



ADMINISTRATION

DATE: July 16, 2019
FROM: Keith J. Hunke, City Administrator
ITEM: 2020 Budget Funding Priorities

REQUEST

Consider discussion of 2020 Budget Funding Priorities.

Please place this item on the July 23, 2019 City Commission meeting.

BACKGROUND INFORMATION

The 2020 Budget process was initiated with City departments on April 29, 2019. Over the course of several months department requests have been made for new employees, salary and benefits, operating and maintenance needs, technology and capital improvement projects, along with requests from the public for the Strategic Plan Call for Projects. The Budget Committee held meetings with department directors and sponsors of the Strategic Plan Call for Projects to discuss and review their requests during the weeks of July 8th and July 15th. The Budget Committee now needs direction from the City Commission regarding funding priorities to complete its work to finalize recommendations for the 2020 Preliminary Budget.

RECOMMENDED CITY COMMISSION ACTION

Provide the Budget Committee funding priorities in advance of the final preparations of the 2020 Preliminary Budget necessary for the August 7, 2019 special City Commission meeting.

STAFF CONTACT INFORMATION

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**City of Bismarck
2020 Budget Request
Priority Initiatives
New Employees/Labor**

7/18/2019

	FTE	Department Requests	Budget Committee Recommendations	
New Employees-Full-Time				
Administration:				
1 Communication Technician Salary (49,180) & Benefits (27,569) (no ranking given)	1	76,749		
Finance/IT:				
1 Programmer Analyst Salary (60,999) & Benefits (29,738) (1 of 1)	1	90,737		
Central Dakota Communications Center (Cen Comm):				
4 Communication Specialists Salary (191,176) & Benefits (109,193) Bismarck's portion 52% (156,192) (1 of 7)	4	300,369		
Community Development:				
HUD Grant Program Administrator (1 of 5) Salary (54,766) & Benefits (28,671) & Admin Fees (\$26,318)	1	83,437 26,318		
Fire:				
6 Firefighters Salary (165,982) & Benefits (84,457) for 1/2 year Training and Supplies (40,400) (1 of 24)	6	250,439 40,400		
Public Health:				
1 Health Maintenance RN Salary (61,006) & Benefits (29,763) (2 of 6)	1	90,769		
New Employees-Full-Time TOTAL	14	959,218	-	-
New Employees-Part-Time				
Public Health:				
Sustain PT Nurse Health Maintenance (no ranking given)		31,406		
Additional (2) PT Nurse Health Maintenance (3 of 6)		92,089		
New Employees-Part-Time TOTAL		123,495	-	-
Reclassification of Employees				
Administration: 2 Office Assistant II from 10 to 12 Salary (1,008) & Benefits (195) (no ranking)				
		1,203		
Engineering: Reclassify 2 Engineering Tech I to Engineering Tech II Salary (1,703) & Benefits (312) (5 of 7)				
		2,015		
Event Center: Reclassify 2 Maintenance Reclassify Maintenance Positions Salary (6,754) & Benefits (1,239)				
		7,993		
Roads & Streets:				
Fill & Reclassify 2 FTE Heavy Equip Operators to Supervisors Salary (9,798) & Benefits (1,798)		11,596		
Public Health:				
Reclassify Nutrition Services Coordinator to Comm Health Prog Mgr Salary (3,087) & Benefits (566) (4 of 6)		3,653		
Reclassify Client Services Representative to Senior Client Services Representative Salary (192) & Benefits (35) (6 of 6)		227		
Reclassification of Employees TOTAL		26,687	-	-

**City of Bismarck
2020 Budget Request
Priority Initiatives
New Employees/Labor**

7/18/2019

	FTE	Department Requests	Budget Committee Recommendations	
Other				
PW Service:				
Forestry				
Fill Vacant FTE Arborist Salary		75,661		
Salary (47,794) & Benefits (27,867)				
Roads & Streets				
Fill Vacant FTE Heavy Equip Operator		-		
Salary (47,794) & Benefits (27,882)				
Other TOTAL		75,661	-	-
New Positions	14			
GRAND TOTAL	14	1,185,061	-	-

