**

Department: Fire/Environmental Health/Vector Control Priority _____

Goal and Objective: To maintain the vector control program in an effort to reduce the incidence of mosquito spread disease, such as West Nile Virus.

Department Action Plan: Maintain current level of service for vector control activities

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 our vector control program to reduce the incidence of mosquito activity thus reducing the exposure to West Nile Virus to citizens in our community. No enhancements are being proposed in this budget.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|----------------------------|-------------------------|
| 4120-000 | Part Time Salaries | 21,600 |
| 4240-100 | Workers Comp-Premium | 470 |
| 4300-300 | Professional Certification | 350 |
| 4420-300 | Rpr/Mtce Equipment | 2,000 |
| 4420-400 | Rpr/Mtce Vehicles | 2,000 |
| 4430-100 | Rental-Buildings | 1,200 |
| 4500-100 | Lodging | 0 |
| 4500-200 | Meals | 0 |
| 4510-100 | Conference Registration | 0 |
| 4605-200 | Cell Phones | 250 |
| 4655-300 | Drug Testing/Recruitment | 240 |
| 4700-300 | Computer Small Equipment | 1,000 |
| 4710-200 | Small Tools/Equipment | 2,000 |
| 4715-100 | Pesticides | 18,700 |
| 4725-100 | Gasoline | 3,000 |
| 4735-100 | Safety Supplies | 500 |
| | | 53,310 |

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

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

Department: Fire Priority _____

Goal and Objective: To maintain an up-to-date fleet of vehicles

Department Action Plan: On recommendation of Fleet Services, replace the Fire Marshal's vehicle.
 Replace 1996 SUV with a sedan. Replace two pickups used for

Vector Control, 1995 Ford and 1998 Dodge with two 4x4 pickup trucks.

In 2016, replace 1996 SUV shared by Dep. Chief and Bat. Chief.

Justification and Explanation of funding: In 2017, replace Malibu used by Environmental Health Inspector with a sedan
 The Fire Marshal vehicle is utilized daily by the Fire Marshal for inspections, fire
 system testing, on-site building reviews and various other meetings.

Two vector trucks are used to haul sprayers and pull trailer with ATV

All of these are recommended by public works fleet services to be replaced. The
 replacement would be with state bid

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--------------------------|-------------------------|
| 100.150.075.5020.200 | Sedan for Fire Marshal | \$19,500 |
| Vector One-Time | 2 4x4 Pickups for Vector | \$45,370 |
| | | |
| | | |

City of Bismarck Capital Improvement Project 2015 - 2019

| | | | | | | |
|---|-----------------------------|------------------------------|----------------|-------------|-------------|--------------------|
| Department: Fire | Project Title: Fire Station | Priority 1 of 1 | 1st Year: 2014 | | | |
| Description: To construct a fire station, (see attached). | | | | | | |
| Justification See attached | | | | | | |
| Scheduling and Project Status To construct the fire station in 2015 on the site of the burn building | | | | | | |
| Annual Impact on Income and Operating Costs Reduced utility cost from a more efficient building | | | | | | |
| Project Costs: | 2015 | 2016 | 2017 | 2018 | 2019 | Total |
| Planning & Preliminary Design | | | | | | |
| Engineering/Architectural | \$275,000 | | | | | \$275,000 |
| Construction | \$3,950,000 | | | | | \$3,950,000 |
| Other (specify) (FFE to replace) | \$45,000 | | | | | \$45,000 |
| Total | \$4,270,000 | | | | | \$4,270,000 |
| Project Funding: | | | | | | |
| City | | | | | | |
| Enterprise Construction Reserves | | | | | | |
| Motel/Liquor/Restaurant | | | | | | |
| Building Construction | \$4,270,000 | | | | | \$4,270,000 |
| Sales Tax Fund | | | | | | |
| Special Assessment Bonds | | | | | | |
| Other (specify) | | | | | | |
| Non-City | | | | | | |
| Private/Donations | | | | | | |
| Federal Grant | | | | | | |
| State Grant | | | | | | |
| Total | \$4,270,000 | | | | | \$4,270,000 |
| PREPARER J Boespflug | | PREPARER'S PHONE NUMBER 1423 | | | | |

Description:**Fire Station**

The staff that currently occupies the Sleepy Hollow Station would be relocated to the fire station on the site of the new training facility when construction is completed in 2015. This provides better coverage to the rapidly growing northeast area of the city. It also provides better access to support the south side of Bismarck via the Expressway. The Sleepy Hollow station could be repurposed for storage or use by another city department.

Justification:**Relocation of Engine 4 from Sleepy Hollow to New Fire Station**

When the Sleepy Hollow Station was opened there was little risk or demand for service in the east or northeast sections of the city. In the past few years this has changed with the development to the northeast. With Sunrise Elementary and the new high school, this growth is expected to continue. To deal with this growth, one option would be to start planning for a sixth fire station in that area. This would require the construction of a fire station, the addition of one more fire engine and, most costly, the addition of a significant amount of staffing. As an alternative to this, moving the engine and crew from Sleepy Hollow Fire Station to a new fire station at the location of the training facility would save the cost of adding equipment and staffing at this time. This relocation would move the location of a possible future station to the northeast and likely alleviate that need for five to ten years. The desired location provides good access to the north and south. When the Divide Avenue construction is completed it would also provide good access to the west. This location will be situated well for any development to the east and provides better coverage to the Industrial Park in the southeast section of the city.

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

Check if Technology Request
 Identify Request Year

Department: Human Resources Priority High

Goal and Objective: Fund existing Sick Overage

Department Action Plan: _____

Justification and Explanation of funding: _____

Base funding in 2014 did not include Sick leave overage as no employee fell into an overage status.

The new HR Generalist carries an overage amount of \$711.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 100-160-105-4170-000 | Sick Overage | \$711.00 |
| | | |
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| | | |

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

Check if Technology Request
 _____ Identify Request Year

Department: Human Resources Priority High

Goal and Objective: Increase funding for Service Awards to meet 2015 needs

Department Action Plan: _____

Justification and Explanation of funding: _____

Service Awards Budgeted at \$2,515 leaving \$5,255 unfunded driven by a reduction of Budget Base in
 by \$3,175

The new Generalist was hired at 2014 wages plus 5% per City Pay policy **Promotion**

Service Awards for 2014 \$6,060. Service Award calculation for 2015 was \$8,140 Service Award Difference of \$2,080

Regular Salaries shorted \$3,175 Salaries Difference of \$3,175

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
|-----------------------|-------------------------|-------------------------|

| | | |
|----------------------|----------------|----------|
| 100-160-105-4245-000 | Service Awards | 5,255.00 |
|----------------------|----------------|----------|

| | | |
|----------------------|--|--|
| 100-160-105-4110-000 | | |
|----------------------|--|--|

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

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

Department: Community Development - MPO Priority _____

Goal and Objective: The goal is to develop transportation studies that are very beneficial to Bismarck and its future safety and infrastructure needs. Current Community Development budget match for MPO studies is \$30,000. With other MPO studies needing Community Development match, these three studies need another funding source for City match.

Department Action Plan: The Plan is to conduct 3 MPO studies that would benefit Bismarck. All 3 studies would commence in 2015. It is very likely that one of the studies would not be completed in 2015. The cost estimates for the "Low Cost Improvements to Existing Roadways" are that the study would be 50% complete at 2015 year end.

Justification and Explanation of funding: A justification of the 3 studies is summarized below:

Pavement Condition Survey Project began in 2012 and quantified the Cities streets as far as condition grading. Recommended to redo in 2015. Part of a recommended systematic triennial evaluation and treatment. Will consist of collectors and arterials in 2015.

MPO Intersection Safety Study A recently completed NDDOT study showed that Bismarck had 19 of the top 50 crash intersections in the State. This study is intended to address safety issues at some of those and other Bismarck intersection locations.

Low Cost Improvements to Existing Roads As the title suggests, this study is to evaluate Bismarck roads and develop low cost measures to improve the operations efficiency. Bismarck portion would be split 50/50 by department match and one-time match.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--|---------------------------------------|
| | Pavement Condition Survey | total \$150,000; city\$18,000 |
| | MPO Intersection Safety Study | total \$200,000; city \$24,000 |
| | Low Cost Improvements to Existing Roadways Study | total \$90,000; city \$10,800 |
| | | (Com. D. \$5,400 & one-time\$5,400) |
| | TOTAL | total \$440,000; city \$52,800 |
| | | (Com. D. \$5,400 one-time \$47,400) |

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

**Check if Technology Request
 Identify Request Year**

Department: Community Development - Planning Division Priority _____

Goal and Objective: Maintain full funding of administrative expenses for HUD grant programs. With decreases in the City's entitlement amount from the Department of Housing and Urban Development and increased administrative expenses, supplemental funding from the General Fund is needed in order to continue participation in the Community Development Block Grant (CDBG) program.

Department Action Plan: Supplement HUD administrative budget from General Fund to cover cost allocation administrative fees and overall program administration.

Justification and Explanation of funding: Other than the expected increases in administrative fees and personnel costs and slight decreases in operation items, the 2015 budget remains the same as the 2014 budget. The HUD administrative budget is limited to a percentage of the total amount of HUD funding received by the City (20% for CDBG). The City was recently informed by the ND Department of Commerce - Division of Community Services that the HOME program dollars and associated administrative fees (\$15,000) will not pass through to the City in the next budget year, which will further reduce the amount of funds available for administration of the HUD programs (CDBG and previously funded HOME projects).

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| 4110-000 | Anticipated increase in personnel costs (salaries/fringe) | \$ 3,500 |
| 4630-200 | Administrative Fees | \$ 13,101 |
| | Budget Shortfall | \$ 18,923 |
| | Total | \$ 35,524 |

* The amount requested is \$4,834 more than the amount approved for 2014.

** A budget shortfall amount was approved for the 2012, 2013 and 2014, but was not used until 2014 because of the HUD funding cycle.

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

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

Department: Community Development: Building Inspections Division Priority _____

Goal and Objective: To replace one (1) vehicle with a new vehicle and add one (1) new vehicle to serve as transportation for the new building inspector position that was approved in 2014.

Department Action Plan: To continue to follow the scheduled replacement plan as recommended by Fleet Services. Fleet services currently recommends scheduled replacement at 100,000 miles.

Justification and Explanation of funding: Inspectors require vehicles in order to complete necessary inspections. These vehicles are designed to withstand a more rugged terrain and are better suited for demanding road conditions and high frequency of use.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 5020-200 | Two (2) new vehicles | \$50,500 |
| | | |
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| | | |

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

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

Department: Community Development: Building Inspections Division Priority _____

Goal and Objective: To continue to provide a high level of service to the public.

Department Action Plan: Continue to provide overtime wages to our Building Inspectors and Plans Examiners.

Justification and Explanation of funding: In 2013 and 2014 the Building Inspections Division was approved the use of \$40,000 for overtime wages.
Our services remain in high demand and overtime wages are necessary for our staff to complete the
demanding workload.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 4130-000 | Overtime Wages | \$ 40,000 |
| | | |
| | | |
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**City of Bismarck
Department Budget Request for 2015
Priority Initiative
Base Funding**

Department: Police Priority 6 of 23

Goal and Objective: Obtain a base increase for 175-150-4635-100 Computer Service Fees due to added mandatory costs for Email services from the City and CJIS services from the State. Obtain one-time funding for the required "Hard Tokens" to make the new security measures work correctly. A separate one-time request was not done for the "Hard Tokens" as it seemed it may confuse the issue.

Department Action Plan: When the base increase is obtained we would be able to account for the above listed fees in the Computer Service Fee line item each budget year. The "Hard Tokens" will be purchased when needed and issued to the officers needing to use them.

Justification and Explanation of funding: The City is moving to a new email address and email system. Along with this move are fees that the department has not had to pay for previously. In order to continue to provide the best service possible to the community we will need five (5) Outlook with retention accounts and fifty-five (55) Outlook accounts. The additional cost for these accounts is \$2,632.80. The State of ND has also informed the BPD that in order for us to continue to receive CJIS information new security measures have to be met for all computers not secured from public access. Since all patrol cars could potentially be accessed by the public, the new security measures apply to all officers that may use a patrol car. We anticipate 85 officers needing to be able to have access to the new security measures at a cost of \$4.30 per month for a total increase request of \$4,386.00. We will also need to make a one-time purchase of the security "Hard Tokens" for the security measures to work properly. Each hard token costs \$25.00 and it is anticipated 85 will be needed. The total one-time request for the hard tokens is \$2,125.00. The total Base Increase request is \$7,018.80. The total One-time request is \$2,125.00. There is a strong possibility that the hard tokens will need to be purchased in 2014. If that is the case we will not utilize the one-time request for the hard tokens in 2015.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--|-------------------------|
| 175-150-4635-100 | Computer Service Fees Base Increase | 7,018.80 |
| 175-150-4635-100 | Computer Service Fees One-time Request | 2,125.00 |

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

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

Department: Police Priority Low 23 of 23

Goal and Objective: Repair sidewalks and concrete

Department Action Plan: Work with Public Works to have this project completed.

Justification and Explanation of funding: Some of the sidewalks and curbs are cracked and uneven. This is an ongoing repair request as repairs are being completed sections at a time. This estimate was supplied by Public Works. Also, during snow removal some of the sidewalks and curbs get broke or damaged.

Please also see the attached 2014 Building Assessment report completed by Public Works Facility Manager.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| 100-192-162-4420-200 | Repair and maintenance of city property | Sidewalks: \$ 3,000.00 |
| | | |
| | | |
| | | |
| | | |

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

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

Department: Police Priority High 13 of 23

Goal and Objective: Obtain funding for Power DMS System.

Department Action Plan: _____

Justification and Explanation of funding: CALEA has partnered with DMS to manage the accreditation standards. Any updates or changes to the standards are pushed out to clients through the Power DMS System. Currently we are using paper files and these files need to be sent electronically to assessors when we have an onsite. Currently we are scanning these files and typically we send upwards of three boxes of files to any given assessor during a typical onsite. We pay for postage and insurance on these files. This process makes more work for an already stressed out Accreditation Manager and we run the risk of permanently losing files. With this system we can track everything electronically and during onsites assessors can log into the Power DMS system and examine our files electronically. No scanning on our end is needed. Documents can be loaded into the system and viewed. Our policies can be loaded into the system and when we update a policy, the Power DMS system will tell what CALEA standard is effected and needs to be updated. This system will give side by side comparisons of any CALEA Standard updates. Note: This system will not take up City of Bismarck server space.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 100-175-150-4635-300 | DMS System | \$3,200.00 |
| | | |
| | | |
| | | |
| | | |

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

Check if Technology Request
2015 Identify Request Year

Department: Police Priority Medium 19 of 23

Goal and Objective: Obtain additional funding for towing costs

Department Action Plan: Continually examine operations in order to minimize towing costs. This will also depend on the winter.

Justification and Explanation of funding: The department experience in 2010 was that \$53,233.00 was paid out in towing fees. This was \$21,000 in excess of the budgeted amount. That year was an extreme, but goes to show what can happen during extreme winters. 2012 was mild and we spent much less than we budgeted. The current five year trend analysis has the PD on average about \$6,000 over actual budget. For this reason I ask for \$5,000. (Note) In 2013 the City of Bismarck took in as revenue to the General Fund \$27,534 from tow and impound fees. The annual auction brought in \$30,059.96 from the sale of impounded vehicles. The City of Bismarck gave us a base increase for towing in 2014, but we would like additional funding due to the unpredictability of this account.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 4645-500 | Towing | \$5,000 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2015 Identify Request Year

Department: Police Priority 11 of 23

Goal and Objective: Repair Masonary Wall that leaks

Department Action Plan: Work with Public Works and Contractors to open up the wall and fix problems that are found.

Justification and Explanation of funding: The North-west wall of the main building at the Police Headquarters has water penetrating through the wall. In 2013 the masonry brick was sealed, but water is still leaking through the wall. The only way to resolve the problem is to remove some brick and figure out where the issue is and repair as needed. Public Works have been working on this issue and the estimate came from them.

Please also see the attached 2014 Building Assesment report completed by Public Works Facility Manager.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--------------------------------|-------------------------|
| 175-150-4420-100 | Repair/Maintenance of Building | 5,000 |
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Police Station

Condition: Good

This is an aged facility that has had interior renovation and other repairs within the last 10 years. It is in good to in some places excellent condition.

Needs: Some

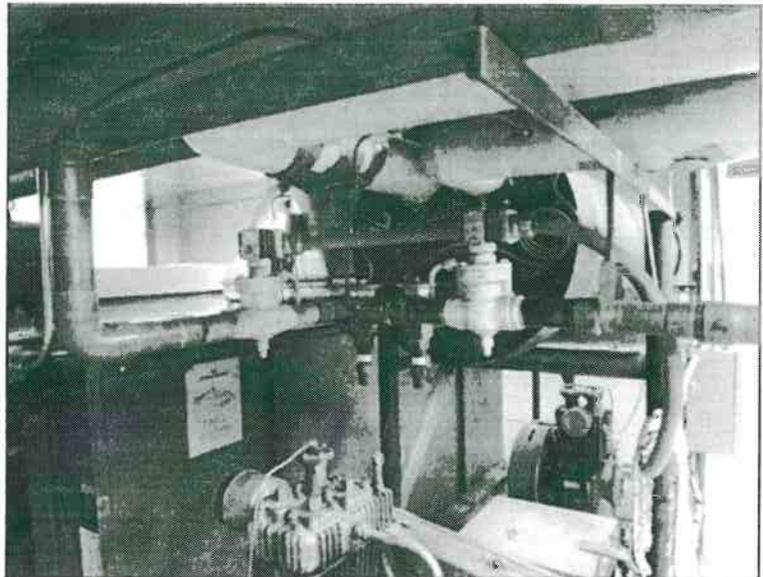
Chiller: The existing chiller unit is original to the building. Though it remains functional now, waiting until it has failed is a poor time to plan replacement. The energy efficiency improvements are an extra incentive to not delay.

Garage Roof: The replacement done 10 years ago was not completed correctly, particularly at the cap above the masonry walls; repairs to correct defects are needed to preserve the integrity of the roof system and the wall system it connects to. Extended delay could even jeopardize the garage facility itself.

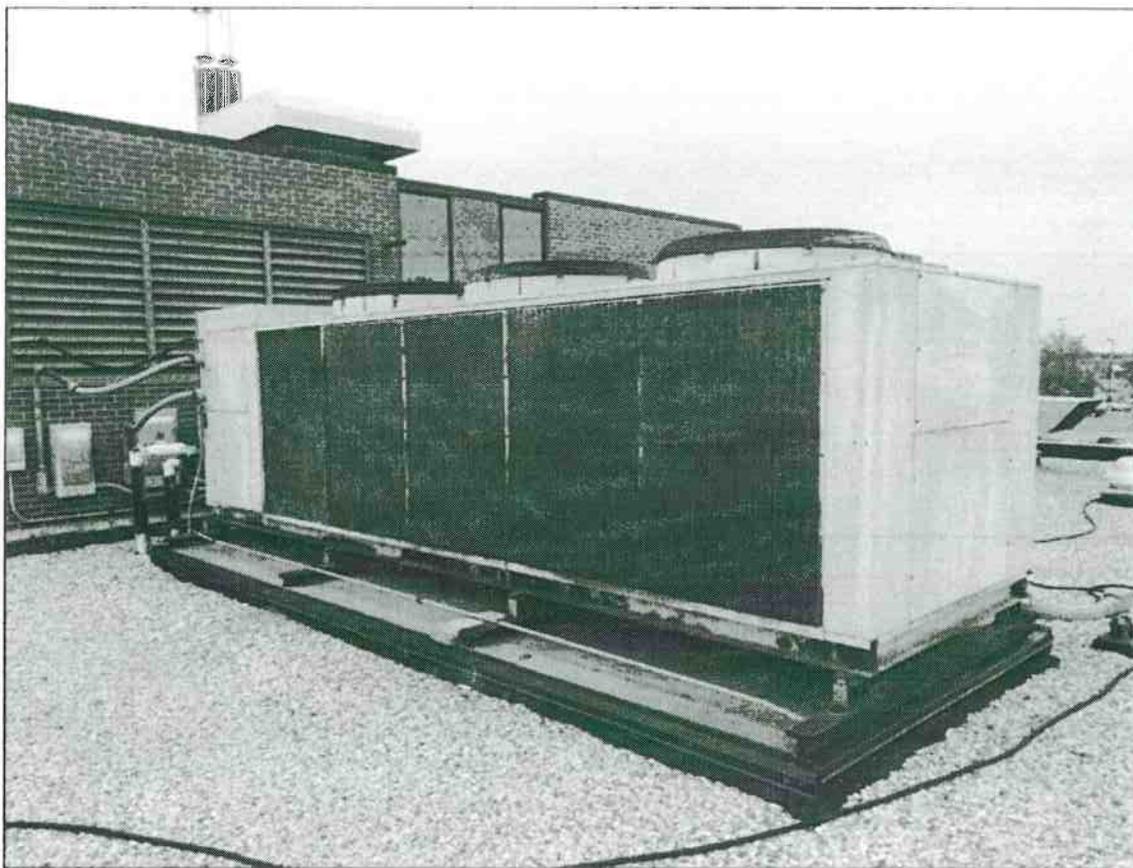
Wall Repairs: Water infiltration through the north wall has been a recurring problem. Investigation is yet ongoing but projecting some needed repair is reasonable to do so repairs can be accomplished as soon as the problem is completely identified.

Lighting: Some T12 light fixtures remain. Replacement of obsolete lights is now essential. Availability of replacement lamps will become increasingly difficult

Landscaping: More trees and shrubs are needed to provide a good site environment.



| Description of Work | Asset Type | FY Needed | Estimated Cost | Risk if Not Done |
|-----------------------------|------------|-----------|----------------|--|
| Replace Chiller Unit | HVAC | 2015 | \$200,000 | Inefficient system operation and reduced comfort. |
| Roof Edge Repair | Roof | 2015 | \$25,000 | Damage to roof insulation, masonry wall at garage and building interior. |
| Replace damaged Concrete | Site | 2015 | \$3,000 | Accelerated deterioration of remaining concrete. |
| Wall repair at masonry wall | Enclosure | 2015 | \$5,000 | Accelerated deterioration of remaining wall. |
| Landscaping | Site | 2016 | \$5,000 | Reduced public appearance. |



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

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

Department: Police Priority High 14 of 23

Goal and Objective: Obtain funding for Leads Online. Leads online is the largest online investigative system helping to solve crimes from burglary to identity theft, homicide and narcotics.

Department Action Plan: Continue working with Continue to bridge gap between Law Enforcement and Pawn Shops.

Justification and Explanation of funding: This program is responsible for closing at least 15 major burglaries and thefts in the Bismarck area that probably would have been filed inactive due to lack of leads or evidence by investigators. We have tracked stolen property from Bismarck all the way to Georgia that was pawned in a Georgia pawn shop. Det. Miller found the property on this program and was able to get a complaint and eventually a conviction on an individual who was committing home burglaries. This program has also bridged the gap between law enforcement and pawn shops because they know we are looking for property and now pawn shops call us in a more timely manner if they have suspicions about a certain piece of property. This program has also helped our Warrants Division as suspects have to give the pawn shops a current address and this helps us track suspects to where they currently reside.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 100-175-150-4635-300 | Leads Online | \$ 6,688.00 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2015 Identify Request Year

Department: Police Priority Medium 17 of 23

Goal and Objective: Obtain budgetary authorization to fund an Evidence Drying Cabinet. The drying cabinet will ensure proper evidence drying of blood and other wet evidence and will free up space utilized for the holding of evidence in the secured areas. The drying cabinet will also enable an officer to submit blood or other wet evidence without the assistance of an evidence technician as is required now. This will save on call back (OT).

Department Action Plan: The drying cabinet will be utilized to ensure blood evidence and other evidence that needs to be dried will be dried properly, without contamination. This will ensure evidence is reliable for court proceedings.

Justification and Explanation of funding: Currently, the BPD has and uses a 4 foot by 4 foot by 10 foot tall fenced area to store and dry wet or blood soaked items of evidence. This is not conducive to the integrity and preservation of evidentiary items. This fenced area is located in the BPD garage and exposes evidence to dirt, dust, or whatever is in the air at any given time thus possibly tainting evidence or adding elements to the evidence that were not there at the time the evidence was taken. Evidence personnel have taken steps to minimize this exposure but the fact remains the fenced area is open to the elements within the garage area. The drying cabinet would solve this issue ensuring the integrity of wet or blood soaked evidence. The cabinet is self contained, easily serviced and cleaned, secureable and frees up the fenced area for what it was originally intended to do; secure large items of evidence. The use of the cabinet will also save on call back (overtime) as an evidence technician would not be required to set up the drying area for use in the secured evidence area.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 100-175-150-5020-100 | Machinery/Equipment | \$8,827.00 |
| | | |
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QUOTATION

July 1, 2014
Quote # SAF-002



UNIT

| QTY | DESCRIPTION | UNIT PRICE (USD) |
|-----|-------------|------------------|
|-----|-------------|------------------|

SAFEKEEPER™ FORENSIC EVIDENCE DRYING CABINET:

Designed to protect personnel from the odors and particulates generated with the drying and decay of organic matter. No rust POLYPRO single piece construction (no fiberglass liner which can crack and generate microbiological growth), and metal door with tempered glass insert, key locked with tamper proof seals, Low airflow alarm, High velocity (low noise) brushless and sparkless Centrifugal fan, electronic elapse run time counter to track evidence drying time and unit run time, 110-120VAC 60HZ or 230VAC 50HZ, Easy installation with no additional costs. 5 Foot Wide cabinets have two doors. Duplex units have two separate drying compartments.

| | | |
|-----------------------------------|----------|----------|
| 2.5 Foot Wide SAFEKEEPER™ - | FDC-003 | \$ 3,899 |
| 3 Foot Wide SAFEKEEPER™ - | FDC-006 | \$ 3,999 |
| 4 Foot Wide SAFEKEEPER™ - | FDC-007 | \$ 5,910 |
| 5 Foot Wide SAFEKEEPER™ - | FDC-008 | \$ 7,673 |
| 5 Foot Wide (DUPLEX) SAFEKEEPER™- | FDC-008D | \$ 7,821 |
| 6 Foot Wide (DUPLEX) SAFEKEEPER™ | FDC-010D | \$ 8,827 |

NOTE: All dimensions can be customized to fit your drying requirements

FILTERS

FILTER SELECTION (all required):

| | | |
|---|---|----------|
| 1 | Full size HEPA / Activated Carbon multi-layer main filter | INCLUDED |
| | <ul style="list-style-type: none"> HEPA filter removes Airborne Pathogens particles down to 0.3 microns Carbon filter removes fumes and putrid odors from organics, alcohol, solvents, gasoline, and oil) | |
| 2 | FILTRETE and Gauze Pre-filters for gross particulates (0.5 microns) | INCLUDED |

NOTE: All filters are simple to remove and do not require tools with our CLEANCHANGE™ filter system. Main filter is located in leak-proof housing that prevents any by-pass leakage.

ALARMS

LIGHT INDICATORS & ALARMS - ALL INCLUDED

| | | |
|---|--|----------|
| 1 | Green Light – Power ON Unit Normal Operation OK | INCLUDED |
| 1 | Red Light - Low Airflow Alarm indicates Filter Blockage in HEPA and or Pre-filters and need to be replaced | INCLUDED |
| 1 | Water Package (includes spray hose, drain, auto-pump, plumbing) | INCLUDED |
| 3 | Easily removable perforated shelving (NO tools required) | INCLUDED |
| 1 | Heavy Duty Lockable Wheels | INCLUDED |

Best Price Guarantee - *Your pricing won't get any better than this!*

Looking for the best price for your laboratory equipment? This is the place. We guarantee the best pricing... and it's easy. If you get a lower quote for a similar product with comparable features from any other major competitor, simply email us the details to get that price, plus an additional 10% off! See our Best Price Guarantee terms and conditions for more information.

TERMS

STANDARD TERMS & CONDITIONS

SHIPPING: F.O.B. Fort Myers, FL. Freight is prepaid and added to the invoice. Dock-to-dock only, Lift gate truck and inside delivery extra fees apply

WARRANTY: 2 year manufacturer's warranty – parts and labor – except filters.

TERMS: Net 30 days with approved PO or credit card. Offer valid 30 Days, see STANDARD TERMS. Specifications subject to change without notice.

PO Box 62296 • Fort Myers • Florida • 33907 • Tel 800-306-0656 • Fax 800-306-0677
 Tax ID# 54-2089015; GSA Contract # GS-07F5832P
 www.airscience.com



Safekeeper

Safekeeper® series forensic evidence drying cabinets are designed to store, dry or otherwise process forensic evidence in the controlled environment of a tamper resistant compartment to maintain the chain of custody.

The industry leading Multiplex™ filtration system, combined with professional design and construction offer convenience and protect the safety of personnel during use, maintenance and decontamination of the cabinets.

DUCTLESS TECHNOLOGY: *The Eco-friendly Choice*

Advanced carbon filtration technology offers a safe, high performance alternative to ducted cabinets for a broad range of law enforcement applications.

- **Environmental Benefits.** Air Science Safekeeper forensic evidence drying cabinets isolate and trap biological and chemical vapors to prevent operator exposure, prevent cross contamination, and eliminate ecological impact through release into the environment.
- **Versatile.** Each filtration system is designed for specific forensic applications using our exclusive Multiplex filtration technology.
- **Easy to Install.** Safekeeper drying cabinets are self-contained; venting to the outside is optional. Downflow and standard units are portable and may be moved from one location to another without filter changes and with minimal downtime. Set-up, operation and filter maintenance are straightforward.
- **Energy Efficient.** Because filtered air is returned to the room, no demands are required of the facility HVAC capacity for make-up air.
- **Cost Effective.** Facility ductwork, HVAC and construction costs are eliminated.
- **Safe to Use.** Cabinet airflow and face velocity protect users from incidental exposures to fumes, odors or bloodborne pathogens.
- **Self-Testing.** (select models) Electronic airflow monitoring assures continuous safety. An electronic gas sensor monitors carbon filter performance.

MANAGING FORENSIC EVIDENCE:

Because cross-contamination can occur when drying blood-stained or wet evidence on examination tables, on a floor, in a jail cell, shower stall, closet, evidence room or in the trunk of a patrol car, loss of trace evidence and lack of evidence security can compromise a case.

The Air Science Safekeeper series of drying and storage cabinets provide a secure, tamper-resistant area for drying and storing clothing, bed sheets, blankets, towels or other items collected from homicide and sexual assault cases. Safekeeper cabinets are constructed of polypropylene that does not absorb liquids, is easily cleaned with household detergents, and can be sprayed with a 10% bleach solution to eliminate bloodborne pathogens and DNA.

Cross-contamination between items of evidence dried in Safekeeper cabinets is eliminated. The cabinet floor may be lined with a kraft paper sheet or an optional evidence collection tray to catch trace evidence such as hair or fibers that may fall off the substrate. Optional self-locking evidence security tags provide tamper-resistant "locks" to keep contents secure during drying, maintaining and documenting the chain of custody and reducing defense challenges to evidence handling.

The Air Science Multiplex filtration system prevents cross-contamination and fully protects the operator from the hazards associated with the evidence. It also provides the cleanest air available in the industry. Because there is no ANSI standard for forensic drying cabinets, Air Science Safekeeper products are designed to meet ANSI ductless fume hood specifications. The Air Science carbon filter provides superior efficiency with an optional safety filter to bring the cabinet into full ANSI compliance.

AIR SCIENCE® SAFEKEEPER® SERIES ADVANTAGES

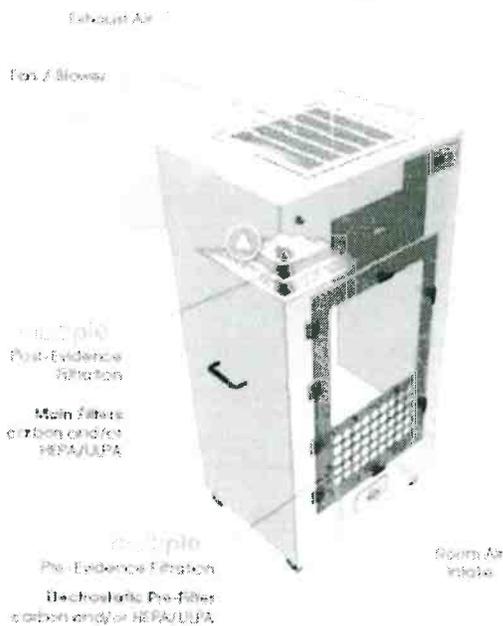
Safekeeper forensic evidence drying cabinets provide cost-effective storage and containment for forensic evidence as it is dried by a constant flow of air. Air Science ductless technology removes airborne pathogens, particulates, fumes, and odors emitted by the contents.

Safekeeper forensic evidence drying cabinets offer these advantages:

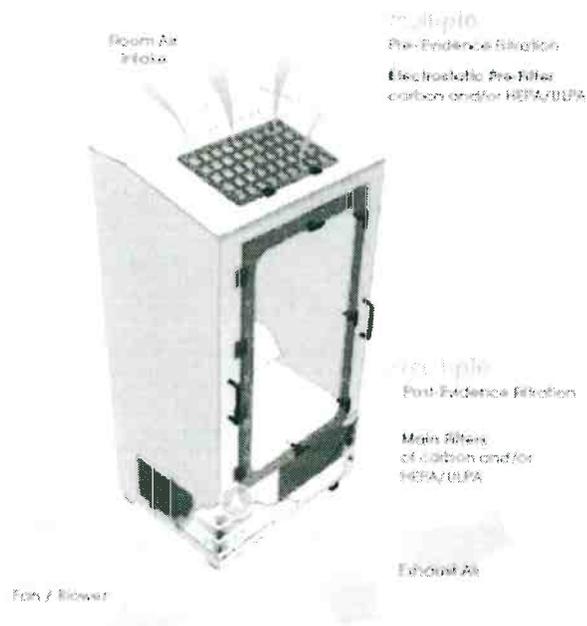
- Elimination of putrid odors and chemical fumes using ecofriendly ductless technology carbon filtration.
- Effective protection to personnel from particulate hazards.
- ANSI Z9.5 compliance with optional safety back-up filters on selected models.
- Controlled airflow to dry items of evidence in the cabinet.
- Lockable doors with tamper-proof seals for security.
- Broad range of sizes for diverse needs.
- Selected models available with versatile two, three and four independent drying chambers.
- Easily cleaned to protect items of evidence from cross contamination.
- Safe and easy to change filters
- Compliant with OSHA/ANSI regulations
- Push-pull™ shelving, hanging rods and lockable front doors facilitate application of cabinets to many situations.
- Standard height and Downflow models are designed to be moved around a building through standard doorways and elevators. *Extra tall units are intended to remain stationary in one room.*



**AIRFLOW PATTERN:
SAFEKEEPER UPFLOW CABINET**



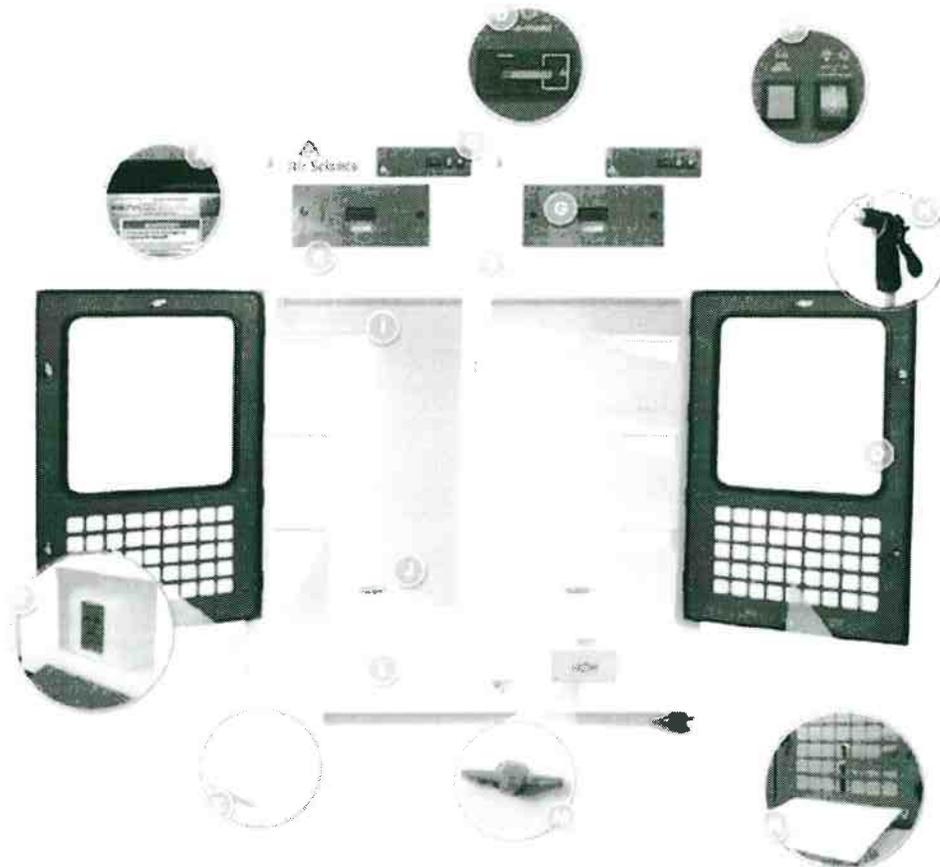
**AIRFLOW PATTERN:
SAFEKEEPER DOWNFLOW CABINET**



Left; Safekeeper® FDC-006, shown with 5-Stage Multiplex™ Filtration System.