**City of Bismarck
2020 Budget Request
Priority Initiatives
Operations & Maintenance**

7/18/2019

	Department Requests	Budget Committee Recommendations	
Central Dakota Communication Center (CenCom)			
Overtime 3 of 7	15,000		
Operational Cost increase for New Facility 4 of 7 City of Bismarck's portion 52% (237,380)	456,500		
	471,500	-	-
Dakota Media			
Wages/Insurance/Rent (1 of 2)	24,771		
Fire			
Siren Electricity/Maintenance Funds Transfer (1 of 24)	8,150		
Overtime (2 of 24)	205,000		
Overtime Reporting Period (3 of 24)	9,000		
Firefighter Physical (8 of 24)	15,000		
Hose Replacement (10 of 24)	9,000		
Live Fire Training (11 of 24)	14,000		
Training (12 of 24)	34,500		
Rpr/Mtce-Building (13 of 24)	14,000		
Mobile Device Management	1,426		
	310,076	-	-
Police			
Sleepy Hollow Rpr/Mtce, Utilities (10 of 27)	12,986		
SWAT budget increase (11 of 27)	6,100		
Bomb Squad budget increase (12 of 27)	10,043		
Parking Lot Rental (16 of 27)	24,000		
	53,129	-	-
Public Health			
Building Rent (1 of 6)	119,936		
TOTAL Operations & Maintenance Requests	\$ 979,412	\$ -	\$ -

**City of Bismarck
2020 Budget Request
Priority Initiatives
One-time Expenditures**

7/18/2019

	Department Requests	Budget Committee Recommendations	
Administration			
Employee Parking 6th St. Ramp (1 of 8)	37,500		
Street Utility Fee Study (3 of 8)	85,000		
Professional Services-Communication (8 of 8)	25,000		
Knowledge Management Transfer Program (7 of 8)	25,000		
Workforce Planning Program (6 of 8)	50,000		
	222,500	-	-
Commission Special Projects			
Missouri Valley Coalition of Homeless People (4 of 8)	5,000		
Human Relations Committee (5 of 8)	2,500		
Consultant for Arts & Cultural Plan (Call for Projects)	100,000		
Consultant for Missouri River Master Plan (Call for Projects)	-		
Permanent Homeless Shelter (Call for Projects)	250,000		
GO! Bismarck Mandan Local Foods Coordinator (Call for Projects)	10,000		
Downtowners Assoc - Maintain Chancellor's Square	20,000		
	387,500	-	-
Building Maintenance			
City/County Building			
Replace 4th floor carpet (2 of 2)	40,880		
Fire Stations			
Station #1 (Headquarters):			
Repair Outside Parking Lot Electrical Outlets (20 of 24)	3,800		
Upgrade Lighting in Appartus Bays (23 of 24)	4,200		
Station #2:			
Vent Sink on Second Floor (21 of 24)	6,000		
Replace 3 overhead garage doors/openers (14 of 24)	24,500		
Replace Lighting in Appartus Bays (24 of 24)	9,800		
Station #3:			
Replace Refrigerators (22 of 24)	4,050		
	52,350	-	-
Police			
Floor Crack-Animal Impound (26 of 27)	15,000		
Roof Shelter at Animal Impound (25 of 27)	15,000		
Replacement of Damaged Concrete-Police Department (27 of 27)	3,000		
	33,000	-	-
Dakota Media Access			
Production Equipment (2 of 2)	13,860		
Central Dakota Communication Center (CenCom)			
TRACS interface (2 of 7) City of Bismarck portion \$26,000 (52%)	50,000		
Administrative Fees (5 of 7)	94,357		
Parking Ticket Admin Module (7 of 7)	4,800		
Tuition (6 of 7)	6,000		
	155,157	-	-

**City of Bismarck
2020 Budget Request
Priority Initiatives
One-time Expenditures**

7/18/2019

	Department Requests	Budget Committee Recommendations	
Engineering			
Automated Pavement Data Collection (3 of 7)	45,000		
Vehicles (\$64,600 vehicles) (8,340 Parts, Acc, Labor) (6 of 7)	72,940		
Telephone Replacement (7 of 7)	5,400		
Engineering Consultants-Supplemental Expertise (1 of 7)	50,000		
Project Error Contingency (4 of 7)	25,000		
	198,340	-	-
Fire			
Radios (4 of 24)	503,000		
Communications Station Alerting System (5 of 24)	250,000		
Mobile Data Computers (9) (6 of 24)	35,100		
Chemical Extractors (3) (7 of 24)	17,700		
Repair VES system (9 of 24)	24,000		
Pyrometer (15 of 24)	10,000		
Pickups (2) (16 of 24)	63,600		
Utility Tractor for Station #5 (17 of 24)	9,500		
Phone Upgrade (19 of 24)	4,810		
Furniture, Fixtures & Equip for New EOC Facility	135,000		
	1,052,710	-	-
Community Development			
MPO- studies/survey			
Intersection Analysis Study (3 of 5)			
MPO 80% (140,000), Mandan 6% (10,500), 1-Time 12.6% (22,034), Community Development 1.4% (2,466) (3 of 5)	175,000		
Building Inspections			
Purchase Code Books (2 of 5)	5,000		
Replace 3 Fleet Vehicles with new vehicles (4 of 5)	76,950		
	81,950	-	-
Police Department			
Uniforms (2 of 27)	23,220		
Impound Camera System (3 of 27)	29,601		
Evidence Storage (4 of 27)	65,374		
Vehicle Purchase (7 of 27)	229,820		
Patrol Equipment Changeover (8 of 27)	157,690		
Repair/Maintenance of Vehicles (9 of 27)	38,000		
Prisoner Care (13 of 27)	596,402		
Overtime (14 of 27)	60,000		
Towing (15 of 27)	44,000		
Purchase (4) Getac Computers for CSOs (18 of 27)	21,200		
Building Renovations Patrol/Traffic Section (19 of 27)	34,500		
Training-Rask (20 of 27)	3,950		
Interview Room Recorder (21 of 27)	15,033		
Parking Lot Renovation (22 of 27)	45,000		
Fence Expansion - Impound (23 of 27)	45,000		
Crash Data Retrieval System (24 of 27)	9,425		
	1,418,215	-	-