Right; Safekeeper® FDC-006GL, shown with Multiplex™ Filtration System.

A. The main filter is easy to replace, no tools required. The filter clamps tightly against the filter gasket to prevent filter bypass and maintain filter integrity.



Safekeeper FDC-007D duplex model, shown open.

SAFEKEEPER® PRODUCT FEATURES:

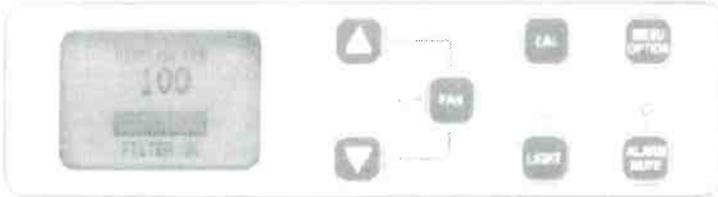
- A. Filter I.D. Window:** When specified, the front cover has a window that reveals the installed filter part number and installation date for convenience and to encourage timely filter replacement.
- B. Filter Door Key:** Filter access keys prevent unauthorized removal or accidental exposure to dirty filters.
- C. Control Panel:** Electronic controls and displays include switches for the blower and lights, an electronic hour counter and low airflow alarm, all located on a convenient front surface panel.
- D. Hour Counter:** Assists in tracking evidence drying time.
- E. Internal Manual Speed Controller:** Authorized personnel may set the centrifugal fan motor speed as desired.
- F. Airflow Alarm:** A continuous air velocity monitoring system alerts the operator upon unacceptable values.
- G. Dynamic Filtration Chamber:** The dynamic filter chamber prevents any possible leakage of contaminated air by pressurizing the fan plenum (positive air) and depressuring the filter compartment (negative air).
- H. Outside Sidewall Hose:** Connects to external water supply, located to avoid tripping hazard.
- I. Hanging Rod:** All General Purpose and Downflow models have a removable stainless steel hanging rod with anti-slide cover.
- J. Drain:** Central 1.5" bottom drain with anti-siphon trap and strainer to capture contaminants in waste water stream.
- K. Push-Pull™ Shelving:** All General Purpose models have three perforated polypropylene Push-Pull™ shelves with drain channel that can be installed and removed with one hand and may be stored within or outside the cabinet; two included with Downflow unit.
- L. Color:** The cabinet is white with blue doors.
- M. Drain Valve:** Manual open and close drain valve.
- N. Electrostatic Pre-Filter:** All pre-filters (doors and main) are changed quickly without tools and are of a standard size for simple stocking and ordering. Optional HEPA filter available.
- O. Doors:** Blue metal framed tempered glass doors with key lock, tamper proof seal, provide improved security stability and ease of cleaning.
- P. Built-in Containment Compartment:** Adheres to Occupational Safety and Health Administration (OSHA) standards 29 CFR 1910.1030 regarding bloodborne pathogens.

OTHER FEATURES:

Standards Compliant: Performance specifications and construction meet or exceed OSHA, ANSI and relevant international standards to assure operator safety.

Construction: The cabinet features white polypropylene and epoxy coated steel construction; tempered glass doors; and 110V, 60Hz single phase electrical supply. (other voltages are available on request)

Optional UV Lamp: Activated ultraviolet light provides secondary disinfection of the interior between cases to prevent cross contamination, ensuring integrity of the samples for DNA testing.



DECONTAMINATION AND WASTE WATER REMOVAL FEATURES: *General Purpose Units, including Downflow Models.*

- Outside sidewall hose connection to external water supply, located to avoid tripping hazard.
- Internal wash down spray hose for decontamination and cleaning.
- Central 1.5" bottom drain with anti-siphon trap.
- Strainer to capture contaminants in waste water stream.
- Optional OSHA Biohazard labeled waste water container for use when drain is not available.
- Electric waste water pump with foot activated switch to pump to remote drains (not available on Downflow).
- Optional locking waste water compartment with cover to prevent spillage during transport (standard on Downflow models). Included OSHA Biohazard labeled waste water tank.
- Optional on-board clean water tank with electric pump.
- Optional automatic wash down system with sprinkler heads to wash interior of cabinet. Includes cleaning agent injection and mixing tank.

SITE PREPARATION

The Safekeeper Drying Cabinets with floor drain are designed to eliminate the need for hard plumbing, drain traps or hard wiring. Downflow and standard models are uniquely sized to pass through standard doorways.

Water Supply

- Hose location is exterior, right side, with 8' hose provided.
- Hose is configured for standard water faucet connection with female fitting.
- Standard tap water supply pressure recommended; greater pressures require an optional water regulator.

Drain

- A hard drain and trap is not required.
- The interior drain is flush with the chamber floor and employs gravity and an integrated powered assist pump.
- Drain hose routes to standard sink, floor drain or container.

Electrical

- Line cord provided with standard molded plug, NEMA 4-14P for quick connection to standard wall outlet, NEMA 4-15R.
- A separate breaker is recommended.
- Line cord location is at cabinet top.

Exhaust

- Ductless filter output cabinet top.
- Optional 8" collar available with butterfly valve for external ducting.

Monitair® Control Panel monitors cabinet operating parameters, airflow, containment, and filter condition; emits audio and visual alerts if conditions become unsafe. (Standard on Downflow models.)

SAFEKEEPER® SERIES SHELVING CONFIGURATIONS

Following are a comparison of shelf and hanging rod configurations for various Safekeeper cabinet models.

- All General Purpose models have three perforated polypropylene Push-Pull™ shelves with drain channel that can be installed and removed with one hand and may be stored within or outside the cabinet; two included with Downflow unit.
- All General Purpose and Downflow models have a removable stainless steel hanging rod with anti-slide cover.
- Drugkeeper models include open wire adjustable shelves.
- Optional evidence collection and drying trays with handles that fit in the bottom of the cabinet are available on all units.

SAFEKEEPER STANDARD SERIES FEATURES & BENEFITS

General Purpose Safekeeper Forensic Evidence Drying Cabinets.

- Up flow airflow geometry
- 120-180 fpm face velocity (Triplex and Quad models are 100 ipm)
- Activated carbon main filter formulated for General Purpose and Downflow forensic evidence drying captures putrid organic odors as well as other fumes that may be available (i.e. alcohol, solvents, gasoline, etc.).
- Leveling feet standard on XT models; caster wheels standard on all other general purpose models.
- Three Push-Pull™ shelves per compartment
- Minimal site preparation required.

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

Check if Technology Request
2015 Identify Request Year

Department: Police Priority Medium 21 of 23

Goal and Objective: To increase lockers in the men locker rooms due to growing staff.

Department Action Plan: Work with contractors to order and install new lockers in the 2 men's locker rooms

Justification and Explanation of funding: Due to the increase in male officers we are in need of more lockers space . Without making any large/major changes, we can add a total of 18 lockers within the 2 locker rooms giving us enough room to grow for 2-3 years. The lockers are used for more than just the changing of clothing. The officers keep just about all of their issued equipment in the lockers when they are not working.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-------------------------|---------------------------------------|-------------------------|
| <u>175-150-4420-100</u> | <u>Repair/Maintenance of Building</u> | <u>Lockers 8,700</u> |
| <u>175-150-420-100</u> | <u>Repair/Maintenance of Building</u> | <u>Electrical 800</u> |
| | | |
| | | <u>Total 9,500.00</u> |
| | | |

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

Check if Technology Request
2015 Identify Request Year

Department: Police Priority 9 of 23

Goal and Objective: Obtain Model X26P Tasers and necessary accessories due to end of life of X26 Taser and accessories. The objective is to transition to the new model X26P as we have many X26 models that are still serviceable and able to be used with the caveat that if an X26 needs repairs for any reason, it will need to be taken out of service as Taser will no longer service the X26.

Department Action Plan: Once the funding is obtained the Training Coordinator will work with the Taser Administrator to sytematically purchase and implement the use of the X26P and necessary accessories. This will take some effort since the Tasers are shared by all officers and since the holsters are different between the X26 and X26P. Since the X26 and X26P function the same, no additional transition training is necessary, which makes the transition method possible.

Justification and Explanation of funding: Our current supply of X26 Tasers is no longer being produced or supported. We have not yet had problems with our current supply that would require us to purchase the X26P and necessary accessories but it is only a matter of time. This request is being made in an effort to transition to the new model X26P Taser and still utilize useable X26 Tasers that are expected to be servicable and dependable for one to two years more years. The functionality of the X26P is the same as the X26 so no additional training will be needed but all accessories of the X26 will not work with the X26P. Since the officers share the Tasers, each officer will eventually need a holster designed for the X26P. This request also helps us transition the holsters in a similar way as the Tasers. The Training Coordinator and Taser Administrator will ensure a safe transition to the new Taser model.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 175-150-4735-200 | Ammunition/Weapons | 10,981 |
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| | | |
| | | |

QUOTATION



From: **Ed Roehr Safety Products Co.**

2710 Locust St.
St. Louis, MO 63103
Phone 314.533.9344
cell # 402-312-7320

Fax 314.533.3830

Salesman:
Quoted by: *Pat Hellwege*

To: **Bismarck Police Dept.**

Sgt. Glen Ternes
700 S. 9th St.
Bismarck, ND 58504
701-355-1875
gternes@nd.gov

Date: 6/16/2014
Quote # 6161401

We are pleased to quote your inquiry as follows:

| Quantity | Description | Price | Amount |
|----------|--|---------|-----------|
| 10 | TASER Model 11002 X26P CEW - black | 873.85 | 8,738.50 |
| 10 | TASER Model 22010 PPM | 52.95 | 529.50 |
| 25 | TASER Model 11504 Blackhawk left hand holster | 51.75 | 1,293.75 |
| 5 | TASER Model 11501 Blackhawk right hand holster | 51.75 | 258.75 |
| 1 | TASER Model 22013 dataport download kit | 159.95 | 159.95 |
| | Free Freight | | 0.00 |
| | | | 0.00 |
| | | | 0.00 |
| | | Freight | |
| | | Total | 10,980.45 |

If you have any questions concerning this quotation please contact
bler @ 314-533-9344 ext.226

THANK YOU FOR YOUR BUSINESS!

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

Check if Technology Request
2015 Identify Request Year

Department: Police Priority 22 of 23

Goal and Objective: Have a space needs study completed for the police department to determine needs related to recent and future expected growth.

Department Action Plan: Working with Public Works Facility Manager the department would seek a consultant to study the needs the department curenly has and future needs projected due to recent and expected future growth.

Justification and Explanation of funding: Due to increasing personnel and the expected need for additional personnel the BPD Headquarters building is quickly running out of space. According to the original construction plans the department should be able to have an additional level constructed over the main building and two levels constructed over the garage. The problem with that plan is parking. If construction were to be completed in that manner, there is not sufficient space for parking as required by building code. We have recently learned from Public Works Facility Manager that a current space needs study is being completed for several other city departments in 2014. She felt it may be possible to have the BPD included in that study and that it would be much more cost effective than the BPD having a study completed on our own. The problem is we did not budget for the study in 2014 and do not have the funding available at this time. The Public Works Facility Manager was able to get an estimate from the company completing the study indicating they could include the BPD HQ building in the study for \$8,0000 and if requested concurrently, concept drawings and cost projections could be provided for \$3,500. The estimated total would be \$11,500, far less than the \$20,000 dollar estimate if the study was completed for the BPD alone. City Finance Director has been informed of this possibility and believes there would be available funding if approved by the Board of City Commissioners.

| Account Number | Item Description | Requested Amount |
|------------------|--------------------------|------------------|
| 175-145-4310-700 | Professional Consultants | 20,000 |

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

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

Department: Police Priority High 12 of 23

Goal and Objective: Install a protective cap under the metal sill along the garage roof

Department Action Plan: Work with Public works to design,spec and bid the project to remove metal sill and install roof cap.

Justification and Explanation of funding: The garage roof was installed in 2004 and at that time there was no roof cap installed on top of the masonry brick.

There is just a metal cap installed over the masonry now, leaving openings in the masonry exposed under the metal cap. Installing a roof cap and then the metal cap would assure that there is a good seal preventing any moisture getting into the masonry brick from the top.

Public works believes that extended delay could even jepardize the garage facility itself. Please also see the attached 2014 Police Department Condition Assessment report provided by Public Works Facility Manager.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--------------------------------|-------------------------|
| 175-150-4420-100 | Repair/Maintenance of Building | 25,000 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2015 Identify Request Year

Department: Police Priority 4 of 23

Goal and Objective: Obtain updated computers as directed by IT. IT staff have determined that all desktop and laptop computers utilized inside the headquarters building need to be replaced every three years. We have not been able to keep to that schedule and many computers are beyond that timeframe. We were able to replace some computers in 2014 but not as many as were needed. This request gets us on track to meet the goal of replacing one third of our computers every year.

Department Action Plan: When the computers/monitors are obtained IT personnel will be responsible to setup and install them as they determine the need. IT personnel have identified which computers are in need of replacing first and will sytematically work from there. Monitors will be replaced on an "as needed" basis as well.

Justification and Explanation of funding: IT personnel have identified 30 desktop and 10 laptop computers in need of updating. IT has given the price of \$629 per desktop and \$1,160 per laptop for a total of \$29,970. Monitors have also become an issue at the department and it is anticipated that 20 monitors will be needed at a cost of \$155 each for a total of \$3,100. The anticipated total for all equipment is \$33,070. Updated computers are not only important to IT but to the employees of the BPD as well. Updated computers will allow our personnel to work more efficiently and effectively without the need to constantly call IT for assistance with computers not working properly.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--------------------------|-------------------------|
| 175-150-4700-300 | Computer Small Equipment | 33,070 |
| | | |
| | | |
| | | |
| | | |

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

Check if Technology Request
2015 Identify Request Year

Department: Police Priority Medium 20 of 23

Goal and Objective: To update and increase storage needs for Evidence lockers.

Department Action Plan: Work with Public Works to help write specs and put the project out for bids.

Justification and Explanation of funding: Currently we are using wooden lockers that were built in 1979. We currently have around 35 lockers that are spread around the garage. The new lockers would give us approx. 38 lockers with 4 of them being refrigerated. Also, the current wood lockers are all one size. So, the large lockers are used for even the smallest of evidence items. The new lockers are multiple sizes leaving the larger lockers for large items and small lockers for small items. The current wood lockers can also pose a security issue, due to wood being easily cut or broke. The new lockers are made of Metal making them more secure. This would free up space in the garage and allow us to install more evidence cages for much larger items that are brought in. Increasing the amount of evidence lockers would also cut back on call back overtime of the 2 evidence techs, saving money.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-------------------------|---------------------------------------|-------------------------|
| <u>175-150-4420-100</u> | <u>Repair/Maintenance of Building</u> | <u>Lockers 34,000</u> |
| <u>175-150-4420-100</u> | <u>Repair/Maintenance of Building</u> | <u>Cages 3,600</u> |
| | | |
| | | <u>Total 37,600</u> |
| | | |

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

Department: Police Priority Medium 18 of 23

Goal and Objective: Obtain additional funding for overtime costs

Department Action Plan: Continually examine operations in order to minimize overtime costs

Justification and Explanation of funding: The department is requesting \$45,000.00 in additional funding for overtime costs.

Due to regular police operations, as well as for court attendance on days off and for call back of investigators and special unit members, bomb squad members and patrol officers in emergencies. It also includes callback of non-sworn, to include PYB workers, evidence custodians and building maintenance.

In 2013 monies were saved due to salaries being less as new hires were added to the payroll and higher paid veteran officers either resigned or retired. The 5 year historical averages and current year data suggest a request of approximately \$67,000, but due to the allocation of the new officers and anticipated additional officers, we are anticipating to reduce this amount and request \$30,000 for Field Services overtime and \$15,000 for Support Services overtime.

This is the same amount as requested for 2014.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------------|-------------------------|-------------------------|
| <u>100-192-162-4130-000</u> | <u>Overtime</u> | <u>\$30,000</u> |
| <u>100-192-162-4130-000</u> | <u>Overtime</u> | <u>\$15,000</u> |
| | | |
| | | |
| | Total | \$45,000 |

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

Check if Technology Request
2015 Identify Request Year

Department: Police Priority High 2 of 23

Goal and Objective: Obtain funding for equipment transfer/changeover of vehicles.

Department Action Plan: Identify funds for equipment transfer/changeover of vehicles so we ensure enough funds will be available to complete changeover of 10 vehicles.

Justification and Explanation of funding:

2013 the city budget committee asked the BPD to identify the Equipment Transfer/Changeover of new vehicles in our fleet and assess the costs associated with rotating out these vehicles. In 2015 we will be purchasing :

5 Ford Police Utility Interceptors: Cage partition \$850, Rear transport seat \$1200, Rear window barriers \$210, Shotgun, Rifle Mount \$400.00, Car Striping \$500, Equip. console \$1,150, Labor to install \$1200.

Total \$ per vehicle \$5510 X 4 = \$22,040.

Total \$ K-9 vehicle \$ 7050 = \$7050. K-9 Cage \$3800, Shotgun, rifle mount \$400, Console \$1150 Car Striping \$500 and Labor \$1200.

2 Car Marker Traffic vehicles: Jeep striping \$500, Lightbar \$1500 and Installation \$750

Total \$ per vehicle \$2,750 X 2 = \$5,500.

1 Ford F-150 Animal Control Vehicle: Custom Fiberglass box \$12,690 Truck striping \$500, Lightbar \$1500 and Installation \$1000

Total \$ Pickup \$15,690 =

Grand Total: \$50,580

Attachment 2

COST OF A PATROL VEHICLE CHANGEOVER & ALL EQUIPMENT FOR 2015

| Item Description | <u>Quantity</u> | <u>Cost P/l</u> | <u>Total</u> | Line-Item <u>Subtotal</u> |
|--|---------------------------|------------------------|---------------------|--------------------------------------|
| Vehicle 5020-200 | | | | |
| 2014 Ford Police Interceptor Utility \$26, 291 + \$1,315 (5% increase for 2015) = | 1 | \$27,606 | | |
| 2014 Ford Interceptor Sedan \$24,653 + \$1,233 (+ 5% increase for 2015) = \$25, 886 | | | | |
| Ready for Road Upfit Package (Option 67H) | 1 | \$3,100 | | |
| Two Tone Vinyl Wrap Package #1 (Option 91A- doors and roof) | 1 | \$645 | | |
| | Subtotal 5020-200: | | | \$31,351.00 |
| Small Equipment 4710-200 | | | | |
| Setina XL cage security partition | 1 | \$850.00 | \$850.00 | |
| Setina rear plastic transport seat with cargo cage (Optional) | 1 | \$1,200.00 | \$1,200.00 | |
| Setina rear cargo cage (\$500)- needed if above plastic seat is not purchased. | | | | |
| Setina steel rear window barriers (Optional) | 1 | \$210.00 | \$210.00 | |
| Dual t-rail mount for shotgun and rifle | 1 | \$400.00 | \$400.00 | |
| Custom car striping | 1 | \$500.00 | \$500.00 | |
| Havis Equip console-w/maplite, armrest, cupholder, acc. Sockets, console mount bracket & misc materials | 1 | \$1,150.00 | \$1,150.00 | |
| | Subtotal 4710-200: | | | \$4,310.00 |
| Repair/Maintenance-Vehicles 4420-400 | | | | |
| Labor to install above (Approx. \$2300 without Option 67H) | 1 | \$1,200.00 | \$1,200.00 | |
| | Subtotal 4420-400: | | | \$1,200.00 |
| Total Cost for Fully Equipped Squad Car: | | | | \$36,861.00 |

July 7, 2014

To: Deputy Chief Randy Ziegler

From: Lt. Cody Trom
Police Fleet Manager

Re: 2015 Police Vehicle Purchase Request

For the 2015 budget I'm requesting to replace (5) of our current patrol cars due to higher miles and increasing maintenance costs; (4) 2012 Chevrolet Impalas and (1) 2009 Ford Crown Victoria K-9 car. The projected total cost to changeover (4) Impalas to Ford Police Interceptor Utilities with all listed options is \$147,444 (\$36,861/vehicle). To changeover (1) Ford Crown Victoria K-9 car to a Ford Police Interceptor Utility is \$39,001. The projected total cost to changeover the (5) vehicles is **\$186,445**. With the possibility of adding 5 patrol officers in 2015 I'm also requesting to add 2 patrol vehicles to the fleet at a total projected cost of **\$136,652** (\$68,326/vehicle). (separate one-time). Total funds requested for the 2015 police fleet to changeover (5) vehicles would be **\$186,445**. Total funds to add two new vehicles for new officers would be **\$136,652**. Total cost to obtain two new K-9 vehicles for new K-9 handlers would be **\$140,932 (separate one-time)**.

In 2015 I intend to begin the process of standardizing the patrol fleet with the Ford Police Interceptor Utility vehicles (State Procurement Spec. # SSP7-7) as they are a more versatile all-wheel drive vehicle that accommodates the body size of most officers. One of the goals established after the incident involving the murder of Sgt. Kenner was to standardize our patrol cars and the location of equipment (i.e. guns, guns release switch, and other equipment) within the cars which can be somewhat difficult with a mix of vehicle makes and models. Through standardization we can hopefully reduce indecision and uncertainty caused by stress during critical incidents as well as increase efficiency and confidence when officers need to rapidly act or react.

In speaking with various vendors and vehicle dealers many departments throughout the United States are standardizing their fleet with the Ford Interceptor Utility for the very same reasons as I have mentioned above. Added justification for the Ford Police Interceptor Utility will be provided later in the purchase request letter. The options for police vehicles were reduced with the elimination of the Chevrolet Impala Police Vehicle. After hearing rumor that the Impala was no longer available in 2015 I contacted

and verified this information with Puklich Chevrolet Service Representative, Robert Leingang.

At the present, the only two viable options through state procurement are the Ford Police Interceptor Utility and Police Interceptor Sedan. Although the Police Interceptor Utility costs \$1638.00 more than the Sedan by 2014 pricing, I believe it is money well spent long term with service and overall versatility.

Attached to this purchase request letter are 4 pricing options (see table 1 below). Two of the options contain pricing to completely equip a new Ford Police Interceptor Utility patrol vehicle and patrol K-9 vehicle (attachments 1 & 3). The other two attachments list pricing for changeover (transfer most existing equipment from one car to the other) of equipment from a current Impala or Crown Vic to a Ford Police Interceptor Utility. On each of the pricing attachments I've highlighted a few items in red as "optional" to include the Interceptor Utility but feel this equipment is much needed which I will provide justification for at the end of this letter.

| Attachment # | Description | Total Cost With Options |
|---------------------|--|--------------------------------|
| 1 | Cost of vehicle and all equipment | \$68,326 |
| 2 | Cost of vehicle changeover and all equipment | \$36,861 |
| 3 | Cost of K-9 vehicle and all equipment | \$70,466 |
| 4 | Cost of K-9 vehicle changeover and all equipment | \$39,001 |

Table 1

You will notice a significant price difference/increase and total cost to fully equip, as well as changeover, a patrol car from 2013 due to projected price increases and added options. As previously mentioned, Chevrolet is no longer manufacturing the police Impala and the Ford Crown Victorias were phased out in 2013; therefore, both are no longer available vehicle options. The equipment console and cage security partition(s) to include the K-9 insert are also necessary added expenses because they cannot be transferred to the Interceptor Utility as they are specific to the Impala or Crown Vic which is approx. \$3000/vehicle.

The following page contains the justification for the Ford Police Interceptor Utility and each listed optional item highlighted in red on the attachments. If you have any questions or concerns please feel free to contact me.

Thank You,

Lieutenant Cody Trom

2015 Police Fleet Vehicle Justifications

2015 Ford Police Interceptor Utility-vs-Other Vehicle Options

- Larger temp controlled cargo capacity for equipment as opposed to a trunk
 - Ability to maintain all sensitive equipment at a more stable temp within the cargo area (AED, Intoximeter, medical equipment, and other items)
- Roomier cabin space accommodates the body size of most officers, passengers, and rear seats for prisoner transport.
- More versatile all-wheel drive vehicle to better handle winter road conditions
- Higher profile and more durable body frame to handle a variety of adverse road conditions
- Not much data to provide because we haven't had the Utilities that long but current maintenance records and feedback from service departments indicate less service work needed than other police vehicles with similar mileage thus far which may indicate greater long term durability.
 - Economical
 - Sufficient engine power
 - Larger brakes and rotors for enhanced braking ability as well as longer lasting
- In comparison, the cost difference for 2015 is projected to be about \$1,720 more than the Interceptor Sedan.

Ready for the Road Package (Option group 67H)- See attached Specs Sheet

- \$3100 package price (2104 pricing) which includes added option groups 66A (Front Headlamp Lighting Solutions), 66B (Tail Lamp Lighting Solutions), and 66C (Rear Lighting Solution).
 - Added optional and required equipment included as well as savings in labor costs justifies the \$3100 cost of the package.
- Highly recommended from the dealership contract representative.
- Factory wired ready for electrical equipment such as light bar control, siren, and pre-wire for other emergency lights.
 - Factory warranty
- Reduce future electrical issues as we often see with vehicle wired by local businesses
- Added equipment in package that will otherwise have be purchased for install
 - \$1400 Light Controller included
 - \$400 Siren and mount included
 - \$800-\$1000 in labor hours saved
 - Wire and added emergency lights included
- Reduce vehicle downtime in half for install/changeover from 5 to 2.5 days.
 - According to Dakota Communications install manager, Mark Fischer, the Ready for the Road Package is a great option and savings. He said several agencies choose this option and it makes the entire install much easier as it reduces the need for drilling holes, running wires, and soldering.

Two Tone Vinyl Wrap Package #1 ()

- \$645/car (2014 pricing)
- Black and White classic police car color scheme
- Change the look of the patrol cars and phase in other cars every year
- White vinyl wrap (not paint) the roof and all four doors- front RH/LH and rear RH/LH
- Custom Stripes owner stated it would cost more than \$645/car for him to wrap the doors and roofs.
- Cheaper than painting the same panels

Rear Plastic Transport Seat with Rear Cargo Cage

- \$1200 but includes the necessary rear cargo cage.
 - Rear cargo cage without plastic seat costs \$500
 - Essentially a \$700 difference in total price
- Reduces prisoner's ability to hide contraband under seat and behind back rest
- Reduces potential for officer injury from puncture wounds from needles or other sharp objects while searching under the seat with their hand and during blind sweep of area behind the back rest which can't be removed like the bottom cushion.
- More room in the back seat as the plastic seats are smaller than the factory bottom cushions
- Prisoners are more easily placed and removed from the back seat because the seat is plastic and affixed to vehicle.
- The back seat is easily cleaned if contaminated with biohazard (vomit, blood, urine, fecal matter) or dirt.

Steel Rear Window Barriers

- \$210/ pair
- Easily installed
- Eliminates the ability of prisoner escape through a back window
 - Depending on the extent of damage the cost to repair or replace a window is approx. \$300-\$500
- Decreases the potential for a prisoner to kick out or damaged a window
- Allows an officer to roll the windows down for ventilation purposes to assist a prisoner or ventilate odors.
- Also gives an officer or prisoner the ability to maintain communication during an incident such as a vehicle search or interview without opening the car door.

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

Check if Technology Request
2015 Identify Request Year

Department: Police Priority 3 of 23

Goal and Objective: Obtain Mobile Computers and necessary accessories (Docks, printers and scanners) as the equipment we currently have has reached the end of its usefulness. The equipment is in need of repair on a near constant basis which in turn requires a lot of attention from IT staff. New equipment would relieve IT staff to focus attention in other needed areas.

Department Action Plan: Once obtained, the equipment will be installed into each of the patrol cars. IT personnel will need to be included in installation and setup of all the equipment. IT personnel will also need to ensure all new equipment is setup to work with the newly implmented Arbitrator in car video system. IT personnel have researched the use of the equipment and obtained all information and quotes, which are attached.

Justification and Explanation of funding: The mobile computers and necessary accessories are as important as the defensive tools an officer carries on his/her belt. The ability to obtain information quickly and accurately is instrumental to keeping our officers safe and able to perform their duties to the best of their abilities. Our officers often times experience problems when utilizing their computers and accessories (scanners and printers). When they are focused on correcting technology problems, they are not able to focus their attention on the people they are dealing with which is an officer safety issue. Our IT personnel are also spending too much of their valuable time attempting to fix equipment that is old, outdated and worn out. They do a very good job but it is very frustrating for them to have to constantly address the same issues over and over again. Their efforts could be focused elsewhere if they did not have to constantly fix this equipment.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 5020-100 | Machinery and Equipment | 116,134 |
| | | |
| | | |
| | | |
| | | |



Proposal: PROPOSAL-10571/1
 For: Bismarck Police Department

| | |
|---|---|
| Corporate Headquarters 1200 W Mississippi Ave Denver, CO 80223 Phone: 888.836.7841 Email: sales@pcsmobile.com | Print Date: 10.25.2013 07:25 AM Proposal Valid Date: 06.30.2014 08:20 AM Inside Sales Rep: Amy Hale Email: amyh@pcsmobile.com Phone: 888-219-8699 Fax: 940-683-4314 Salesperson: Brian Ferring Email: brianf@pcsmobile.com Proposal Created By: Brian Ferring |
| Customer: Bismarck Police Department 700 South Ninth Department Bismarck, ND 58504 | |

Proposal

| Customer | Requested By | F.O.B. | Terms | Contract |
|----------|----------------|-------------|-------------|----------|
| | Dave Draovitch | Origination | Net 30 Days | None |

| Line | Item Number | Description | Price | Quantity | Subtotal |
|------|--------------|---|------------|--------------|--------------|
| 1 | VWS122 | Intel i7-4600U 2.1GHz Processor, 4MB Cache, 4GB DDR3 RAM, 128GB SSD, 800 NITs LumiBond Touchscreen Display, Mechanical Backlit Keyboard, Dual batteries, HD webcam, SmartCard Reader, 802.11AC Wireless, Bluetooth, 4G LTE (Verizon/AT&T), Tri Pass-thru (WWAN/WLAN/GPS), GPS, 461F Ready, -21C, IP65, WIN7 64-bit Pro, 3 Year B2B Warranty | \$3,259.00 | 20.00 | \$65,180.00 |
| 2 | V3-8GB | Getac V110 Upgrade RAM to 8GB (4GBx2) | \$188.00 | 20.00 | \$3,760.00 |
| 3 | GVKV02 | Gamber Tri Pass-thru Vehicle Dock & Rep | \$608.00 | 20.00 | \$12,160.00 |
| 4 | GDC001 | LIND 12-16V DC vehicle adapter for Getac F110,V110 | \$108.00 | 20.00 | \$2,160.00 |
| 5 | 7170-0218-01 | TALL TABLET DISPLAY MOUNT KIT | \$328.00 | 20.00 | \$6,560.00 |
| 6 | IKEYKB-TF | IKEY TRANSFORMER KEYBOARD for GETAC (IK-TR-88-911-TP-USB) | \$375.00 | 20.00 | \$7,500.00 |
| 7 | PJ622 | POCKETJET 6 ENGINE,200-dpi | \$276.00 | 20.00 | \$5,520.00 |
| 8 | LB3692 | Brother 12v DC adapter/charger-14 ft | \$18.00 | 20.00 | \$360.00 |
| 9 | LB3603 | 10 Foot USB cable | \$12.00 | 20.00 | \$240.00 |
| 10 | SHIP | Shipping | \$534.00 | 1.00 | \$534.00 |
| 11 | GS310A18 | 4 years Bumper to Bumper warranty coverage | \$269.00 | 20.00 | \$5,380.00 |
| | | | | <i>Total</i> | \$109,354.00 |

Terms and Conditions

Portable Computer Systems, Inc., dba: PCS Mobile **Standard Reseller: *Terms and Conditions***

1. **Contract Terms.** These Terms and Conditions are attached to and made a part of a "Quote" for resale of products ("Products") provided by Portable Computer Systems, Inc., dba: PCS Mobile ("PCS") to the buyer named therein ("Buyer"); and all further references herein to "this Agreement" mean the Quote, including these Terms and Conditions. Upon acceptance of this Agreement by Buyer, the provisions of this Agreement constitute a binding contract between PCS and Buyer. This Agreement shall be accepted by Buyer upon either receipt from Buyer of any written communication confirming this Agreement or acceptance by Buyer of Products shipped by PCS pursuant to this Agreement. This Agreement supersedes all prior communications relating to the Products covered by this Agreement, and any contrary or supplemental provisions in any Buyer purchase order or other communication from Buyer are specifically rejected.

2. **Payment.** Payment for the Products shall be in US dollars as stated in this Agreement. Unless stated otherwise, prices stated in this Agreement do not include any state or local sale, use or other taxes or assessments or freight charges (beyond delivery by PCS to common carrier), all of which shall be paid by Buyer. A service charge of 1.5% per month will be charged on all past due balances and will be due on demand. All PCS costs of collection, including reasonable attorney's fees, shall be paid by Buyer. Buyer grants PCS a security interest (and the right to file UCC financing statements) in the Products to secure payment of all amounts due. If Buyer fails to make any payment when due, PCS shall have the right to revoke any credit extended, regarding the Products or otherwise, to delay or cancel any or all future deliveries without liability to Buyer. The obligation of PCS to deliver Products shall terminate without notice upon filing of any bankruptcy proceeding by or against Buyer or appointment of any trustee for Buyer or any of its assets. Under no circumstances may Buyer set off against amounts due PCS pursuant to this Agreement any claim Buyer may have against PCS for any reason.

3. **Shipment.** Delivery of all Products shall be F.O.B. place of shipment by or for PCS, unless otherwise agreed in writing. PCS reserves the right to select the means of shipment, point of shipment and routing. Delivery will be deemed complete upon transfer of possession of Products to common carrier as described above, whereupon all risk of loss, damage or destruction to the Products shall pass to Buyer.

4. **Acceptance of Products; Returns.** All Products shall be deemed accepted by Buyer unless Buyer notifies PCS in writing within seven (7) calendar days of receipt of Products of any short shipment, wrong-product shipment, damaged Products or similar discrepancies. Once accepted by Buyer, Products may be returned only with authorization from PCS, in the sole discretion of PCS; and in no case will returns be considered more than thirty (30) days after delivery to Buyer. If accepted for return Products will be subject to a 20% restocking fee.

5. **Warranties.** PCS makes no representation with regard to Products of any kind or nature, express or implied, including any warranty of merchantability or fitness for a particular purposes, or usage of trade. Products are covered by manufacturer's warranty only. Copies of manufacturer's warranty will be provided to Buyer upon written request. PCS assigns to Buyer all warranties on the Products accepted by Buyer; and PCS shall have no obligation relating to processing claims there under, though PCS may assist Buyer therewith at the sole option of PCS.

6. **Limitation on Liability.** In no event shall PCS be liable for any claims for loss of use, revenue, profit or customer, or any direct, indirect, special, incidental or consequential damages of any kind or nature arising out of, or connected with the Products, the use thereof, or the sale thereof by PCS to Buyer. Further, Buyer agrees to indemnify and defend PCS from any such claims.

7. **Force Majeure.** PCS shall not be liable for any delay or failure to perform any obligation of PCS under this Agreement that is caused by events of force majeure, including without limitation strikes, riots, casualties, acts of God, war, governmental action or other cause beyond the reasonable control of PCS.

8. **Miscellaneous.** This Agreement constitutes the entire agreement between PCS and Buyer regarding the Products, and may not be modified except by written agreement signed by the party to be charged with the modification. Buyer's rights under this Agreement may not be assigned without the written consent of PCS. If any provision of this Agreement shall become invalid or illegal under any provision of applicable law, the remainder of this Agreement shall not be affected. This Agreement shall be binding upon both PCS and Buyer, and their respective successors and assigns. This Agreement shall be interpreted in accordance with the internal laws of the State of Colorado.