**City of Bismarck
2020 Budget Request
Priority Initiatives
One-time Expenditures**

7/18/2019

	Department Requests	Budget Committee Recommendations	
Public Health			
Environmental Health			
Vector Control (1 of 4)			
Part-time Salaries(Salary=\$15/hr(16 wks@30hrs/wk)\$7200x4 staff	28,800		
Workers Comp-Premium/FICA/Medicare	2,615		
Professional Certification	450		
Rpr/Mtce Equipment	2,000		
Rpr/Mtce Vehicles	2,000		
Rental-Buildings (Storage for Pesticides/Vector Spraying Equip)	1,200		
Conference Registration for 1 EH Staff for North Central Mosquito Control Conference in Minneapolis, MN	40		
Lodging for Mosquito Control Conference 2 nights X \$150	300		
Meals for Mosquito Control Conference \$64/day X 2 days	128		
Cell Phones	300		
Advertising/Promotions-Advertising for open positions	150		
Drug Testing/Recruitment	250		
Small Tools/Equipment	1,100		
Pesticides	20,000		
Gasoline	2,000		
Safety Supplies	500		
Replace Mosquito Fogger Unit	9,000		
	70,833	-	-
Bis-Man Transit			
Additional Funding	90,000		
Library			
Utilize the bookmobile funds	218,707		
Vehicles (1 of 2) - high	150,000		
Upgrade the Libraries Mitel Phone system (2 of 2)	19,000		
	387,707	-	-
ITGC Technology Requests			
License Plate Readers (1 of 27) Police	51,613		
Phone Recorder System (5 of 27) Police	27,528		
Duncan Car Marker Hardware Update (17 of 27) Police	27,000		
Point of Purchase System (1 of 25) Event Center	134,453		
Social Tables Diagramming software (2 of 25) Event Center	6,500		
Wireless Infrastructure Upgrade (3 of 25) Event Center	82,295		
Technology Upgrade-Tom Baker Meeting Room (2 of 8) Admin	10,000		
	339,389	-	-

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Priority Initiatives
One-time Expenditures**

7/18/2019

	Department Requests	Budget Committee Recommendations
Event Center		
Reurbish Basketball Score Tables (4 of 25)	27,000	
Purchase Skid-Steer Loader (5 of 25)	29,500	
Repair Sidewalk (2nd of a 3 year project) (6 of 25)	15,000	
Event Center Theater Soft Goods (7 of 25)	78,000	
Purchase 12 Street Barriers (8 of 25)	5,600	
Riding Floor Scrubber (9 of 25)	15,800	
Purchase 7 Spectra-200 Lights for Belle (10 of 25)	20,000	
Event Center Theater Carpet (11 of 25)	41,162	
EH - Repair Heating System (12 of 25)	6,500	
Purchase (4) 1/2 ton motors, (1) Truss for Broadway Set (13 of 25)	5,500	
Purchase (2) Vacuum Cleaners (14 of 25)	1,800	
Arena Air Handler Test/Calibrate (15 of 25)	6,500	
Arena Cen-Tra-Vac Interface Upgrade (16 of 25)	5,500	
(10) Portable Parking Lot Signs (17 of 25)	1,500	
EH - Air Handler Dampers Tested and Calibrated (18 of 25)	8,000	
EH - VAV's Tested and Calibrated (19 of 25)	8,500	
Arena - Emergency Lighting Locker Rooms/Restrooms (20 of 25)	20,000	
Arena - Emergency Lighting Concession/West Meeting Rooms (21 of 25)	20,000	
EH - Chilled Water Supply Drained/Inspected (22 of 25)	5,000	
Arena - VAV's Tested and Calibrated (23 of 25)	8,500	
Foot Traffic Reader Board (24 of 25)	43,000	
EH - Window Tinting (25 of 25)	20,000	
	392,362	-
PWS Service Operations		
Roads & Streets		
Replace Equipment and Vehicles (3 sweepers, 2 snowblowers, 4 loaders, 4 dump trucks, 2 motor graders, 2 sanders, 1 mower, 1 skidsteer, 4 1/2 ton pickups)	3,286,300	
Roads & Streets-Forestry		
Contract Tree Pruning (2 of 3)	90,000	
Contract Stump Removal (3 of 3)	14,000	
Spray for Cankerworm (1 of 3)	83,400	
Bareroot Trees	2,000	
Replace Equipment & Vehicles (Aerial Lift & Chipper Body Truck and 1/2 Ton Pickup)	353,500	
	542,900	-
Fleet		
Replace Vehicle (1/2 ton pickup)	24,000	
Street Lights/Signals		
Replace Vehicles (aerial lift truck, pickup)	240,600	
Solid Waste Collections		
Replace 4 Vehicles (Garbage truck, 2 pickups, dump truck) and Rolloff Chassis and 4 Rolloff Containers	638,850	
Solid Waste Disposal		
Replace Equipment & Vehicles (Steel Wheel Compactor, Scraper, and 1/2 Ton Pickup)	1,481,000	