596 Fishers Station Drive, STE 1A, Victor, NY 14564
 t. 585-383-0050 f. 585-383-0701

Quotation

Number LTCQ8738

Date Apr 3, 2014

To
City of Bismarck
 Zach Schaeffer
 zschaeffer@nd.gov
 221 N 5th St
 Bismarck, ND 58506
Phone: 701-355-1641
Fax:

Inquiry: Verbal
Sales Rep: Trevor DiMarco

Ship: Ground
Delivery: 2-3 weeks ARO
FOB: Shipping point
Terms: Net 30

| Qty | Part# | Description | Unit Price | Ext. Price |
|-----|-----------------|---|------------|------------|
| 1 | 4910LR-151-LTRK | L-Tron 4910LR Microphone Style Driver License Reader Kit Includes: -2D Barcode Imager Pre-Installed with a Protective, Ergonomic Boot and Radio Mic Hanger -Custom Firmware, TraCS 7.x and 10.x Compatible -Radio Microphone Clip for Vehicle Installation -Coiled 9.5' USB Interface Cable. 15 Pin Secured to Scanner by Thumb Screws, USB Type A Host | \$339.00 | \$339.00 |



Free Ground Shipping.

| | |
|--------------|-----------------|
| Total | \$339.00 |
|--------------|-----------------|

20 Needed \$6780

Trevor DiMarco

Page 1 of 1

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES - ALL HARDWARE PROPOSED ABOVE IS COVERED BY THE MANUFACTURERS WARRANTY, COVERING PARTS AND LABOR FOR HARDWARE ONLY ON A DEPOT BASIS - WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. RETURNS WILL NOT BE ACCEPTED WITHOUT AN RMA NUMBER, STANDARD PARTS ARE SUBJECT TO A MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING. RMA'S FOR NON DEFECTIVE MATERIALS WILL ONLY BE ISSUED WITHIN 21 DAYS OF SHIPMENT. RETURNS OF CUSTOM CONFIGURATIONS OR PARTS MAYBE SUBJECT TO MANUFACTURERS RESTRICTIONS. QUOTATION DOES NOT INCLUDE SHIPPING, OR ANY SALES TAXES OR DUTIES. CREDIT TERMS ARE SUBJECT TO APPROVAL BY THE FINANCE DEPARTMENT.

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

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

Department: Police Priority High 7 of 23

Goal and Objective: New vehicle and vehicle equipment for new officers

Department Action Plan: obtain 2 new vehicles if 7 new officer request is approved.

Justification and Explanation of funding:

2 Ford Utility Inteceptors, For New Officers: Radio \$3800, Cage \$850, Transport seat \$1200, Window barriers \$210, Shotgun, Rifle mount \$400, Car Striping \$500, In-Car Video \$6500, Radar \$3000, Ignition override \$105, Equipment console \$1150, Lightbar \$1500, USB extension cable \$25, Tint meter \$100, Intoximeter \$900, Shotgun \$900, Patrol Rifle\$1900, Digital Camera \$650, Tape measure \$25, Traffic Vest \$60, Binoculars \$80, Flashlight \$150, Medical bag & supplies \$200, Blanket \$15, AED Defibulator \$2,500, Computer \$4,000, Docking Station, \$850, Scanner for Tracs, \$400, Printer for Tracs \$500, HTE Software \$500, MDB License, \$1140, Field Reporting \$1140, LG Mobile \$180, Word \$140, Easy St. license \$179, Net Motion \$576 and Labor to Install \$1200.

Total \$ Equipment to outfit new vehicles \$36,975 X 2 = \$73,950

2 Ford Utility Interceptors for New Officers : \$31,351 (includes upfit and vinyl wrap) X2=\$62,702

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|--------------------------|-------------------------|-------------------------|
| 100-192-162-5020-200 | 2 new vehicles | \$62,702.00 |
| multiple (see breakdown) | Equipment for New Car | \$73,950.00 |
| | TOTAL | \$136,652.00 |
| | | |
| | | |
| | | |

Attachment 1

COST OF A PATROL VEHICLE & ALL EQUIPMENT FOR 2015

| Item Description | <u>Quantity</u> | <u>Cost P/l</u> | <u>Total</u> | <u>Line-Item Subtotal</u> |
|--|---------------------------|------------------------|---------------------|--------------------------------------|
| Vehicle 5020-200 | | | | |
| 2014 Ford Police Interceptor Utility \$26, 291 + \$1,315 (5% increase for 2015) = | 1 | \$27,606 | | |
| 2014 Ford Interceptor Sedan \$24,653 + \$1,233 (+ 5% increase for 2015) = \$25, 886 | | | | |
| Ready for Road Upfit Package (Option 67H) | 1 | \$3,100 | | |
| Two Tone Vinyl Wrap Package #1 (Option - doors and roof) | 1 | \$645 | | |
| | Subtotal 5020-200: | | | \$31,351.00 |
| Small Equipment 4710-200 | | | | |
| Motorola 50 watt in-dash two way radio | 1 | \$3,800.00 | \$3,800.00 | |
| Setina XL cage security partition | 1 | \$850.00 | \$850.00 | |
| Setina rear plastic transport seat with cargo cage (Optional) | 1 | \$1,200.00 | \$1,200.00 | |
| Setina rear cargo cage (\$500) | | | | |
| Setina steel rear window barriers (Optional) | 1 | \$210.00 | \$210.00 | |
| Dual t-rail mount for shotgun and rifle | 1 | \$400.00 | \$400.00 | |
| Custom car striping | 1 | \$500.00 | \$500.00 | |
| Panasonic HD Arbitrator In- Car video | 1 | \$6,500.00 | \$6,500.00 | |
| Stalker Radar | 1 | \$3,000.00 | \$3,000.00 | |
| Ignition override module | 1 | \$105.00 | \$105.00 | |
| Havis Equip console-w/maplite, armrest, cupholder, acc. Sockets, console mount bracket & misc materials | 1 | \$1,150.00 | \$1,150.00 | |
| Whelen Liberty II lightbar | 1 | \$1,500.00 | \$1,500.00 | |
| USB extension cable | 1 | \$25.00 | \$25.00 | |
| Tint meter | 1 | \$100.00 | \$100.00 | |
| Intoximeter | 1 | \$350.00 | \$350.00 | |
| Shotgun | 1 | \$900.00 | \$900.00 | |
| Patrol Rifle | 1 | \$1,900.00 | \$1,900.00 | |
| Digital camera w/case | 1 | \$650.00 | \$650.00 | |

| | | | |
|--|---|---------------------------|--------------------|
| Tape measure | 1 | \$25.00 | \$25.00 |
| Traffic vest | 1 | \$60.00 | \$60.00 |
| Binoculars | 1 | \$80.00 | \$80.00 |
| Flashlight | 1 | \$150.00 | \$150.00 |
| Medical bag and medical supplies | 1 | \$200.00 | \$200.00 |
| Blanket | 1 | \$15.00 | \$15.00 |
| AED Defibrillator | 1 | \$2,500.00 | \$2,500.00 |
| | | Subtotal 4710-200: | \$26,170.00 |
| Computer Small Equipment 4700-300 | | | |
| Getac V110 Computer (MDC) | 1 | \$4,000.00 | \$4,000.00 |
| Computer docking station | 1 | \$850.00 | \$850.00 |
| Scanner for Tracs | 1 | \$400.00 | \$400.00 |
| Printer for Tracs | 1 | \$500.00 | \$500.00 |
| | | Subtotal 4700-300: | \$5,750.00 |
| Software 4700-600 | | | |
| HTE software | 1 | \$500.00 | \$500.00 |
| MDB License- \$950 (plus \$190 annual maintenance cost) | 1 | \$1,140.00 | \$1,140.00 |
| Field Reporting License \$950 (plus \$190 annual maintenance cost) | 1 | \$1,140.00 | \$1,140.00 |
| LG Mobile AVL License \$150 (plus \$30 annual maintenance cost) | 1 | \$180.00 | \$180.00 |
| MS Word - License | 1 | \$140.00 | \$140.00 |
| Easy Street software - License | 1 | \$179.00 | \$179.00 |
| Net Motion & Air card (\$48.00 per month basis) | 1 | \$576.00 | \$576.00 |
| Tracs software & hub (no cost) | | \$0.00 | \$0.00 |
| | | Subtotal 4700-600: | \$3,855.00 |
| Repair/Maintenance-Vehicles 4420-400 | | | |
| Labor to install above (Approx. \$2000 without Option 67H) | 1 | \$1,200.00 | \$1,200.00 |
| | | Subtotal 4420-400: | \$1,200.00 |
| Total Cost for Fully Equipped Squad Car: | | | \$68,326.00 |

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

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

Department: Police Priority High 10 of 23

Goal and Objective: Obtain funding for (2) police dogs (K-9) and maintain two working dogs at the department

Department Action Plan: Purchase (2) Police K-9s and train 2 new handlers

Justification and Explanation of funding: _____

Currently our two (2) teams, Sgt. Fetzer and Officer Sass are extremley busy with their K9 partners. In 2013 Sgt. Fetzer had 198 uses with his K9 and Officer Sass had 210. As of May 4, 2014 sgt. Fetzer is at 76 uses and Officer Sass is at 79 uses. 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 fo the other patrol duties the handlers do; i.e. reports, citations, arrests. Also, using the time frame of Jan1, 2013 through May 15, 2014 Sgt. Fetzer had been called in 63 times, Officer Sass has been called in 42 times. Being called in means that they were not working and came in to conduct a K9 sniff. If we had additional K9 teams the amount of searches would be higher as there are times when a shift that doesn't have a K9 would like to use and dog but can't because the handler is sleeping or otherwise not available. See Ziegler notes.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--|-------------------------|
| 100-192-162-4500 | K-9s X2- no training, Sgt. Sinclair will train | 19,686.00 |
| 100-192-162-4710-200 | Concrete slabs, kennels, dog house | 5,870.00 |
| 100-192-162-4735-400 | Equipment needs, Vet services, food | 3,444.00 |
| 100-192-162-4130-000 | OT compensation | 12,100.00 |
| 100-192-162-5020-200 | K-9 vehicle and equipment X 2 | 140,932.00 |
| 100-192-162-4630-300 | Membership dues | 200.00 |
| 4510-100 | Certification fees | 120.00 |
| | | 182,352.00 |

ATTACHMENT 3

COST OF EQUIPMENT NEEDS/ TRAINING FOR NEW K9 (2)

| Item Description | <u>Quantity</u> | <u>Cost P/I</u> | <u>Total</u> | <u>Line-Item Subtotal</u> |
|---|---------------------------|------------------------|---------------------|--------------------------------------|
| Canine 4735-400 | | | | |
| Dog food | 30 | \$40.00 | \$1,200.00 | |
| Vet Services | 2 | \$500.00 | \$1,000.00 | |
| Glucosamine | 12 | \$50.00 | \$600.00 | |
| food bowls | 2 | \$17.00 | \$34.00 | |
| Water Bowls | 2 | \$30.00 | \$60.00 | |
| Leashes | 4 | \$20.00 | \$80.00 | |
| Furminators | 2 | \$70.00 | \$140.00 | |
| Tracking Harness | 2 | \$65.00 | \$130.00 | |
| K9 Badges | 2 | \$100.00 | \$200.00 | |
| | Subtotal 4735-400 | | | \$3,444.00 |
| Overtime Wages 4130-000: | | | | |
| OT Wages | 2 | \$6,050.00 | \$12,100.00 | |
| | Subtotal 4130-000: | | | \$12,100.00 |
| Conference Registration 4510-100: | | | | |
| Certification fees | 2 | \$60.00 | \$120.00 | |
| | Subtotal 4700-600: | | | \$120.00 |
| Membership Dues 4630-300: | | | | |
| K9 Dues | 2 | \$100.00 | \$200.00 | |
| | Subtotal 4630-300 | | | \$200.00 |
| Officer Small Tools 4710-200 | | | | |
| Cement pad at handlers home | 2 | \$2,000.00 | \$4,000.00 | |
| Kennel for dog at handlers home | 1 | \$970.00 | \$970.00 | |
| Dog house X2 | 2 | \$450.00 | \$900.00 | |
| | Subtotal 4710-200 | | | \$5,870.00 |
| Total Cost for Equioment Needs/ Training | | | | \$21,734.00 |

Attachment 4

COST OF A PATROL K-9 VEHICLE CHANGEOVER & ALL EQUIPMENT FOR 2015

| Item Description | <u>Quantity</u> | <u>Cost P/I</u> | <u>Total</u> | <u>Line-Item Subtotal</u> |
|--|---------------------------|------------------------|---------------------|--------------------------------------|
| Vehicle 5020-200 | | | | |
| 2014 Ford Police Interceptor Utility \$26, 291 + \$1,315 (5% increase for 2015) = | 1 | \$27,606 | | |
| 2014 Ford Interceptor Sedan \$24,653 + \$1,233 (+ 5% increase for 2015) = \$25, 886 | | | | |
| Auxiliary rear A/C Climate Control (option 17A) | 1 | \$600 | | |
| Ready for Road Upfit Package (Option 67H) | 1 | \$3,100 | | |
| Two Tone Vinyl Wrap Package #1 (Option 91A-doors and roof) | 1 | \$645 | | |
| | Subtotal 5020-200: | | | \$31,951.00 |
| Small Equipment 4710-200 | | | | |
| K-9 cage insert w/ accessories | 1 | \$3,800 | \$3,800.00 | |
| Dual t-rail mount for shotgun and rifle | 1 | \$400.00 | \$400.00 | |
| Custom car striping | 1 | \$500.00 | \$500.00 | |
| Havis Equip console-w/maplite, armrest, cupholder, acc. Sockets, console mount bracket & misc materials | 1 | \$1,150.00 | \$1,150.00 | |
| | Subtotal 4710-200: | | | \$5,850.00 |
| Repair/Maintenance-Vehciles 4420-400 | | | | |
| Labor to install above (\$2300 without Option 67H) | 1 | \$1,200.00 | \$1,200.00 | |
| | Subtotal 4420-400: | | | \$1,200.00 |
| Total Cost for Fully Equipped Change Over of K-9 Squad Car: | | | | \$39,001.00 |

ATTACHMENT 3

COST OF A PATROL K-9 VEHICLE & ALL EQUIPMENT FOR 2015

| Item Description | <u>Quantity</u> | <u>Cost P/l</u> | <u>Total</u> | <u>Line-Item Subtotal</u> |
|--|---------------------------|------------------------|---------------------|--------------------------------------|
| Vehicle 5020-200 | | | | |
| 2014 Ford Police Interceptor Utility \$26, 291 + \$1,315 (5% increase for 2015) = | 2 | \$27, 606 | 55,212.00 | |
| 2014 Ford Interceptor Sedan \$24,653 + \$1,233 (+ 5% increase for 2015) = \$25, 886 | | | | |
| Auxiliary rear A/C Climate Control (option 17A) | 2 | \$600 | 1,200.00 | |
| Ready for Road Upfit Package (Option 67H) | 2 | \$3,100 | 6,200.00 | |
| Two Tone Vinyl Wrap Package #1 (Option 91A- doors and roof) | 2 | \$645 | 1,290.00 | |
| | Subtotal 5020-200: | | | \$63,902.00 |
| Small Equipment 4710-200 | | | | |
| K-9 cage insert w/ accessories | 2 | \$3,800 | \$7,600.00 | |
| Dual t-rail mount for shotgun and rifle | 2 | \$400.00 | \$800.00 | |
| Custom car striping | 2 | \$500.00 | \$1,000.00 | |
| Motorola 50 watt two way radio | 2 | \$3,800.00 | \$7,600.00 | |
| Panasonic HD Arbitrator In- Car video | 2 | \$6,500.00 | \$13,000.00 | |
| Stalker Radar | 2 | \$3,000.00 | \$6,000.00 | |
| Ignition override module | 2 | \$105.00 | \$210.00 | |
| Havis Equip console-w/maplite, armrest, cupholder, acc. Sockets, console mount bracket & misc materials | 2 | \$1,150.00 | \$2,300.00 | |
| Whelen Liberty II lightbar | 2 | \$1,500.00 | \$3,000.00 | |
| USB extension cable | 2 | \$25.00 | \$50.00 | |
| Tint meter | 2 | \$100.00 | \$200.00 | |
| Intoximeter | 2 | \$350.00 | \$700.00 | |
| Shotgun | 2 | \$900.00 | \$1,800.00 | |
| Patrol Rifle | 2 | \$1,900.00 | \$3,800.00 | |
| Digital camera w/case | 2 | \$650.00 | \$1,300.00 | |
| Tape measure | 2 | \$25.00 | \$50.00 | |
| Traffic vest | 2 | \$60.00 | \$120.00 | |

| | | | | |
|--|---|---------------------------|------------|---------------------|
| Binoculars | 2 | \$80.00 | \$160.00 | |
| Flashlight | 2 | \$150.00 | \$300.00 | |
| Medical bag and medical supplies | 2 | \$200.00 | \$400.00 | |
| Blanket | 2 | \$15.00 | \$30.00 | |
| AED Defribulator | 2 | \$2,500.00 | \$5,000.00 | |
| | | Subtotal 4710-200: | | \$55,420.00 |
| Computer Small Equipment 4700-300 | | | | |
| Getac V110 Computer (MDC) | 2 | \$4,000.00 | \$8,000.00 | |
| Computer docking station | 2 | \$850.00 | \$1,700.00 | |
| Scanner for Tracs | 2 | \$400.00 | \$800.00 | |
| Printer for Tracs | 2 | \$500.00 | \$1,000.00 | |
| | | Subtotal 4700-300: | | \$11,500.00 |
| Software 4700-600 | | | | |
| HTE software | 2 | \$500.00 | \$1,000.00 | |
| MDB License- \$950 (plus \$190 annual maintenance cost) | 2 | \$1,140.00 | \$2,280.00 | |
| Field Reporting License \$950 (plus \$190 annual maintenance cost) | 2 | \$1,140.00 | \$2,280.00 | |
| LG Mobile AVL License \$150 (plus \$30 annual maintenance cost) | 2 | \$180.00 | \$360.00 | |
| MS Word - License | 2 | \$140.00 | \$280.00 | |
| Easy Street software - License | 2 | \$179.00 | \$358.00 | |
| Net Motion & Air card (\$48.00 per month basis) | 2 | \$576.00 | \$1,152.00 | |
| Tracs software & hub (no cost) | | \$0.00 | \$0.00 | |
| | | Subtotal 4700-600: | | \$7,710.00 |
| Repair/Maintenance-Vehicles 4420-400 | | | | |
| Labor to install above (Approx. \$2000 without Option 67H) | 2 | \$1,200.00 | \$2,400.00 | |
| | | Subtotal 4420-400: | | \$2,400.00 |
| Total Cost for Fully Equipped K-9 Squad Car: | | | | \$140,932.00 |

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

Check if Technology Request
2015 Identify Request Year

Department: Police Priority High 5 of 23

Goal and Objective: Obtain additional funding for prisoner costs

Department Action Plan: _____

Justification and Explanation of funding: _____

The department is requesting \$241,391 in additional funding for prisoner costs. We spent \$418,787 in 2013, 2% increase from 2012, which experienced a 11% increase from 2011. This encompassed 7,642 prisoner days. Using 4% expected increase of costs for 2014 would take us to \$436,041 and a 4% increase on that for 2015 would be \$454,005. However, using the current 2014 data through June and projecting that out, we are on course to spend \$496,441 by the end of the year. A 4% anticipated increase off the speculated 2014 amount (\$496,441.10) would be \$516,297. These numbers are using the current year's rates. BCSD increased their rates to \$61.50 (+\$1.50) for 2014. BTC increased their rate from \$44.00 to \$46.00 in April 2014 and outside jails range from \$60.00 to \$65.00 per day. With the jail overcrowding issue I expect this number to be even higher as we will transport more and more prisoners to outside jails. For 2015 we put our base at \$261,500.00; with the additional \$241,391 we would have a total of \$502,891.00 to cover expected 2015 prisoner costs. This is below the \$516,297 4% anticipation on the 2014 projected number. This account, including one-time monies, was overspent in 2012, slightly underspent in 2013 and we are on track to overspend in 2014 by \$61,441 as well.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 4645-100 | Prisoner Costs | \$ 241,391.00 |
| | | |

2013 PRISONER CARE BREAKDOWN

Dollar amount Spent/Month

| Month | Transition Center | Mercer | Burleigh | Morton | McLean | Rugby |
|-----------|-------------------|------------|-------------|------------|----------|------------|
| January | \$13,684.00 | | \$12,600.00 | \$1,040.00 | | \$275.00 |
| February | \$7,612.00 | \$60.00 | \$14,280.00 | \$2,145.00 | \$260.00 | \$1,265.00 |
| March | \$7,700.00 | \$120.00 | \$18,780.00 | \$6,630.00 | | |
| April | \$7,480.00 | | \$32,160.00 | \$4,160.00 | | |
| May | \$11,440.00 | \$1,080.00 | \$28,740.00 | \$3,315.00 | | |
| June | \$9,064.00 | | \$22,440.00 | \$1,235.00 | | |
| July | \$8,096.00 | \$600.00 | \$21,362.45 | \$4,095.00 | | |
| August | \$9,724.00 | \$480.00 | \$20,580.00 | \$2,600.00 | | |
| September | \$12,760.00 | | \$23,580.00 | \$1,105.00 | \$195.00 | |
| October | \$8,272.00 | \$360.00 | \$24,480.00 | \$325.00 | | |
| November | \$11,220.00 | | \$26,940.00 | \$325.00 | | |
| December | \$8,008.00 | | \$26,115.00 | | | |

TOTALS \$115,060.00 \$2,700.00 \$272,057.45 \$26,975.00 \$455.00 \$1,540.00 TOTAL = \$418,787.45

actual total spent on prisoner lodging in 2013 was \$411,541.39 due to detox fees collected

of Days Prisoners housed/Month

| Month | Transition Center | Mercer | Burleigh | Morton | McLean | Rugby |
|------------|-------------------|--------|----------|--------|--------|-------|
| January | 311 | 0 | 210 | 16 | 0 | 5 |
| February | 173 | 1 | 238 | 33 | 4 | 21 |
| March | 175 | 2 | 313 | 102 | 0 | 0 |
| April | 170 | 0 | 536 | 64 | 0 | 0 |
| May | 260 | 18 | 479 | 51 | 0 | 0 |
| June | 206 | 0 | 374 | 19 | 0 | 0 |
| July | 184 | 10 | 356 | 63 | 0 | 0 |
| August | 221 | 8 | 343 | 40 | 0 | 0 |
| September | 290 | 0 | 393 | 17 | 3 | 0 |
| October | 188 | 6 | 408 | 5 | 0 | 0 |
| November | 255 | 0 | 449 | 5 | 0 | 0 |
| December | 182 | 0 | 435 | 0 | 0 | 0 |
| TOTALS | 2615 | 45 | 4534 | 415 | 7 | 26 |
| % of total | 34.22% | 0.59% | 59.33% | 5.43% | 0.09% | 0.34% |

7642 Total number of days

PRISONER CARE-JAIL BREAKDOWN THROUGH June 2014

Dollar amount Spent/Month

| Month | Transition Center | Mercer | Burleigh | Morton | McLean | Rugby |
|--------------------------|-------------------|--------|--------------|------------|------------|--------|
| January | \$11,484.00 | | \$26,863.30 | | | |
| February | \$5,720.00 | | \$28,800.25 | \$325.00 | \$195.00 | |
| March | \$14,080.00 | | \$33,759.75 | \$585.00 | \$1,820.00 | |
| April | \$11,446.00 | | \$25,042.79 | | | |
| May | \$13,110.00 | | \$35,854.78 | | | |
| June | \$8,694.00 | | \$30,440.68 | | | |
| July | | | | | | |
| August | | | | | | |
| September | | | | | | |
| October | | | | | | |
| November | | | | | | |
| December | | | | | | |
| TOTALS | \$64,534.00 | \$0.00 | \$180,761.55 | \$910.00 | \$2,015.00 | \$0.00 |
| Projected for 12 Months: | \$129,068.00 | \$0.00 | \$361,523.10 | \$1,820.00 | \$4,030.00 | \$0.00 |

\$496,441.10 (Projected 2014)

of Days Prisoners housed/Month

| Month | Transition Center | Mercer | Burleigh | Morton | McLean | Rugby |
|---------------|-------------------|--------|----------|--------|--------|-------|
| January | 261 | 0 | 437 | 0 | 0 | 0 |
| February | 130 | 0 | 468 | 5 | 3 | 0 |
| March | 320 | 0 | 549 | 9 | 28 | 0 |
| April | 257 | 0 | 407 | 0 | 0 | 0 |
| May | 285 | 0 | 583 | 0 | 0 | 0 |
| June | 189 | 0 | 495 | 0 | 0 | 0 |
| July | 0 | 0 | 0 | 0 | 0 | 0 |
| August | 0 | 0 | 0 | 0 | 0 | 0 |
| September | 0 | 0 | 0 | 0 | 0 | 0 |
| October | 0 | 0 | 0 | 0 | 0 | 0 |
| November | 0 | 0 | 0 | 0 | 0 | 0 |
| December | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTALS | 1442 | 0 | 2939 | 14 | 31 | 0 |
| % of total | 32.58% | 0.00% | 66.40% | 0.32% | 0.70% | 0.00% |

100.00%

4426 Total number of days

| | | | | | | | |
|--------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-------------------------------|
| Projected Prisoner Days: | 2884.00 | 0.00 | 5878.42 | 28.00 | 62.00 | 0.00 | 8852.42 Projected 2014 |
| 2014 Rate: | x \$46.00 | x \$60.00 | x \$61.50 | x \$65.00 | x \$65.00 | x \$60.00 | |

\$ 132,664.00 \$ - \$ 361,523.10 \$ 1,820.00 \$ 4,030.00 \$ - **\$ 500,037.10 Projected 2014**

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

Check if Technology Request
2015 Identify Request Year

Department: Police Priority High 1 of 23

Goal and Objective: Obtain funding for replacement of department vehicles Patrol (7), Traffic (2), Animal Control (1) and PYB (1).

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

Justification and Explanation of funding:

The department attempts to maintain a rotation cycle for marked patrol cars in order to replace the cars when they have approximately 90,000 to 100,000 miles. In 2015 we need to replace:

5 Patrol vehicles Yearly Changeover : Purchase Ford Police Utility Interceptors. *Replace (4) 2012 Chevy Impalas and (1) 2009 Ford Crown Victoria.* Vehicles replaced: 2012 Chevy Impala #1 w/100,000 miles, 2012 Chevy Impala #30 w/90,000 miles , 2012 Chevy Impala #5 w/ 100,000 miles, 2012 Chevy Impala #6 w/120,000 and K-9 2009 Crown Victoria #54 w/110,000 miles. 2015 estimated cost of a new Ford Police Utility Interceptor \$27,606. For 2015 we would like vehicles to come equipped with ready for road upfit package \$3100.00 per vehicle + \$645.00 two tone vinyl wrap package = \$31,351.00 per vehicle + \$600.00 for 1 K-9 Vehicle: Rear AC control . We are requesting an additional **\$157,355** to purchase the needed patrol vehicles.

2 Car Marker vehicles: Jeep Patriot style. \$22,520.00 per vehicle X 2 = **\$45,040.00.** (1)Will replace 1994 Chevy Blazer 62,131 miles. Towed 3X's this year alone. (2) 2004 Chevy Blazer 78,174. Air conditioning issues a lot of maintenance issues.

1 Ford F-150 Animal Control : Pickup style. **\$26,500.00.** Changing out 2007 Chevy Uplander van. 105,467 mileage. Increased maintenance costs and van not practical for offroad purposes.

1 PYB Van: Van will replace 2001 Dodge CaraVan 101,000 miles on this van. Cost **\$15,000.** **Grand Total: \$243,895**

Goal: Standardize the fleet: Location of equipment. Departments throughout US are doing this withthe Ford Interceptor Utility.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 100-192-162-5020-200 | vehicles for changeover | \$243,895.00 |

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

Check if Technology Request
2015 Identify Request Year

Department: Police Priority Information

Goal and Objective: Have the ability to seek grant funding for new CAD/RMS services. Apply for the grant opportunity if one is available.

Department Action Plan: In conjunction with the Communications director we will actively look for grant opportunities that are appropriate for our Public Safety needs. If an opportunity is available we will apply for the opportunity should permission be granted.

Justification and Explanation of funding: The public safety CAD/RMS software is in need of updating. We are also looking at combining our efforts with our Mandan and Morton County public safety neighbors. This is important for safety reasons and the sharing of emergency information. While our communities are experiencing unprecedented growth the need for all of public safety to communicate and share call information with each other is crucial. Updating to a system all of us can use and afford will allow us to keep our public safety personnel safer and more informed. Depending on the grant opportunity there may be matching funds required. Usually the match is 25% but it will depend on the grant conditions whether the match is more or less than 25%.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|----------------------------------|-------------------------|
| 100-193-293 | Government Grants and Activities | 1,500,000 |
| | | |
| | | |
| | | |
| | | |

Priority Personnel Requests 2015

| | <u>Amount</u> | PIC |
|----------------------------------|---------------|----------------|
| 1 current COPS hiring grant FTEs | \$ 217,260.00 | Donlin/Ziegler |
| 2 2013 SRO COPS grant | \$ 107,081.00 | |
| 3 7 new officers | \$ 506,940.00 | Donlin/Malo |
| 4 Current OVW grant | \$ 152,478.00 | Draovitch |
| 5 PYB Supervisor | \$ 15,158.00 | Draovitch |
| 6 Quarter Master | | Donlin |
| | \$998,917.00 | |

Priority One-Time Requests 2015

| | <u>Requested</u> | <u>PIC</u> |
|--|-----------------------|--------------------------|
| High | | |
| 1 Vehicle Purchase | \$ 243,895.00 | Ziegler/Trom |
| 2 Equipment Transfer | \$ 50,280.00 | Ziegler/Trom |
| 3 Computer Small Equipment - computers for cars | \$ 116,134.00 | Draovitch |
| 4 Computer Small Equipment-computer rotation | \$ 33,070.00 | Draovitch |
| 5 Prisoner Care-Jail | \$ 241,391.00 | McMerty |
| 6 base increase for computer service fees (new CJIS charges/email) | \$9,143.00 | Draovitch |
| 7 new vehicle for new officers | \$136,652.00 | Ziegler/Trom |
| 8 equip for new officers | | Ziegler |
| 9 Tasers and Accessories | \$ 10,981.00 | Draovitch |
| 10 2 K-9's | | Ziegler |
| 11 Wall Repair | \$ 5,000.00 | Draovitch/Kjos |
| 12 Roof Edge Repair | \$ 25,000.00 | Draovitch/Kjos |
| 13 Power DMS | \$3,200.00 | Ziegler |
| 14 Leads Online | \$ 6,688.00 | Ziegler/Fullerton |
| Medium | | |
| 15 Base increase for Ammo | \$ 42,590.00 | Ternes |
| 16 base increase for FTO | \$10,000.00 | Ternes |
| 17 Evidence Drying Cabinet | \$8,827.00 | Draovitch |
| 18 Overtime | \$ 45,000.00 | Donlin |
| 19 Towing | \$ 5,000.00 | Ziegler/Solemsaas |
| 20 evidence storage lockers, cages | \$37,600.00 | Draovitch/Hess |
| 21 mens locker room lockers | \$9,500.00 | Draovitch/Kjos |
| Low | | |
| 22 Space Needs Study | \$ 20,000.00 | Draovitch/Kjos |
| 23 Repair damaged concrete | \$ 3,000.00 | Draovitch/Kjos |
| | TOTAL | |
| | \$1,030,451.00 | |
| Other | | |
| single point of contact | \$ 16,500.00 | city admin budget Donlin |
| CAD-RMS | \$ 1,500,000.00 | |

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

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

Department: Library Priority 4 of 6

Goal and Objective: Budget money from the library's general fund balance to fund several parking lot updates.

Department Action Plan: Upon the start of summer 2015 we will coordinate parking lot updates and repairs with the Facilities Maintenance Department. These updates and repairs include: paint parking ballards, rubberize/seal drive lane cracks, caulk sidewalk cracks and exterior seating, and get crack and joint seal for parking areas.

Justification and Explanation of funding: As part of ongoing building maintenance and upkeep, these projects should be done now rather than waiting, which could result in bigger, more expensive parking lot repairs. Therefore, we want to get these repairs done in 2015, with funding from the library's general fund balance.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|----------------------------------|-------------------------|
| 4420-280 | Repair/Maintenance - Parking Lot | \$4,100 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Library Priority 2 of 6

Goal and Objective: Budget \$5,000 from the library's general fund balance for inclusion in the City's lawn mowing bid.

Department Action Plan: Work with Glenn Mann at the Facilities Maintenance Department on creating a lawn care package for the Library to be included in the City's lawn mowing bid.

Justification and Explanation of funding: We are trying this out for one year to see if taking part in the City's lawn care bid decreases our maintenance person's workload such that it won't be necessary to hire a part-time person in his department. It would be more cost effective to go this route. The \$5,000 will be funded via the library's general fund balance for 2015. If it is deemed effective, we will pay for this service through the library's budget in 2016.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 4410-400 | Lawn Care | \$5,000 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Library Priority 5 of 6

Goal and Objective: Budget money from the library's general fund balance to fund 2015 special assessment costs for road and street upkeep.

Department Action Plan: Due to new ongoing expenses in our budget (funds for digital material, extra staff hours) we are going to pay for special assessments for the upcoming year via our fund balance as our revenue is limited.

Justification and Explanation of funding: The funding will be paid through the library's general fund balance so we are not requesting revenue for this account in 2015.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 4440-000 | Special Assessments | \$5,200 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Library Priority 1 of 6

Goal and Objective: Budget \$6,500 from the library's general fund balance to assist in covering the costs of the library's café.

Department Action Plan: As an incentive to stay open, the Library Board plans to assist with various costs: equipment repair, supplies, and promotion. The funding will not go directly to the manager of the café; the library will pay bills directly to the vendors responsible for repairs, supplies, and promotional activities.

Justification and Explanation of funding: Revenue is consistently low in the café, which makes it difficult for the lessee to make a profit. The Library Board and staff view the café as a service offered to our patrons and plan to budget this extra funding as an incentive to the café manager to keep the café viable. The incentive funding will be paid for via the library's general fund as a one-time priority. If this positively affects the operations of the café we plan to pay for this out of the library's budget starting in 2016.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|------------------------|--|-------------------------|
| 4330-310 (new account) | Facilities Services Contract - Library | \$6,500 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Library Priority 6 of 6

Goal and Objective: Budget money from the library's general fund balance to fund computer upgrades during the 2015 budget year.
 upkeep.

Department Action Plan: Our Technology Coordinator will be upgrading staff computers from Windows XP to Windows 7 throughout 2015.
Public computers are being upgraded throughout 2014.

Justification and Explanation of funding: Windows XP software was phased out on April 8, 2014 and Microsoft no longer provides security updates or
technical support for it. It is imperative that we update our computers so we can carry on with daily operations as we rely heavily on technology to do our jobs.
The funding will be paid through the library's general fund balance. We are not requesting additional revenue for this project.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---------------------------------|-------------------------|
| <u>4700-300</u> | <u>Computer Small Equipment</u> | <u>\$13,600</u> |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Library Priority 3 of 6

Goal and Objective: Budget money from the library's general fund balance to fund updating the library staff break room.

Department Action Plan: Upon the start of 2015 we will update the library staff break room, which includes: removing worn/water damaged wallpaper, paint the walls, replace worn/old plastic lawn furniture with new furniture, replace 1970's stove, replace worn/old refrigerator.