**City of Bismarck
2020 Budget Request
Priority Initiatives
One-time Expenditures**

7/18/2019

	Department Requests	Budget Committee Recommendations	
<u>PWS Utility Operations</u>			
Sanitary Sewer			
Replace Vehicle - 1 pickup	50,000		
Wastewater			
Replace Forklift - Dewatering Process	30,000		
New Rolloff Chassis, Containers, Spreader, 2 live bottom trailers, & a front end loader - Dewatering Process	750,000		
	780,000	-	-
Water			
Replace 4x4 Tractor (Snow Sweeper)	43,000		
Replace Forklift	42,500		
Replace Vehicle - 1 SUV	27,500		
Replace Vehicles - 2 Pickups	85,000		
	198,000	-	-
<u>Non-Departmental</u>			
Utilities: Electricity & Natural Gas Pool (1 of 3)	40,000		
Vehicle Maintenance & Repair Pool (2 of 3)	50,000		
Fuel: Gasoline and Diesel Pool (3 of 3)	50,000		
	140,000	-	-
One-Time Expense Requests TOTAL	\$ 12,493,403	\$ -	\$ -

CAPITAL IMPROVEMENT PROGRAM PROJECTED COST FOR YEAR 2020

	Cost	City Costs						Non City Costs		
		Enterprise						Private	Federal	State
		Construction Reserves	Motel/Liq Tax	Building Constr.	Sales Tax Fund	Special Assessment	Other	Donate	Grant	Grant
<u>AIRPORT</u>										
Wetland Mitigation - Phase 5A (On-Airport)	5,555,556	277,778							5,000,000	277,778
Purchase Snow Removal Equipment	750,000	750,000								
Expand Passenger Parking	1,500,000	1,500,000								
Taxiway C North Rehabilitation (Structure Overlay)	9,500,000	475,000							8,550,000	475,000
Plans and Specifications for 2021	1,000,000	50,000							900,000	50,000
Airport Total	18,305,556	3,052,778							14,450,000	802,778
<u>BUILDING MAINTENANCE</u>										
City/County Bldg Backup Generator for IT Servers	400,000			400,000						
City/County Bldg Northeast Air Handler Replacement	103,400			103,400						
Multiple Building Control System Upgrade and Reconfiguration	90,000			90,000						
All Departments Building Management System	170,000			170,000						
Administration Building Addition or Replacement	380,000			380,000						
Building Maintenance Total	1,143,400			1,143,400						
<u>EVENT CENTER</u>										
Arena Ice Floor and Ice Plant	2,975,000		2,975,000							
Arena & Arena Lobby Lighting Controls	525,000		525,000							
Arena Bowl Lighting System	885,000		885,000							
Arena Replace Loose Brick on Southwest Wall	50,000		50,000							
Arena Broadway Curtains	71,000		71,000							
Arena Video Cameras & Cabling	187,000		187,000							
Exhibit Hall Meeting Rooms Lighting Controls	80,000		80,000							
Arena Locker Room Renovation	5,000,000		5,000,000							

CAPITAL IMPROVEMENT PROGRAM PROJECTED COST FOR YEAR 2020

		City Costs						Non City Costs		
		Enterprise								
		Construction	Motel/Liq	Building	Sales	Special		Private	Federal	State
	Cost	Reserves	Tax	Constr.	Tax Fund	Assessment	Other	Donate	Grant	Grant
Storm Sewer Development - Tyler Coulee	281,468					281,468				
Storm Sewer Total	661,468	160,000				281,468	220,000			
Water & Sewer Utility Projects Total	15,438,768	11,867,300				281,468	3,290,000			
CITY TOTAL	90,214,389	18,645,978	15,168,000	2,782,900	7,134,250	12,548,818	17,781,665		15,250,000	902,778