Justification and Explanation of funding: The library staff break room has been in dire need of repair for the past several years. Beyond the fact that the room is neither attractive nor inviting, the flimsy plastic lawn furniture is not safe/ergonomic and is not appropriate for a staff break room. We are a very busy library, and at times the staff work under stressful conditions, we need to provide them with a break room area that is comfortable and allows them a place of solace during break times. The funding will be paid through the library's general fund balance. We are not requesting additional revenue for this project.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------------|-------------------------|
| 4420-100 | Repair/Maintenance - Building | \$18,000 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Civic Center Priority 20 of 21

Goal and Objective: Purchase 2 vacuum Cleaners

Department Action Plan: Purchase 2 Vacuum Cleaners

Justification and Explanation of funding: This is the second year of a two year program on replacing our vacuum cleaners. This past year one of our vacuum vacuum cleaners broke and we were told it could not be repaired. We now use it for parts. The other vacuum cleaner we are asking to replace was purchased from government surplus years ago and it hardly has any suction power and the brushes are worn out. Additionally we often receive requests from exhibitors to use a vacuum to clean their area. This is a potential pass through expense in which we could assess an additional charge to use the equipment.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---------------------------------------|-------------------------|
| | <u>Purchase 2 new vacuum cleaners</u> | <u>\$ 1,800.00</u> |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Civic Center Priority 19 of 21

Goal and Objective: Purchase 2 Spotlight Platforms

Department Action Plan: Purchase 2 Spotlight Platforms

Justification and Explanation of funding: With the increase use of our Broadway set for concerts and the need of additional spotlights for these concerts we need to purchase stands for the additional spotlights needed. Currently we are using stands we made in-house Because of the number of times these stands have been setup and taken down we feel they are no longer safe to hold a spotlight that weights 300 to 400 pounds. We talked about building permanent stands but with the loss of seats for large concerts it didn't seem financially feasible.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---------------------------------------|-------------------------|
| | <u>Purchase 2 Spotlight Platforms</u> | <u>\$ 3,200.00</u> |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

**Check if Technology Request
 Identify Request Year**

Department: Civic Center Priority 18 of 21

Goal and Objective: Equipment for new expansion purchase 2 stand up podiums

Department Action Plan: Equipment for new expansion purchase 2 stand up podiums

Justification and Explanation of funding: With the addition of two large assembly areas and the capability of holding two additional major assemblies at the same time we are requesting the funding to purchase 2 additional stand up podiums to match the ones we purchased. in 2013. We currently only have 5 or 6 podiums that are in acceptable condition to provide a professional atmosphere.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|------------------------------------|-------------------------|
| | <u>Purchase 2 stand up podiums</u> | \$ 3,700.00 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Civic Center Priority 14 of 21

Goal and Objective: Equipment for new expansion two wireless microphone systems, 2 8-channel mixers with multiple lengths of mic. cable

Department Action Plan: Equipment for new expansion two wireless microphone systems, 2 8-channel mixers with multiple lengths of mic. cable

Justification and Explanation of funding: Currently we don't have enough sound equipment to hold concurrent meetings in the new exhibit halls if our other rooms are rented. Visiting with sales staff they feel we will be hosting multiple events at one time, which creates the need for additional sound equipment. We currently have a shortage of equipment as well as some of it being inadequate for our needs.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| | <u>Purchase of two wireless microphone systems, 2 8-channel mixers with multiple lengths of mic. cables</u> | <u>\$ 4,100.00</u> |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Civic Center Priority 2 of 21

Goal and Objective: Equipment for new expansion. Purchase of a scoreboard

Department Action Plan: Equipment for new expansion. Purchase of a new scoreboard

Justification and Explanation of funding: With the additional room, the high school has booked a couple more basketball tournaments into the new expansion area. For 2015 we are planning to use the basketball floor we are currently using in the arena and dividing our portable seating riser system between the two courts. However, we don't have an extra scoreboard we can use. Therefore we need to budget for a scoreboard and controller that we could use for basketball, volleyball and wrestling. The scoreboard is important to the scheduling of future sporting events. In addition to the scoreboard is item two (hoist motors) which are needed to run the scoreboards.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--------------------------|-------------------------|
| | Purchase of a scoreboard | \$ 4,200.00 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Civic Center Priority 3 of 21

Goal and Objective: Purchase 2-1/2 ton chain hoist motors

Department Action Plan: Purchase 2-1/2 ton chain hoist motors

Justification and Explanation of funding: The 2-1/2 ton chain hoist motors currently in our inventory have failing gears and brake system.
We had them looked at and were told the cost to repair these motors would be more than replacing them.
Additionally, we are in need of two additional motors to run the two scoreboards requested in 1/20.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--|-------------------------|
| | <u>Purchase 2-1/2 ton chain hoist motors</u> | <u>\$ 4,500.00</u> |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 _____ Identify Request Year

Department: Civic Center Priority 7 of 21

Goal and Objective: Equipment for new expansion purchase of a snow blower attachment

Department Action Plan: Equipment for new expansion purchase of a snow blower attachment

Justification and Explanation of funding: In order to have adequate fire exits there will be new pavers installed at the north end of the arena. The maximum weight capacity is 2500 pounds. This weight restriction presents a problem for us in utilizing our bobcat to remove the snow. We also have a John Deere tractor that will meet the weight restrictions, however, we have no snow blower attachment for the tractor. With 11,600 square feet to clean, a walk behind snow blower is not adequate nor would it be cost effective considering the time and labor it would cost us. Additionally, we would have to contract out the hauling of the snow. As a life safety concern, we are required to keep all emergency exits open.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-----------------------------------|-------------------------|
| | John Deere Snow Blower Attachment | \$ 5,500.00 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Civic Center Priority 21 of 21

Goal and Objective: Equipment for new expansion purchase beltrac's, beltrac carts and signs

Department Action Plan: Equipment for new expansion purchase beltrac's, beltrac carts and signs

Justification and Explanation of funding: We feel the following beltrac's would be needed for events being held in the additional exhibit hall space. The beltrac's are used to direct people to specific areas along with crowd control. A number of our current beltrac's are worn out. To cover needs in the new expansion we are requesting 26 beltrac's, 3 beltrac carts and 5 beltrac signs

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--|-------------------------|
| | Purchase 26 beltrac's, 3 beltrac carts and 5 beltrac signs | \$ 6,000.00 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
 _____ Identify Request Year

Department: Civic Center Priority 6 of 21

Goal and Objective: Bobcat broom

Department Action Plan: Purchase a new broom for our Bobcat

Justification and Explanation of funding: The need for a new broom for the Bobcat is a safety concern for employees and the public. With the current condition of our Bobcat broom and the amount of sidewalks we have to clean during the winter it is less expensive for the city to purchase a new broom rather than having it contracted out. The old broom can no longer be repaired.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|------------------------------------|-------------------------|
| | <u>Purchase a new Bobcat broom</u> | <u>\$ 6,000.00</u> |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Civic Center Priority 5 of 21

Goal and Objective: Purchase Clear Com Head Sets and Belt Packs

Department Action Plan: Purchase Clear Com Head Sets and Belt Packs

Justification and Explanation of funding: Some of our present headsets and belt packs are 20 years old and the clarity is no longer there. We have sent several in to be repaired and were told that parts are no longer available which puts us in a position to replace the non-functioning units. After visiting with additional staff members it was determined we needed to replace some units as well as purchase some additional units. Currently we are sharing units when we have multiple events and with the additional expansion the shortage puts us in a position of providing less than ideal customer service which could result in a safety issue at some point.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| | <u>Purchase 10 single-ear headsets, 12 double-ear headsets, 12 belt packs</u> | <u>\$ 8,000.00</u> |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Civic Center Priority 8 of 21

Goal and Objective: Equipment for new expansion 4 TV video monitors for exhibit hall A-B-C-D

Department Action Plan: Equipment for new expansion 4 TV video monitors for exhibit hall A-B-C-D

Justification and Explanation of funding: TV monitors placed at each entrance going into Exhibit Halls A-B-C-D serve as an informational and directional source during events. They provide an aesthetic as well as professional appeal to our customers, which is important when selling the venue for large and small conventions. Whether it's one major event or four smaller events, the monitors eliminate the cost and labor to maintain updated signage throughout the term of the event. This can also be viewed as an additional revenue source for the venue.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| | 4 48" TV video monitors and all equipment | \$ 8,000.00 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2015 Identify Request Year

Department: Civic Center Priority _____

Goal and Objective: Working with IT Department their recommendation is to go on a three year rotation on updating all computers.

Department Action Plan: Continue in 2014 replacing the computers as part of the IT Department plan. Repalce 5 computers and monitors along with 5 new computers and monitors, incase we get new employees requested. Please see attached email.

Justification and Explanation of funding: The cost of this replacement would need to come from within the budget which is funded through the Hotel/Motel Tax. The expense line would be computer small equipment.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------------|--|-------------------------|
| <u>630-035-000-4700-300</u> | <u>(10)PC with 250GB disk, 4 GB memory, CDR-DVD Rom, Intel Core 17-3770,</u> | <u>\$6,500</u> |
| | <u>Windows 7 operating system, Standard User @ \$650</u> | |
| <u>630-035-000-4700-300</u> | <u>(10) 22" LCD Monitor @ \$150</u> | <u>\$1,500</u> |
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| | | |
| | Total | \$8,000 |

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

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

Department: Civic Center Priority 17 of 21

Goal and Objective: Purchase a carpet extractor

Department Action Plan: Purchase an additional carpet extractor

Justification and Explanation of funding: With the one carpet extractor we have we won't have enough battery life to vacuum the exhibit hall upper and lower lobbies and the new lobby between events. Looking at the 2015 rental schedule, the lobbies will need to be cleaned overnight. With one extractor that can't be done. We are requesting an additional machine to make turnarounds feasible, as well as, economical. This greatly contributes to the professionalism of the venue we are selling.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| | <u>Carpet extractor</u> | \$ 14,000.00 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2015 Identify Request Year

Department: Civic Center Priority 1 of 21

Goal and Objective: 4.0 Upgrade & Server Migration (2 Server Config)

Department Action Plan: 4.0 Upgrade & Server Migration (2 Server Config)

Justification and Explanation of funding: The Micros upgrade is necessary to make it compatible with our current computer software.
This Upgrade would allow us also to have the capability to use our current credit card machines.
The estimated quote has been reviewed by Gordon Fode of city IT department

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| | <u>4.0 Upgrade & Server Migration (2 Server Config)</u> | <u>28,084</u> |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Civic Center Priority 16 of 21

Goal and Objective: Purchase a mid-size SUV

Department Action Plan: Purchase a mid-size SUV

Justification and Explanation of funding: We the addition of 50,000 square feet of exhibit hall and the goal of booking all available venues as much as possible, our sales and marketing staff have a greater need for additional travel. Travel includes cold calls, conferences both in-state and out-of-state, and making scheduled presentations both in-state and out-of-state. Substantial travel will be involved in securing events and we are requesting a mid-size SUV for the need and safety of our staff. This vehicle would also be used on a regular basis for front office staff.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
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| | Purchase a mid-size SUV | \$ 38,500.00 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Civic Center Priority 4 of 21

Goal and Objective: Purchase of a Tricaster

Department Action Plan: Purchase of a Tricaster

Justification and Explanation of funding: A tricaster is a piece of equipment that allows us to stream on the internet. This past year we have been asked by building users numerous times if we could stream specific meetings and general assembly speakers. The high school activities association has also made this request, particularly for basketball games, as they are able to stream in other venues. With the addition of two new basketball tournaments already committed to the venue, this provides a prosperous revenue source for the Civic Center and the expanded Exhibit Hall.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--------------------------------|-------------------------|
| | <u>Purchase of a Tricaster</u> | \$ 54,000.00 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Civic Center Priority 15 of 21

Goal and Objective: Purchase a new Riding Floor Scrubber

Department Action Plan: Purchase another model 7400 Riding Floor Scrubber

Justification and Explanation of funding: We currently have one riding floor scrubber. With the additional square footage from the expansion and the time allowed to reset the venues for events one riding floor scrubber is not enough. This past winter we had to wait with setting the arena because we had an overnight turnover in the exhibit hall and needed to get that done first. Turnovers are very congested and time-consuming. With the upcoming events scheduled in close proximity of each other it is next to impossible to turnover these venues in a timely and economical fashion. It takes a minimum of 4 hours and 700 gallons of water to scrub the new building. In situations where both buildings need to be scrubbed it takes 6-7 hours. In addition to the time, the staff member must be a full-time city employee which restricts us more.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|------------------------------|-------------------------|
| | <u>Riding Floor Scrubber</u> | |
| | | \$ 65,000.00 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Civic Center Priority 12 of 21

Goal and Objective: Equipment for new expansion. Purchase one 40 foot by 32 foot 4 to 6 foot high stage for the new exhibit hall.

Department Action Plan: Equipment for new expansion. Purchase one 40 foot by 32 foot 4 to 6 foot high stage for the new exhibit hall

Justification and Explanation of funding: We are increasingly receiving requests to adjust the height of our stage. This is due to our shortage of staging to build two stages and the need for stages in the arena and exhibit hall venues. With the additional conference space this poses an even greater challenge. We are not in the position to provide staging for multiple events given our inventory. Note this is a pass-thru expense which will be absorbed by the customer.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|---|-------------------------|
| | <u>Purchase one 40' x 32 foot 4 to 6 foot stage height with steps, skirting and</u> | <u>\$ 77,000.00</u> |
| | <u>guardrail</u> | |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Civic Center Priority 11 of 21

Goal and Objective: Equipment for new expansion. Purchase an assortment of tables

Department Action Plan: Equipment for new expansion. Purchase an assortment of tables

Justification and Explanation of funding: In May for the Petroleum Conference, we purchased enough tables to be used in the new exhibit halls to fill the needs of booth vendors. The following list of additional tables tables would be used for banquets, socials, and multiple classroom sets. (300) 60" round tables, (150) 18"x8', (30) 18"x5' and (10) 30"x8' with adjustable legs.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|----------------------------------|-------------------------|
| | Purchase an assortment of tables | \$ 107,000.00 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Civic Center Priority 13 of 21

Goal and Objective: Equipment for new expansion. Purchase two 40'x30'x 18" or 24" or 30" heights with steps, skirting and guardrails

Department Action Plan: Equipment for new expansion. Purchase two 40'x30'x 18" or 24" or 30" heights with steps, skirting and guardrails

Justification and Explanation of funding: In order to utilize our venues to it's fullest potential, additional risers are needed to build lower stages for conference presenters. Because we now have the ability to divide our exhibit hall into four assembly rooms-each requiring a stage, the following list of equipment is needed to build two 40'x30' stages:
 (50) 6'x8' risers (2) sets of stairs, enough guardrail and skirting to do 120' of stage along the front and partially down the sides.
 This equipment will benefit the selling of multiple meeting rooms, as well as, weddings and receptions. Additionally this is a pass thru expense absorbed by the customer.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--|-------------------------|
| | Equipment for new expansion. Purchase two 40'x30'x 18" or 24" or 30" heights with steps, skirting and guardrails | \$ 128,890 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

**Check if Technology Request
 Identify Request Year**

Department: Civic Center Priority 10 of 21

Goal and Objective: Equipment for new expansion: 1000 blue and black padded chairs

Department Action Plan: Equipment for new expansion: 1000 blue and black padded chairs

Justification and Explanation of funding: With the extra space and the capability of hosting several major events at one time we don't have enough chairs to fulfill fulfill the needs. Currently we have enough chairs to have a concert in the arena, a banquet in exhibit hall D and a theater set meeting in exhibit hall C at the same time, which leaves us with a significant shortage for the two remaining exhibit halls. It is also worth mentioning that the maroon chairs which are used for the Broadway set are not that sturdy and need replacing. After talking with sales and marketing they felt comfortable with the addition of 1000 chairs to cover Exhibit Hall's A and B, as well as, any major general assembly and banquet shortage.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--|-------------------------|
| | 1000 blue and black padded chairs and 28 chair carts | \$ 129,900.00 |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Civic Center Priority 9 of 21

Goal and Objective: Equipment for new expansion purchase 400 feet of one-foot box truss, 21 (1/2 ton) motors with controller and steel and 400 feet of 30 feet by 30 feet of black commando panels

Department Action Plan: Equipment for new expansion purchase 400 feet of one-foot box truss, 21 (1/2 ton) motors with controller and steel and 400 feet of 30 feet by 30 feet of black commando panels

Justification and Explanation of funding: It is important for the sales department to sell the various meeting rooms and venues in a variety of configurations. Currently we do not have enough equipment to meet these needs. Customers will often request break-out rooms of various sizes. This equipment gives us an opportunity to charge additional rent back to the customer to cover the cost. It is our intent to use this equipment primarily in Exhibit Hall's A and D. The equipment can remain in these areas thus significantly reducing the cost of labor to set-up and tear down.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--|-------------------------|
| | <u>Purchase 400 feet of one-foot box truss, 21 (1/2 ton) motors with controller and steel and 400 feet of 30 foot by 30 foot black commando panels</u> | <u>\$ 156,500.00</u> |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

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

Goal and Objective: 1/2 ton pick-up truck for the proposed new position for Forestry. If this the new position is approved, this individual will need a pick-up truck to accomplish their dutuies.

Department Action Plan: _____

Justification and Explanation of funding: This Arborist I will need a vehicle to haul landscape material and plants to job site, inspect the spray/weed crews and haul irrigation equipment and replacement parts to job sites.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| | | |
| | 1/2 ton pick up | \$22,685 |
| | | |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Public Works Service Operations - Roads & Streets - Forestry Priority High

Goal and Objective: Purchase a chipper to allow for a third pruning crew to address the pruning and storm cleanup needs of the city

Department Action Plan: _____

Justification and Explanation of funding: This new piece of equipment would allow Forestry to have three

pruning crews to address the growing need for city tree pruning and storm cleanup.

Roads and Street reserve funds would be used to purchased the 12" wood chipper.

Currently there is \$7,041,281 in reserve funds in R+S.

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> |
|-----------------------|-------------------------|-------------------------|
|-----------------------|-------------------------|-------------------------|

| | | |
|--------------------------|------------------|----------|
| 250-260-253-253-5020-100 | 12" wood chipper | \$28,000 |
|--------------------------|------------------|----------|

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

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

Department: Public Works Service Operations - Roads & Street - Forestry Priority High

Goal and Objective: Add an additional pruning contractor to prune before Engineering Street Improvement projects

Department Action Plan: Bid contract in January of 2015 to prune street trees in street improvement districts.
 Utilize Roads and Streets reserve funds to pay for this contract. (\$7,041,281 in R+S reserve)

Justification and Explanation of funding: The street trees are a major asset to the road network in Bismarck, and should utilize the revenue from the state for roadway maintenance. Each year the Engineering Department identifies major street improvement projects. Many of these areas have not been pruned in several years. Engineering hires a licensed arborist before the project begins. By hiring an arborist to prune during the winter months the trees will be ready for the street improvement come spring/summer. The trees will be pruned for street and sidewalk clearance, currently they are pruned only for clearance of construction equipment which is on the street side of the tree. By adding these trees under contract, we can continue to gain ground on street tree pruning and shorten our pruning rotation to reduce tree conflicts with other infrastructure and vehicles.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|--------------------------|---|-------------------------|
| 250-260-253-254-4640-300 | Contract pruning at \$175/per tree, street improvement area has 601 trees | \$105,175 |
| | | |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2012 Identify Request Year

Department: Forestry Priority high

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 2015 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 extremly cold winter conditions, employee vacancies, 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.

To keep up with the increased cost of pruning, and have a contractor prune 1000 trees per year, we will need an estimated \$175,000.

Funding is recommended from the cash reserves of the Roads and Streets division, (\$7,041,281 as of 7/21/2014). 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 1000 trees | \$175,000 |
| | | |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Roads and Streets - Forestry Priority High

Goal and Objective: Replace Forestry LogTruck due to hours and age

Department Action Plan: \$30,000 was set aside in 2014 budget to begin building an equipment replacement program. This fund will need to be added to yearly to build up funds for equipment replacement. Presently there is \$230,754.99 available in the Forestry Eq. Replacement fund.

Justification and Explanation of funding: The Log Truck hours will be over the threshold for replacement in 2014. Life safety is a concern based on the type of work this truck is used for during tree removal and storm damage response.

Transfer funds from Roads and Streets cash reserve to Forestry to cover the cost of the log truck.
Present R+S cash balance is \$7,041,281.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|---------------------------------|------------------------------|-------------------------|
| <u>250-260-253-253-5020-100</u> | <u>Log truck replacement</u> | <u>206,000</u> |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

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

Department: Public Works/ Utility Operations - Sanitary Sewers Priority _____

Goal and Objective: Develop a Sanitary Sewer Collection System Preventive Maintenance and Sewer Overflow Response Plan that will meet the requirements of our NDPDES permit.

Department Action Plan: Hire a consultant to provide assistance in developing a Sanitary Sewer System Preventive Maintenance and Overflow Response Plan to address issues raised in EPA inspection

Justification and Explanation of funding: In a 2013 inspection the Environmental Protection Agency identified a number of program deficiencies, primarily related to record keeping, work management and lack of adequate standard operating procedures for sewer maintenance and response to sewer back ups. The City must respond with corrective actions or face legal action and penalties through an EPA enforcement action. City staff requires assistance in organizing the program, developing procedures, training and development of an effective record keeping and work management system.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|--|-------------------------|
| 670-680-671-4310-200 | Consultant for Sewer System Preventative Maintenance and Overflow Response | 100,000 |
| | | |
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**City of Bismarck
 Department Budget Request for 2015
 Priority Initiative
 One-time Expenditures**

Check if Technology Request
2012 **Identify Request Year**

Department: Public Works - Service Operations originator - City Wide utilization Priority high

Goal and Objective: To create a process that allows all city departments and the public the ability to enter work requests online into one system that disseminates and tracks the request and allows for search and query. This system should allow for access via smart cell phone technology (android and iphone), computers and personal telephone contact.

Department Action Plan: Hire a consultant that works with a committee of City employees to research the work request options available and provide a recommendation to commission for adoption.

Justification and Explanation of funding: Cost spread across all city departments due to multi departmental utilization.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| Multidepartmental | Consultant fees | \$150,000 |
| | | |
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**City of Bismarck
Department Budget Request for 2015
Priority Initiative
One-time Expenditures**

Check if Technology Request
2015 Identify Request Year

Department: Finance - Assessing Priority _____

Goal and Objective: To purchase and implement a CAMA system for the appraisal and valuation of commercial and residential properties in the in the City.

Department Action Plan: With the approval of ITGC, an RFP was prepared for the purchase and implementation of a computer assisted mass appraisal system (CAMA) in May. The plan was to have the preferred vendor selected and the costs identified for the 2015 budget request process. With Budget Committee and Commission approval, then the plan was also to purchase and purchase and implement the commercial CAMA modules this fall and the residential components in 2015.

Justification and Explanation of funding: Assessing selected BSI, a local Fargo firm, for a new CAMA in 2007 with the understanding that the commercial and mass appraisal components would be developed. This did has not been done so we continue to prepare the valuation updates in updates in Excel and enter them in BSI. These major deficiencies were address in the BerryDunn needs assessment with a recommendation to identify the required functional requirements and determine if BSI can provide them. Assessing determined we needed to replace BSI. This has been on hold with the CRW implementation but due to the growth in the City, Assessing needs a new CAMA to help streamline the work load and work flow. This is compounded by the retirement of a senior commercial appraiser and a vacant residential appraiser. A new CAMA will automate our commercial properties, eliminate manual worksheets and data entry and allow mass appraisals. It would also help ensure increased consistency, efficiency and accuracy in completing our annual assessment role and reporting requirements to the State Tax Dept. for sales ratio, price related differential and coefficient of dispersion and equalization of valuations and help improve office morale by addressing of the frustrations and limitations of BSI.

Funding would be provided from the department equipment reserve in 2014 and 2015 as indicated below. Current BSI maintenance funding in base will be used for annual costs for the new CAMA.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|----------------------------|--|-------------------------|
| <u>100194-074-5020-500</u> | <u>Computers/Software 2014 (includes data conversion & 1st yr maintenance)</u> | <u>57,602.5</u> |
| <u>100194-074-5020-500</u> | <u>Computers/Software 2015 (includes 1st yr maintenance & \$5,000 for additional training)</u> | <u>18,112.5</u> |
| | <u>Total</u> | <u>75,715.0</u> |

**City of Bismarck
Department Budget Request for 2014
Priority Initiative
Base Funding**

Department: Combined Communications Center Priority 1

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

Department Action Plan: Purchase, implement and train personnel in the Emergency Police Dispatch (EPD) protocol in 2014 using Enhancement Fund with ongoing annual maintenance and ongoing training and recertification training funding allocations to the department annual operating budget beginning in 2015.

Justification and Explanation of funding: The Center Operational Committee and the User Board is recommending implementation of the EPD system through Priority Dispatch. The system works within the current Paramount software platform and will provide standardized call processing methodology to ensure a consistent level of service while providing responders critical information in their response. The system will work in concert with the Emergency Medical Dispatch (EMD) protocol system, allowing for a more efficient response in law enforcement incidents while even helping to determine if a response is required. The experience with the EMD protocol and efficiencies gained in use of the protocol has raised the interest in the Center transition to the EPD system. (Conference registration is assuming the training of five personnel per year based on turnover or will be used for required recertification training)

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|------------------------------|-------------------------|
| 100-135-051-4635-300 | Software Upgrade/Maintenance | \$ 6,422.00 |
| 100-135-051-4510-100 | Conference Registration | \$ 1,750.00 |
| | | \$ 8,172 |
| | | |
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Instructions: Funding for new positions should reflect salaries at 90% of the midpoint for the classification and include benefit costs for life and health insurance and workers compensation. If non-general fund, also include costs for pension, social security and disability insurance.



110 South Regent Street, Suite 500
 Salt Lake City, UT 84111
 (801) 363-9127 * (801) 363-9144 fax
 (800) 363-9127 toll-free

Sales Quote #100274

by Shawn Johnson

Date 5/9/2014

Bill To: Bismarck Burleigh Combined Comms
 Attn: Mike Dannenfelzer
 2301 University Dr., Bldg 21
 Bismarck, ND 58504

Ship To: Bismarck Burleigh Combined Comms
 Attn: Mike Dannenfelzer
 2301 University Dr., Bldg 21
 Bismarck, ND 58504

For: Bismarck Burleigh Combined Comms
 Attn: Mike Dannenfelzer
 2301 University Dr., Bldg 21
 Bismarck, ND 58504

Phone: 701 222 6727 Fax: 701-221-6804

| Qty | Description | Unit Price | Extended Price |
|-----|---|----------------------|----------------|
| 1 | Client/Server Software Upgrade to Xcelerator | \$900.00 | \$900.00 |
| 4 | ProQA Software Licenses (Police - Paramount - Standard - North American English) Automated calltaking software | \$4,900.00 | \$19,600.00 |
| 1 | AQUA Discipline Modules (Police - Phoenix - Standard - North American English) Licensed discipline modules for AQUA | \$1,000.00 | \$1,000.00 |
| 1 | Cardset (Police - 4.2 - Standard - North American English) Licensed manual protocol set for backup | \$495.00 | \$495.00 |
| 2 | QA Guide (QAG) (Police - 4.1 - Standard - North American English) Quality Assurance Guide for training and case review only | \$45.00 | \$90.00 |
| 25 | Field Responder Guide (FRG) (Police - 4.1 - Standard - North American English) Field reference guide for responders | \$10.00 | \$250.00 |
| 2 | ProQA Software Training (Police - Standard - North American English) 4-hour course (maximum of two complete sessions per day) | \$1,500.00 | \$3,000.00 |
| 4 | Trip Charge/Travel Expenses Travel expense | \$1,500.00 | \$6,000.00 |
| 20 | Certification Course Registrant (Police - North American English) Materials, tuition and certification | \$350.00 | \$7,000.00 |
| 4 | ED-Q Certification Course Registrant (Police) Materials, tuition and certification (2 days, 16 hours) | \$550.00 | \$2,200.00 |
| 8 | Project Management/Implementation Support (Police) Implementation support and quality management program development | \$1,500.00 | \$12,000.00 |
| 1 | ESP Plus Platinum 0. Support, updates, and upgrades for all annual renewing EPD products and services to include: ProQA(4), AQUA(1), Cardsets(4), QAGs, FRGs, SEND, plus Onsite assistance each year | \$6,422.00 | \$6,422.00 |
| | | Sub-Total: | \$58,957.00 |
| | | Tax: | \$0.00 |
| | | Shipping & Handling: | \$0.00 |
| | | Total: | \$58,957.00 |

"To lead the creation of meaningful change in public safety and health."



110 South Regent Street, Suite 500
 Salt Lake City, UT 84111
 (801) 363-9127 * (801) 363-9144 fax
 (800) 363-9127 toll-free

Sales Quote #100274

by Shawn Johnson

Date 5/9/2014

This quote is valid for 120 days from date of issue. Unless otherwise agreed to in writing, all prices quoted are exclusive of any applicable sales, use, withholding and other taxes, duties, or government assessments relating to this transaction, which are the sole obligation of Buyer. Payment terms are Net 30 unless otherwise noted.

Seller will use reasonable efforts to deliver products on time, but will not be liable for any expenses or damages incurred as a result of late delivery or for circumstances beyond Seller's reasonable control. Shipments are made F.O.B. origin, which is Salt Lake City, UT, USA. All insurance expenses and risk of loss are assumed by Buyer.

Purchasing or signing below acknowledges your agreement to the terms above and to the "break the seal" or "click to accept" license agreement associated with the licensed product(s). The license agreement is included with the licensed product(s) and you will have the opportunity to read it before opening or installing. If unacceptable, you may return the licensed product(s) within 10 days of receipt for a refund, less any applicable restocking fees and original shipping charges.

Sign here _____ Date _____

Payment Method: (Check enclosed, or...)

Purchase Order # _____

VISA/MasterCard/AMEX # _____

Expiration: _____

"To lead the creation of meaningful change in public safety and health."

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

Department: Non-departmental Priority _____

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 2015 fuel budgets in the General Fund Departments are expended. For the 2015 budget the General Fund Departments will be expected to maintain their allocation for fuel at the minimum of 2005 budget levels and Police 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 2015 cost per gallon is \$3.65 unleaded gas and \$4.08 and \$3.88 for diesel #1 and #2. Based on the 2013 actual pool expenditures of \$168,323 for gas, \$16,198 for diesel and the 2014 base increase of \$100,000 for fuel budgets for Police and Fire, the recommended increase is \$125,000 for the pool. The pool concept was established in 2006 and has been used to address increases in fuel rates and utilization.

| <u>Account Number</u> | <u>Item Description</u> | <u>Requested Amount</u> |
|-----------------------|-------------------------|-------------------------|
| 100-192-026-4725-100 | Gasoline | 120,000 |
| 100-192-026-4725-200 | Diesel fuel | 5,000 |
| | Total | 125,000 |

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

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

Department: Non-departmental Priority _____

Goal and Objective: Provide adequate funding fro 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 2014 utility budgets in the General Fund departments are expended. For the 2015 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 is 15% for electricity and 20% for natural gas. The 2013 expenditures exceeded the departments total budgets by \$5,504 for electricity and \$954 for natural gas. Based on the utilization and projected increase, the recommended pool is \$50,000. 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 | 20,000 |
| 100-192-000-4400-200 | Electricity | 30,000 |
| | Total | 50,000 |
| | | |
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City of Bismarck
2015 Budget Request
Supplemental Budget Information



June 27, 2014

Bill Wocken, City Administrator
City of Bismarck
221 N. 5th Street
Bismarck, ND 58501

Dear Bill,

I have enclosed a copy of the 2015 CVB Budget. It was first reviewed and approved by our Executive Committee. We presented it to our full Board at our Wednesday, June 25 meeting at which time they unanimously approved it.

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 2015 Budget.

Please let me know if you have any questions.

Best regards,

Terry Harzinski
Chief Executive Officer

2015 Income

| Account No. | Account Name | 2013 Actual | 2014 Budget | 2015 Budget |
|--------------|---------------------------|--------------------|--------------------|--------------------|
| 501/02/04 | Dues | \$56,381 | \$67,000 | \$65,000 |
| 506 | Bismarck Room Tax | 994,494 | \$961,869 | \$1,075,645 |
| 507 | Mandan Room Tax | 62,299 | \$68,268 | \$67,384 |
| 508 | CVB Services | 403 | \$10,000 | \$1,000 |
| 512 | Tourism/Leisure Marketing | - | \$2,500 | \$2,500 |
| 517 | Miscellaneous | 8,400 | \$8,600 | \$8,400 |
| 521 | Interest | 230 | \$500 | \$500 |
| 522 | Sales Co-op | 2,670 | \$3,000 | \$2,000 |
| 523 | Annual Meeting | 1,679 | \$1,000 | \$1,000 |
| 524 | Gaming | 530,674 | \$200,000 | \$275,000 |
| 526 | VIC Income | 29,724 | \$35,000 | \$35,000 |
| TOTAL | | \$1,686,955 | \$1,357,737 | \$1,533,429 |

2015 Expenditures

| Account No. | Account Name | 2013 Actual | 2014 Budget | 2015 Budget |
|--------------|----------------------------------|--------------------|--------------------|--------------------|
| 701 | Salaries | \$510,904 | \$512,500 | \$561,300 |
| 702 | Employee Benefits | \$92,330 | \$125,180 | \$125,500 |
| 703 | Payroll Taxes/Workers Comp. | \$38,941 | \$42,000 | \$45,000 |
| 704/05/06/09 | Occupancy Expenses | \$56,774 | \$66,500 | \$71,620 |
| 707 | Telephone Service | \$15,023 | \$13,800 | \$16,500 |
| 720 | Contractual Services | \$84,278 | \$45,000 | \$71,884 |
| 740 | Furniture & Equipment | \$28,617 | \$17,000 | \$17,000 |
| 741 | Equipment Repair & Service | \$359 | \$3,000 | \$3,000 |
| 750 | Membership Services | \$9,862 | \$4,700 | \$5,000 |
| 752 | Convention Services | \$34,377 | \$77,775 | \$53,325 |
| 756 | Motorcoach Marketing | \$2,264 | \$1,700 | \$3,000 |
| 757 | Meeting/Convention Sales & Mktg. | \$170,553 | \$161,400 | \$217,900 |
| 759 | Tourism/Leisure Marketing | \$142,839 | \$133,982 | \$168,000 |
| 760 | Office Supplies & Expenses | \$4,409 | \$5,000 | \$5,500 |
| 761 | Printed Materials | \$5,629 | \$17,200 | \$17,200 |
| 762 | Postage and Shipping | \$21,539 | \$17,000 | \$22,000 |
| 780 | Miscellaneous | \$10,491 | \$8,000 | \$10,000 |
| 781 | Interest | \$0 | \$1,000 | \$500 |
| 791 | Dues/Registrations/Subscriptions | \$25,510 | \$28,000 | \$28,000 |
| 793 | Travel | \$60,148 | \$60,000 | \$70,000 |
| 794 | Sales Co-op | \$2,144 | \$2,000 | \$2,000 |
| 796 | Retirement of Notes Payable | \$6,242 | \$5,000 | \$6,200 |
| 798 | VIC Expenses | \$13,091 | \$10,000 | \$13,000 |
| TOTAL | | \$1,336,325 | \$1,357,737 | \$1,533,429 |

Bismarck and Burleigh County
Victim/Witness Assistance Program

Charles C. Whitman
City Attorney

Richard J. Riha
State's Attorney

DATE: July 17, 2014

TO: William Wocken
City Administrator

FROM: Heather Wanner 
Victim/Witness Program Coordinator

RE: 2014 Budget Proposal

Enclosed is the Victim/Witness Assistance Program budget proposal for 2015. 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. There are grant funds available through Department of Parole and Probation. To date, we have not received our VOCA and CVA award letters. However, we are hopeful that our application will be reviewed soon and our Program will receive some funding.

Thank you for your continued support of the Program. Feel free to call me at 250-7783 with any questions that you may have.

2015 BUDGET PROPOSAL

| <u>INCOME:</u> | 2015 (Requested) | 2014 |
|--------------------------|-------------------------|------------------|
| City of Bismarck | (10,000) | 10,000 |
| Victim Assistance Fee | 475 | 475 |
| Burleigh County | (79,860) | 85,153 |
| Victim Assistance Fee | 55,000 | 55,000 |
| CVA State Grant Funds | (6,000) | 4,231 |
| VOCA Federal Grant Funds | (46,000) | 40,376 |
| TOTAL | \$197,335 | \$195,235 |

EXPENDITURES:

| | |
|----------------------|------------------|
| Salaries | 139,090 |
| Fringe Benefits | 43,500 |
| Travel | 3,500 |
| Telephone | 2,000 |
| Organizational Dues | 400 |
| Office Supplies | 3,430 |
| Computer Services | 2,915 |
| Furniture/Equipment | 1,000 |
| Continuing Education | 1,500 |
| TOTAL | \$197,335 |

Dakota West Arts Council
400 East Front Avenue
Bismarck, North Dakota 58504

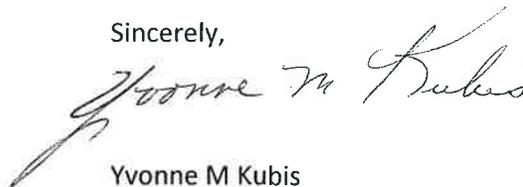
July 25, 2014

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 \$57,695.20. The grants awarded were \$32,695.20 and the operational expenses were salary \$23,000.00 and \$2,000.00 in payroll taxes. The funds expended were \$22,695.20 from the carryover from our prior fiscal year and \$35,000 from our current fiscal year. \$25,760.00 will be carried over to be used for grants in our next fiscal year. This consists of \$25,000.00 carryover and a refund of \$760.00.

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

2013-2014

Applicant

Funding

| | |
|--------------------------------------|--------------|
| Artists Celebrating Christ | 745.00 |
| Bismarck Art & Galleries Association | 790.00 |
| Bismarck Mandan Civic Chorus | 2,700.00 |
| Bismarck Mandan Symphony Orchestra | 2,900.00 |
| Central Dakota Children's Choir | 2,800.00 |
| Cottonwood Bluegrass Band | 1,600.00 |
| Dakota Media Access, Inc. | 1,200.00 |
| Dakota Stage, Inc. | 3,300.00 |
| Downtown Business Assoc. of Bismarck | 1,780.00 |
| Flickertail Woodcarvers | 1,410.00 |
| Gallery 522 | 860.00 |
| Northern Plains Dance | 2,890.00 |
| Missouri River Community Band | 760.00 |
| Missouri River Chamber Orchestra | 1,110.00 |
| Sleepy Hollow Summer Theatre | 3,005.00 |
| Suzuki School of Music | 510.20 |
| Theo Art School | 3,335.00 |
| Urban Harvest | 1,000.00 |
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| | \$ 32,695.20 |